

**District Township Supervisors
Business Meeting
July 21, 2022**

EXECUTIVE SESSION

The Board of Supervisors met at 6:00 p.m. to hear a presentation from Scantek regarding document management/digital migration.

BUSINESS MEETING CALL TO ORDER

Chairman Ed Overberger called to order the District Township Board of Supervisors Business Meeting, held at 202 Weil Road, Boyertown, PA at 7:08 p.m. Present were Chairman Ed Overberger, Vice-Chairman Leonard Robb, Supervisor Ron Leibowitz, Solicitor Gene Orlando, Engineer John Weber, Planning Commission Chair Piper Sherburne, Emergency Management Coordinator Tim Adam, Secretary Elaine Schwien and Road Crew member Ken Schroeder. Also in attendance were three Officers from Eastern Berks Fire Department, Chris Schaeffer, Todd Soffa and Warren Bechtel.

AGENDA

The July 21, 2022 Business Meeting agenda was posted to the District Township website and municipal building on 7/20/22.

MINUTES

A motion was made by Mr. Overberger, seconded by Mr. Leibowitz, to approve the minutes of the June 16, 2022 Business Meeting. All in favor.

PUBLIC PARTICIPATION

Officer Schaeffer discussed with the Board the goals and benefits of the proposed address sign mailing to the residents. A properly marked driveway certainly assists any emergency service in locating a property. Long driveways would be identified with a red sign (versus green) indicating additional equipment is necessary to the fire company. EBFD would also like to determine water source availability, such as ponds, since hydrants are not available. Mr. Overberger made a motion to authorize the Emergency Management Coordinator to purchase up to \$1,500 of emergency services signage for the Eastern Berks Fire Department. Seconded by Mr. Robb. All in favor. The mailing was determined to include a letter with a revamped address sign order form. Postage costs will be addressed at next month's meeting.

Officer Schaeffer also requested the Board to continue to consider a Fire Tax such as has been done in Bechtelsville Borough. The EBFD's fund drive only provided approximately a 13% return on donations. The Board discussed the idea of an Emergency Services Tax which would include both the ambulance and the fire company. The Board authorized the Solicitor to look into the process, for additional information to discuss further.

SOLICITOR – Eugene Orlando

New User on the Cell Tower: Solicitor Orlando attempted to contact Mr. French of American Tower. Waiting on response or he will follow-up if needed.

Service Electric Franchise Fee: The Solicitor and the Board discussed again the audit option that is provided for in the agreement with Service Electric. Due to the expense of such, the Board determined not to pursue.

ROADMASTER - Ed Overberger

Weil Road Repairs: Completed.

Weidner Road Pipe Installation: Mr. Overberger reported the pipe was dropped off for the work to be done.

Crack Sealing: Completed.

Line Painting: Previously awarded to Berks Traffic. Per Mr. Overberger, Berks Traffic has advised they are unable to complete the project this year, due to a shortage of materials. Mr. Weber presented to the Board three alternative proposals for consideration. DeAngelo Contracting Services \$9,968.00, Midlantic Marking \$10,965.68 and Guidemark \$12,460.00. Due to the substantial increase in the project price, as well as the possibility that Berks Traffic could potentially receive more paint, the Board determined to wait until next year or completion this year by Berks Traffic.

Onroad Rebate Program: No further updates.

Mr. Overberger noted consideration of selling old plow from the Kodiak. The Board requested the Secretary to research the process of selling items through Municibid.

Mr. Leibowitz suggested consideration be given to dashboard camera recorders installed into the Road Crew trucks. Drivers are too fast/do not see working Road Crew members. Mr. Leibowitz will follow-up with the State Police. The Board requested the Secretary to check with Green Tree Technology regarding dash cams and with PSATS for training video(s) on worker safety.

ZONING OFFICER – John Weber

Small Wireless Facilities Act: No further update.

Bull Road Improvements: The project was started last week per Mr. Weber. Initially the work did not go well on the Milnes side but has since been corrected. Mr. Weber provided pictures for the Board to review. The work is now beginning on the Arenschield side.

880 Huffs Church Road: The Board reviewed and discussed the new complaint which states the home is in disrepair/unsafe. An elderly tenant resides there, and she just received a notice of eviction. The Board directed Mr. Weber to refer the complainant to the Berks County Office on Aging.

810 Delong Road: The Board reviewed the new complaint received regarding construction of an above ground pool and deck, next to the property line, without required permits. The Board authorized Mr. Weber/LTL Consultants to investigate.

150 Bitting Road: The Board discussed the noise complaint received regarding barking dogs. Ongoing issue from the complainant which has been investigated by LTL Consultants with no substantive findings. The Township has spoken with other residents of the area which do not corroborate excessive noise from the dogs. The Board directed Mr. Weber to send a letter to the complainant advising of the above and without additional evidence and/or complaints from additional parties, the Township is not able to take further action.

875 Huffs Church Road: Per Mr. Weber the property is in decent shape. LTL Consultants will contact the property owner regarding their future plans.

889 Delong Road: Mr. Weber followed up with the property owner. There have been some health issues, but the property owner indicated they will get back to the cleanup. LTL Consultants will continue to monitor.

ZHB Meeting (Meitzler/Bales): The hearing occurred on July 12, 2022, with the variances granted. The Board will have the Secretary check into the transcript cost/different format options available.

PLANNING COMMISSION—Piper Sherburne

Ms. Sherburne indicated the Meitzler/Bales ZHB decision was in line with the concerns of the Planning Commission. She attended the ZHB meeting, noting the variances were granted due to the septic system of Lot 2 being located

on Lot 1. The ZHB required substantial conformity to the requested lot configuration and that Lot 1 shall not be used for residential purposes.

ENVIRONMENTAL ADVISORY COMMITTEE—Piper Sherburne

Spotted Lanternfly: Banding material and circle traps are available to residents for their use.

Mosquito Update: Positive mosquito sample in Washington Township for West Nile Virus per the BCCD.

BUILDING COMMITTEE-Leonard Robb

LED Lights at the Bull Road Garage: Completed.

Miscellaneous Electrical Work at the Bull Road Garage: Completed.

D J Hess Invoice: Mr. Robb made a motion to approve the cost of the extra set of shelves installed by D J Hess at the Bull Road garage, in the amount of \$200. Seconded by Mr. Overberger. All in favor.

HVAC Repair: Loose wire with the HVAC system at the municipal building. Art Smith & Son came out for emergency repair. Mr. Overberger made a motion to pay the HVAC repair bill from Art Smith & Son not to exceed \$500. Seconded by Mr. Robb. All in favor.

RECREATION-John Burger

EMERGENCY MANAGEMENT – Tim Adam

EBFD responded to 40 calls in the month of June. Total calls year to date 258. Upcoming chicken bar-b-q on Saturday, August 20 (Bally station). Facebook raffle reminder.

TREASURER REPORT – Karen Krall

Elaine Schwien reported:

As of June 30, 2022 the balances were:

General Fund	\$ 767,071.23
State Fund	\$ 227,122.59
Capital Reserve	\$ 264,520.46
Culvert Bridge Fund	\$ 252,928.51
American Rescue Plan Fund	<u>\$ 74,479.42</u>
Total	\$ 1,586,122.21

Status of Escrow Accounts:

904/906 Huffs Church Road Balance: Schwien \$250/Miller \$250.

DISBURSEMENTS

Total General & Payroll Fund Disbursement: \$31,033.43

Total State Fund Disbursement: \$21,600.00

A motion was made by Mr. Overberger to pay the bills in the amount of \$52,633.43. Seconded by Mr. Leibowitz. All in favor.

PLGIT – Consideration of Investment Options: Per advisement from the Treasurer, the Township’s PLGIT/TERM investment matured. PLGIT automatically moved the monies into a PLGIT Class account. The Board briefly discussed reinvesting at this time, determining to move the monies into the PLGIT Prime account with better interest. Mr. Overberger made a motion to move the full balance of \$165,000.00+ from the PLGIT Class account to the PLGIT Prime account. Seconded by Mr. Leibowitz. All in favor.

Pertaining to the American Rescue Plan Fund, the Secretary noted the Township received \$235.46 in redistribution of the first tranche from 2021. (Municipalities that turned down or did not file for ARP monies).

OLD BUSINESS

American Rescue Plan Fund – Budget Resolution: Tabled until ready for disbursement.

Refresh Township Logo: No update.

NEW BUSINESS

Appraisal on the Municipal Building (for insurance valuation purposes): The Board reviewed and discussed the proposed appraisal agreement provided by Industrial Appraisal Company for the purpose of establishing current insurance valuation of the Township Municipal Building for use by Gerhart, Hartman & Ritner Ltd. Mr. Overberger made a motion to enter into the appraisal agreement for insurance valuation services, dated 7/8/22, with Industrial Appraisal Company, in the amount of \$1,340. Seconded by Mr. Leibowitz. All in favor.

Brandywine Heights Area Regional Recreation Committee: The Board reviewed and acknowledged receipt of notice from Longswamp Township withdrawing from the Brandywine Heights Area Regional Recreation Committee.

Green Tree Technology Proposals for Ram Upgrade and New Email Hosting (districttownship.org): The Board reviewed and discussed both proposals. Mr. Overberger made a motion to approve Green Tree Technology estimate #410 to upgrade the Ram in the office laptop and garage computer for \$246.63. Seconded by Mr. Leibowitz. All in favor. Mr. Overberger made a motion to transfer the email hosting for districttownship.org (new) to Green Tree Technology for the monthly cost per mailbox of \$7.95 and one-time setup costs of \$195 as per estimate #339. Seconded by Mr. Robb. All in favor.

Service Electric/PenTeleData for Internet/Phone Service - Forwarding of Email from Windstream: Tabled until next month's meeting.

New Cleaning Service at the Municipal Building: Notice was received from L & J Cleaning Service of discontinuation of their cleaning service to the municipal building. Two proposals for monthly cleaning were provided to the Board for review, Joan Kelsch at \$115 and LaBella Cleaning Services at \$425 (two others declined). Mr. Overberger made a motion to approve Joan Kelsch at \$115 for the monthly cleaning of the municipal building. Seconded by Mr. Robb. All in favor.

Additional Road Crew Shirts: Tabled until next month's meeting.

Document Management/Digital Migration: Briefly discussed by the Board. Materials for review with further discussion needed.

PUBLIC PARTICIPATION

Public Comment: None further.

ADJOURNMENT

With no further business to come before the Board, there was a motion made by Mr. Robb, seconded by Mr. Leibowitz, to adjourn the business meeting at 9:27 p.m. All in favor.

Respectfully submitted,

Elaine Schwien, District Township Secretary