

**District Township Supervisors
Business Meeting
August 18, 2022**

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 7:02 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 and Secretary Elaine Schwien. No residents attended.

AGENDA

The August 18, 2022 Business Meeting agenda was posted to the District Township website and municipal building on 8/17/22.

MINUTES

A motion was made by Mr. Overberger, seconded by Mr. Leibowitz, to approve the minutes of the July 21, 2022 Business Meeting. All in favor.

PUBLIC PARTICIPATION

None.

SOLICITOR – Eugene Orlando

New User on the Cell Tower: Solicitor Orlando followed up with Mr. French of American Tower, leaving detailed voicemail, with no response. The Board determined not to pursue further at this time.

Fire Tax/Emergency Services Tax: Solicitor Orlando provided information to the Board from the Second Class Township Code pertaining to a fire tax/emergency services tax. The Board generally discussed the different uses/ taxing parameters. Per the Solicitor, the Board can determine the application and disbursement of the monies. Solicitor Orlando suggested a review of Article 18 in the Second Class Township Code, which the Board directed the Secretary to provide to the Supervisors for their review, with further discussion at next month's meeting.

Shooting/Target Practice Question: The Board reviewed a shooting question received by email at the Township office. Briefly discussed with the Solicitor. The Secretary will reply as per Board direction.

ROADMASTER - Ed Overberger

Weidner Road Pipe Installation: Completed per Mr. Overberger. Mr. Leibowitz will check with Carl Bales regarding credit for unused pipe.

Line Painting: Berks Traffic did receive more paint, per Mr. Overberger, so the project will be completed this year at the original price.

Onroad Rebate Program/New Truck: Per Mr. Overberger the new truck is scheduled to be built the first week of September. Everything except the dump body has been received by the upfitter. The dump body is expected mid-September.

Per Mr. Overberger, consideration needs to be given to which Ford F-550 will be replaced. The Board discussed with no determination at this time.

Sell Old Kodiak Plow on Municibid: Discussion was held by the Board and Secretary on the process/particulars of selling Township property and the use of Municibid. The Board directed the Secretary to work on a draft add for the

selling of the plow on Municibid (with aid from the Assistant Roadmaster) as well as a draft newspaper advertisement, to be considered for approval at the September meeting.

Road Crew Safety: The Secretary provided the Board with information on a PSATS virtual flagger training class. The Board reviewed and approved the training class for the Road Crew. The Secretary will setup the training in coordination with the Assistant Roadmaster. No further discussion on dashboard cameras.

ZONING OFFICER – John Weber

Small Wireless Facilities Act: No further update.

Bull Road Improvements:

- Change Order Approval (underdrains) – Per Mr. Overberger a spring was discovered under the roadway requiring the installation of underdrains. Mr. Overberger made a motion to accept change order 2022-107, from Carl Bales Excavating, in the amount of \$5,255. Seconded by Mr. Leibowitz. All in favor.
- Arenschield side completed.

880 Huffs Church Road: Mr. Weber reported he contacted the Berks County Office on Aging as well as the complainant on this matter.

810 Delong Road: Mr. Weber confirmed, per the investigation by LTL Consultants, an above ground pool and deck was installed without a permit and is located in the side yard setback. An enforcement notice was sent to the property owner. The property owner did respond indicating they want to make it right.

150 Bitting Road: Mr. Weber sent follow-up letter to the complainant as directed by the Board.

875 Huffs Church Road: Mr. Weber reported more significant progress. Another dumpster has been located on site. Will generally keep an eye on the property.

889 Delong Road: Mr. Weber reported good progress. Provided pictures for the Board to review. The propane tanks have been removed and the fence restored. There is still a lot of junk in the back but the front of the property looks much better.

ZHB Meeting (Meitzler/Bales): The hearing occurred on July 12, 2022, with the variances granted. The Secretary provided the Board with an estimated transcript cost of \$200 (approximately 50 minutes) per Sargent’s Court Reporting, with several format options available. Mr. Overberger made a motion to authorize the Secretary to purchase the stenographer transcript, on stick, from Sargent’s Court Reporting, for the Meitzler/Bales ZHB meeting of 7/12/22, at a cost not to exceed \$250. Seconded by Mr. Robb. All in favor.

Mr. Weber reported on 177 Conrad Road, earth movement/disturbance – widening existing driveway. No erosion controls in place. Contacting the Berks County Conservation District.

PLANNING COMMISSION—Piper Sherburne

No report.

ENVIRONMENTAL ADVISORY COMMITTEE—Piper Sherburne

Spotted Lanternfly: No report.

Ms. Sherburne advised the Board of a new invasive species confirmed in District Township – Beech Leaf Disease. The Board gave approval for a possible speaker from Penn State Extension to discuss further.

BUILDING COMMITTEE-Leonard Robb

Board Authorization to Pay Slightly Higher Invoice from Wetzel Enterprises for the Miscellaneous Electrical Work at the Bull Road Garage: The Board reviewed and discussed the work/invoicing. Mr. Robb made a motion to approve the extra \$18 (\$4,000 vs \$4,018) to Wetzel Enterprises for the miscellaneous electrical work at the Bull Road garage. Seconded by Mr. Overberger. All in favor.

Shank Door Proposal for Service to Garage Doors: The Board reviewed and discussed the proposal received from Shank Door for service/adjustment to the garage doors including the installation of pusher plates. Mr. Leibowitz made a motion to approve the revised Shank Door proposal, dated 8/15/22, in the amount of \$845.50. Seconded by Mr. Robb. All in favor.

RECREATION-John Burger

EMERGENCY MANAGEMENT – Tim Adam

EBFD responded to 24 calls in the month of July, 4 in District Township. Total calls year to date 294. Reminder on upcoming chicken bar-b-q, Saturday, August 20 (Bally station).

911 Reflective Sign Project: Mr. Adam reviewed pricing of the signs/numbers received from Miller Municipal Supply and Interstate Sign Products with the Board. Mr. Adam will move forward with Interstate Sign Products. Mr. Adam is working on a draft letter to the residents. Mr. Overberger made a motion to spend up to \$475 on the postage costs of the 911 reflective sign mailing. Seconded by Mr. Leibowitz. All in favor.

District Township Municipal Action Plan: Per Mr. Adam, every 5 years Berks County performs a review of the County Hazard Mitigation Plan which does include a review/update of the District Township Municipal Action Plan. Mr. Adam will begin working on the township plan and provide to the Board for review/discussion at next month’s meeting.

TREASURER REPORT – Karen Krall

Elaine Schwien reported:

As of July 31, 2022 the balances were:

General Fund	\$ 783,839.87
State Fund	\$ 227,130.31
Capital Reserve	\$ 264,529.45
Culvert Bridge Fund	\$ 252,930.66
American Rescue Plan Fund	\$ <u>74,715.51</u>
Total	\$ 1,603,145.80

Status of Escrow Accounts:

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

DISBURSEMENTS

Total General & Payroll Fund Disbursement: \$36,783.09

Total State Fund Disbursement: \$0

A motion was made by Mr. Overberger to pay the bills in the amount of \$36,783.09. Seconded by Mr. Leibowitz. All in favor.

The Board requested the Secretary to obtain a quote from Diamond Disposal on the cost of weekly trash pick up for the Municipal Building.

OLD BUSINESS

Appraisal Agreement with Industrial Appraisal Company was Approved at the July BOS Meeting (for insurance valuation purposes on the Municipal Building): Waiting on scheduling.

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

Refresh Township Logo: No update.

NEW BUSINESS

Green Tree Technology: Work completed.

- Ram upgrade for the office laptop and garage computer
- New email hosting for DistrictTownship.org
office@districttownship.org
treasurer@districttownship.org

Service Electric/PenTeleData for Internet and Phone Service - Forwarding of Email from Windstream: Discussion was held on available service to the office and garage locations. Windstream advised when service is canceled, email will only forward for 90 days. At this time, the Board will delay further consideration of switching to Service Electric/PenTeleData to allow time for the new email addresses to become more fully used and updated.

Additional Road Crew Shirts: The Board determined to go with standard shirts (safety vest worn on top) with no purchase of logoed shirts at this time.

Document Management/Digital Migration: The Board briefly discussed. Mr. Leibowitz will schedule a demonstration on the next step in the process for consideration.

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. Overberger, to adjourn the business meeting at 8:55 p.m. All in favor.

Respectfully submitted,

Elaine Schwien, District Township Secretary