

**District Township Supervisors
Business Meeting
December 15, 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 7:05 p.m. Present were Chairman Ed Overberger, Vice-Chairman Leonard Robb, Solicitor Gene Orlando, Emergency Management Coordinator Tim Adam, Secretary Elaine Schwien and Assistant Secretary Kim Schroeder. No residents attended.

*Supervisor Ron Leibowitz arrived at 7:22 p.m.

AGENDA

The December 15, 2022 Business Meeting agenda was posted to the District Township website and municipal building on 12/14/22.

EXECUTIVE SESSION

The Board met, along with Solicitor Orlando, in Executive Session from 7:06 p.m. to 7:28 p.m. to discuss legal matters.

MINUTES

A motion was made by Mr. Overberger, seconded by Mr. Leibowitz, to approve the minutes of the November 17, 2022 Business Meeting. All in favor.

PUBLIC PARTICIPATION

None.

NEW BUSINESS

Adoption of 2023 Budget: The Board briefly reviewed the 2023 budget of \$834,300.25 which includes interfund operating transfers from surplus fund accounts of \$455,665.25. The actual operating budget is \$378,635.00. Mr. Overberger made a motion to adopt the 2023 budget (which is balanced) in the amount of \$834,300.25. Seconded by Mr. Leibowitz. All in favor.

Adoption of Resolution 2022-16: Mr. Overberger made a motion to adopt Resolution 2022-16 fixing the tax rate for the year 2023 at 1.1 mills on each dollar of assessed valuation. Seconded by Mr. Robb. All in favor.

2023 Municipal Tax Sheet: Mr. Overberger made a motion certifying the rate and authorizing Berks County to bill back a proportionate amount of the cost of the tax bill forms and postage expense incurred on behalf of District Township. Seconded by Mr. Robb. All in favor.

Appointment of Temporary BOS Chairman: Mr. Overberger made a motion to appoint Leonard Robb as the temporary Board of Supervisors Chairman until Reorganization 1/3/23. Seconded by Mr. Leibowitz. All in favor.

SOLICITOR – Eugene Orlando

Discuss Moving Culvert/Bridge Fund Account to PLGIT: Solicitor Orlando recommended the bond tax issue be directed to Bond Counsel, Ben Ried, for assistance. The Secretary will follow up.

ROADMASTER - Ed Overberger

Emergency Repair to Extend Underdrain on Bull Road – Approve Payment of Invoice: Mr. Overberger made a motion to approve payment of Invoice #4273 in the amount of \$3,308.00 to Carl Bales Excavating for the extension to the Bull Road underdrain. Seconded by Mr. Leibowitz. All in favor.

Quote to Install Radios in Trucks: Mr. Leibowitz provided a proposal from Triangle Communications on used radios, including the cost of installation in the township trucks, for the Board’s review. Mr. Leibowitz noted the inconsistent cell signal within the township, which the radios would help to address, improving communication by the Road Crew while in their trucks. The Board discussed the proposal with no decision made. The Roadmaster will discuss further with the Assistant Roadmaster.

Road Sign Maintenance: For informational purposes, Mr. Leibowitz contacted PennDOT for their road sign maintenance schedule. PennDOT signs are replaced on an 18-year schedule.

Onroad Rebate Program/New Truck: The township has submitted for voucher reimbursement through the Onroad Rebate Program/DEP for both the 22 Chevrolet truck and the upfit equipment. The upfit equipment has been paid for, but not yet installed, with completion expected in February. The township has been working with Senator Mensch’s office (Senator-elect Pennycuik) to obtain full voucher reimbursement.

Selling the 2017 Ford F-550 4x4 XL HD Dump Truck on Municibid: The sale of the 17 Ford F-550 is postponed.

ZONING OFFICER – John Weber (written report)

Small Wireless Facilities Act: No further update.

177 Conrad Road: No update, this matter is being handled by the BCCD.

810 Delong Road: The property owner submitted an application to the ZHB seeking a variance to allow the pool to remain in the required side yard setback. The Zoning Hearing was held 12/12/22. The Hearing was continued and will reconvene 1/18/23. LTL Consultants was asked to prepare an aerial map of the property for use at the continued Hearing.

889 Delong Road: LTL Consultants conducted a site visit on 12/9/22 which noted the property is generally in similar condition to what it has been for the past few months. LTL Consultants will continue to monitor.

PLANNING COMMISSION—Piper Sherburne

Meitzler Annexation Plan – No action by the Board of Supervisors.

ENVIRONMENTAL ADVISORY COMMITTEE—Piper Sherburne

Spotted Lanternfly: No report.

Beech Leaf Disease: Update by Rudy Keller delayed until January BOS meeting.

BUILDING COMMITTEE-Leonard Robb

No report.

RECREATION-John Burger

No report.

EMERGENCY MANAGEMENT – Tim Adam

EBFD responded to 66 calls in the month of November, 11 in District Township. Total calls year to date 460.

Briefly discussed winter projects; painting doors downstairs and working on the Assistant Secretary's office.

911 Reflective Sign Mailing: Response has slowed down.

TREASURER REPORT – Karen Krall

Elaine Schwien reported:

As of November 30, 2022 the balances were:

General Fund	\$ 979,045.78
State Fund	\$ 205,557.79
Capital Reserve	\$ 6.96
Culvert Bridge Fund	\$ 253,090.09
American Rescue Plan Fund	<u>\$ 149,516.49</u>
Total	\$ 1,587,217.11

Status of Escrow Accounts:

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

DISBURSEMENTS

Total General & Payroll Fund Disbursement: \$89,670.17

Total State Fund Disbursement: \$0

A motion was made by Mr. Overberger to pay the bills in the amount of \$89,670.17. Seconded by Mr. Robb. All in favor.

OLD BUSINESS

Appraisal Agreement with Industrial Appraisal Company was Approved at the July BOS Meeting (for insurance valuation purposes on the Municipal Building): Appraiser completed inspection on 10/6/22 – report has been received for review. The Secretary confirmed a copy of the appraisal was also received by Gerhart, Hartman & Ritner. Per Donna Matz, they will review and advise. The Board reviewed/discussed the appraisal and noted they had different expectations. No comparables or basis for the appraisal, no detail provided. The Board directed the Secretary to follow up with GHR regarding any more detail/impact on coverage. May need another meeting to discuss further.

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

NEW BUSINESS CONTINUED

Discuss/Consider for Approval New Copier Lease or Buyout: The Assistant Secretary provided a quote (COSTARS) to the Board from SOS Business Machines to lease a replacement Canon copier for 5 years at \$64.30 per month. The current lease contract ends 12/28/22. The Board also considered a buyout option with the purchase of a service agreement. Mr. Overberger made a motion to lease a Canon Digital copier, as per the quote dated 12/12/22, from SOS Business Machines, for 60 months, at \$64.30 per month, with the maintenance agreement as specified. Seconded by Mr. Robb. All in favor.

PSATS 2023 Conference Attendance (April 23-26): The Board authorized the Secretary to register/make hotel reservations for those attending the 2023 PSATS Conference.

Document Management/Digital Migration: Mr. Leibowitz will follow up with Scantek regarding the next steps. The office will continue to work on updating from districttownship@windstream.net to office@districttownship.org with the intention to switch from DSL to cable in approximately 6 months.

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 9:05 p.m. All in favor.

Respectfully submitted,

Elaine Schwien, District Township Secretary