

**District Township Supervisors
Business Meeting
January 19, 2023**

EXECUTIVE SESSION

The Board of Supervisors met at 6:40 p.m. to discuss personnel matters.

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, Supervisor Ron Leibowitz, Solicitor Gene Orlando, Engineer John Weber, Planning Commission Chair Piper Sherburne, Planning Commission Vice-Chair Lou Farina, Emergency Management Coordinator Tim Adam, Secretary Elaine Schwien, Assistant Secretary Kim Schroeder and Environmental Advisory Committee member Rudy Keller. Four members from Eastern Berks Fire Department attended as well as two members from Bally Community Ambulance Association. Rob Hain from Berks Surveying & Engineering attended as well as residents Paul Meitzler and Sherry Stauffer.

AGENDA

The January 19, 2023 Business Meeting agenda was posted to the District Township website and municipal building on 1/18/23.

MINUTES

A motion was made by Mr. Overberger, seconded by Mr. Leibowitz, to approve the minutes of the December 15, 2022 Business Meeting and the January 3, 2023 Reorganization Meeting. All in favor.

PUBLIC PARTICIPATION

Chief Mutter of EBFD indicated the address sign project went very well, although there are still a lot of properties without signage. Discussion was held on follow up, especially with the Geisinger Mobile Home Park. Mr. Overberger will speak with the property owner. Chief Mutter may use the address sign project idea with other municipalities.

Briefly discussed reports from EBFD and Bally Community Ambulance Association.

Brief discussion on the consideration of a possible fire/emergency services tax. The Board is open to public workshop meeting(s) on the topic with the fire company/ambulance to discuss further. The Secretary/Asst Sec will coordinate.

SOLICITOR – Eugene Orlando

Discuss Moving Culvert/Bridge Fund Account to PLGIT: Solicitor Orlando reviewed comments by Ben Ried, Bond Counsel, with the Board. Mr. Overberger made a motion to authorize Bond Counsel to communicate with PLGIT, to satisfy their concerns, allowing the Treasurer to move the Culvert/Bridge funds from Truist to PLGIT. Seconded by Mr. Robb. All in favor. The Treasurer is to coordinate with Bond Counsel/ PLGIT per Mr. Overberger.

ROADMASTER - Ed Overberger

Bull Road Bridge Guiderails: Per Mr. Overberger, the old wooden guiderails on the Bull Road bridge are rotting. The Assistant Roadmaster will reach out to contacts provided by Mr. Weber, for quotes on design and installation of new guiderails.

COSTARS 2023-2024 Road Salt Contract: Wait until next month.

Alarm System for Bull Road Garage: The Board directed the Secretary to arrange an appointment with the Assistant Roadmaster and Kriebel Security to discuss pricing to possibly install an alarm system at the Bull Road garage. Kriebel Security does provide the current alarm system at the municipal building.

Consider for Approval PPE Policy for the Road Crew and Emergency Services: Discussion was held on a draft PPE policy containing safety requirements (and process of reimbursement) for the Road Crew and Emergency Services. Mr. Robb made a motion to approve the District Township PPE policy, dated January 17, 2023, for the Road Crew and Emergency Services. Seconded by Mr. Leibowitz. All in favor.

Consider for Approval Quote to Install Radios in Trucks: No further discussion.

Selling the 2017 Ford F-550 4x4 XL HD Dump Truck on Municibid: The Board discussed the sale of the 17 Ford F-550 again as the new truck upfit is scheduled to finish in a few weeks. The Board reviewed and discussed the draft add for placement on Municibid prepared by the Assistant Secretary. The Board determined to open bidding 2/20/23, 8 a.m. thru 3/13/23, 10 a.m. with a starting bid of \$20,000. The vote to award will occur at the March BOS meeting. Mr. Overberger made a motion to place the 17 Ford F-550 for sale on Municibid and advertise accordingly. Seconded by Mr. Robb. All in favor.

Onroad Rebate Program/New Truck: New truck upfit is scheduled to finish in a few weeks.

Consider for Approval Road Crew Business Cards: Mr. Overberger made a motion to purchase business cards for the Assistant Roadmaster and Road Crew member Ken Schroeder. Seconded by Mr. Robb. All in favor.

ZONING OFFICER – John Weber

Small Wireless Facilities Act: No further update.

177 Conrad Road: No update, being handled by the BCCD. The Board requested Ms. Sherburne to look into this matter.

810 Delong Road: The continued Hearing reconvened 1/18/23. Mr. Weber reported the variance request was denied to allow the pool to remain in the required side yard setback.

Mr. Overberger made a motion to spend up to \$800 to purchase the stenographer transcripts, on stick, from Sargent's Court Reporting, for the Venezia ZHB meetings of 12/12/22 and 1/18/23. Seconded by Mr. Robb. All in favor.

889 Delong Road: LTL Consultants conducted a site visit on 1/12/23 which noted the property is generally in similar condition to what it has been for months. Mr. Weber provided pictures for the Board to review. Per the Board, continue to leave on the agenda.

PLANNING COMMISSION—Piper Sherburne

Meitzler Annexation Plan: Mr. Hain reviewed the plan with the Board of Supervisors. It was noted that the ZHB granted the requested variances. Mr. Overberger made a motion to approve the Meitzler Annexation Final Plan, with the condition of conformance to the requirements in the review letter of LTL Consultants, dated 11/18/22, and the recording of the deeds for the new lots, concurrent with the recording of the plan. Seconded by Mr. Leibowitz. All in favor.

Ms. Sherburne made several requests of the Board; to fill 5th member of PC vacancy, possible candidate(s). Mr. Overberger will follow up. Possible change of meeting date. Opportunities for training, which the Board fully supports, CELG/PSATS. Notice of ZHB meetings/receive transcripts. More communication between the PC and the professionals before meetings occur.

ENVIRONMENTAL ADVISORY COMMITTEE—Piper Sherburne

Spotted Lanternfly: No report.

Beech Leaf Disease: Report given by Rudy Keller on a new disease affecting beech trees. The disease has been confirmed in District Township. Informative article provided for review, written by Emelie Swackhamer/Penn State Extension.

BUILDING COMMITTEE-Leonard Robb

Upgrade Older Generator at the Municipal Building: Mr. Robb reported a meeting has been setup with Wetzel Enterprises.

RECREATION-John Burger

No report.

EMERGENCY MANAGEMENT – Tim Adam

Mr. Adam reported on updating the fire/EMS run cards. Discussed training with the Board.

911 Reflective Sign Mailing: No further report.

TREASURER REPORT – Karen Krall

Elaine Schwien reported:

As of December 31, 2022 the balances were:

General Fund	\$ 659,982.23
State Fund	\$ 205,564.77
Capital Reserve	\$ 265,707.90
Culvert Bridge Fund	\$ 253,305.13
American Rescue Plan Fund	<u>\$ 149,643.53</u>
Total	\$ 1,534,203.56

Status of Escrow Accounts:

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

DISBURSEMENTS

Total General & Payroll Fund Disbursement: \$21,414.70

Total State Fund Disbursement: \$0

Mr. Overberger made a motion to approve the Treasurer’s monthly report and the general/payroll fund disbursement of \$21,414.70. Seconded by Mr. Leibowitz. 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/reviewed by BOS; Waiting on insurance review by GHR. The Secretary advised the Board, per GHR, there is more detailed information on the appraiser’s municipal building report than the brief version that was provided to the township. GHR requested IAC (Antonio Esposito) to supply a more detailed report. Once satisfied with the report, GHR will provide insurance recommendations to the Board.

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

NEW BUSINESS

Berks County Tax Claim Bureau; Sign Certification of Unpaid Tax Bills (2022): Mr. Robb made a motion to authorize Mr. Overberger to sign the Certification of Unpaid Tax Bills for 2022. Seconded by Mr. Leibowitz. All in favor.

Countywide Board of Appeals for the Uniform Construction Code/Approve 2023 Membership: Mr. Overberger made a motion to continue membership in the UCC Countywide Board of Appeals, for the calendar year 2023, for a fee of \$300. Seconded by Mr. Leibowitz. All in favor.

Document Management/Digital Migration: Waiting to hear from Scantek, per Mr. Leibowitz, regarding the next steps to get the test environment setup.

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 8:55 p.m. All in favor.

Respectfully submitted,

Elaine Schwien, District Township Secretary