

**District Township Supervisors
Business Meeting
June 15, 2023**

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 7:17 p.m. Present were Chairman Ed Overberger, Vice-Chairman Leonard Robb, Supervisor Ron Leibowitz, Engineer John Weber, Emergency Management Coordinator Tim Adam, Secretary Elaine Schvien and Assistant Secretary Kim Schroeder. Amy Portzline/Brandywine Community Library, Jeremy and Kelly Walsh, Robert and Trisha Hatfield, and two additional residents attended.

AGENDA

The June 15, 2023 Business Meeting agenda was posted to the District Township website and municipal building on 6/14/23.

MINUTES

A motion was made by Mr. Overberger, seconded by Mr. Leibowitz, to approve the minutes of the May 18, 2023 Business Meeting and the June 5, 2023 Special Meeting. All in favor.

PUBLIC PARTICIPATION

Brandywine Community Library: Amy Portzline, District Township representative for the BCL, reviewed various upcoming summer activities and provided a calendar of events, as well as infographics with 2022 data on library use and value.

Baseball Field: Jeremy and Kelly Walsh volunteered their time to clean up the baseball field. The Board appreciated their willingness to donate their time and effort and the township will work together with them to assist as needed.

SOLICITOR – Eugene Orlando

No report.

ROADMASTER - Ed Overberger

Onroad Rebate Program/New Truck: DEP contacted the township regarding a few small issues with the application for rebate redemption. Upon addressing these issues (corrected signature/proof check(s) cleared the bank/updated email address) the application will be moved forward to the Trustee for approval.

Bridge on Chew Road: Mr. Weber provided for the Board's review a construction cost estimate prepared by Bi-State Construction for the replacement of the Chew Road bridge with a precast concrete frame culvert. The Board discussed with Mr. Weber and will take the estimate under advisement. Mr. Overberger to look back at the budgeted numbers.

2023 Road Work:

- **Oil and Chip Project:** Tentatively scheduled for the week of July 10th per Martin Paving.
- **Base Repair Project:** Completed.
- **Crack Sealing Project:** None.

Mr. Overberger reported the Road Crew cut the road shoulders/worked on the park.

ZONING OFFICER – John Weber

Small Wireless Facilities Act: No further update.

Service Electric – Installation of Fiber Optic Network: Mr. Weber received a call from Service Electric indicating they are embarking on a project which will bring fiber optic to every house in the township. The project will require aerial and underground work. Mr. Weber reviewed maps provided by Service Electric which did not indicate any planned underground work on township roads but rather only state and private roads within District Township.

177 Conrad Road: Mr. Overberger advised per Dean Druckenmiller someone from the BCCD will be out to inspect the property.

889 Delong Road: Mr. Weber reported significant improvement to the property, providing pictures for the Board to review. LTL Consultants will continue to monitor.

PLANNING COMMISSION—Piper Sherburne

SALDO Review: Mr. Weber reported the remainder of the definitions in the SALDO and the Zoning Ordinance were reviewed at the June PC meeting. The PC is almost complete with that portion, requesting Solicitor Orlando to look at a few definitions in more detail. Article III will be next.

Update Eastern Berks Joint Comprehensive Plan: Mr. Overberger advised it is time to review and update (according to the PA Municipalities Code) the Eastern Berks Joint Comprehensive Plan. The plan was last updated and approved in 2015. The Berks County Planning Commission will help to facilitate. A committee will need to be formed with the adjoining municipalities of Rockland Township and Topton Borough (and possibly Longswamp Township). Kim Schroeder, the PC Secretary, will be the point of contact for District Township.

ENVIRONMENTAL ADVISORY COMMITTEE—Piper Sherburne

Spotted Lanternfly: No report.

Beech Leaf Disease: No report.

BUILDING COMMITTEE-Leonard Robb

Alarm System for Bull Road Garage/Alarm System at the Municipal Building: The Board continued to review and discuss the proposals received. Mr. Leibowitz will follow up with Kriebel Security on the garage proposal to obtain pricing for cameras (same specs). The Board will continue at next month's meeting.

New Pole Building at Bull Road Garage: Mr. Overberger located two pole building companies in the COSTARS Program - eliminates bidding/includes prevailing wage.

RECREATION-John Burger

No report.

EMERGENCY MANAGEMENT – Tim Adam

May Reports

Eastern Berks Fire Department: 28 calls monthly total, 200 year-to-date

Seisholtzville Fire Department

EBFD chicken BBQ in April, they took a loss. Their boot drive at Jake's Flea Market, donations were down.

EBFD purchased land on Route 100.

911 Reflective Sign Mailing: Tabled to next month.

TREASURER REPORT – Trisha Hatfield

Only partially updated balances due to limited account access, new Treasurer.

Elaine Schwien reported:

As of May 31, 2023 the balances were:

General Fund	\$ 784,468.17
State Fund	\$ 270,917.09
Capital Reserve	\$ 269,884.16
Culvert Bridge Fund	\$ 255,787.41
American Rescue Plan Fund	<u>\$ 147,959.94</u>
Total	\$ 1,729,016.77

Status of Escrow Accounts:

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

DISBURSEMENTS

Total General & Payroll Fund Disbursement: \$24,769.43

Total State Fund Disbursement: \$0

Mr. Overberger made a motion to approve the Treasurer’s monthly report and the general/payroll fund disbursement of \$24,769.43. Seconded by Mr. Leibowitz. All in favor.

QuickBooks Training: A proposal for QuickBooks training was received from Moyer-Drabick & Associates. The Board reviewed and discussed with the new Treasurer, determining to put on hold for now, as she has several options for assistance.

OLD BUSINESS

Insurance Renewals: Mr. Overberger made a motion to increase the values of the joisted masonry township building, the joisted masonry garage and salt building, the frame shed over the tanks, and the above ground fuel tanks (as per the Statement of Values) to \$1,883,066.00. Seconded by Mr. Leibowitz. All in favor. The Board requested an updated premium summary for next week’s meeting.

Fire and Emergency Services Funding/Tax: Upcoming Special Meeting, June 22, 2023, 7 p.m., at the District Township Municipal Building, to further discuss the proposed fire tax.

American Rescue Plan Fund: No report.

Green Tree Technology Monthly Report: Tabled to next month.

Document Management/Digital Migration: The Assistant Secretary obtained Foxit pricing (software needed to convert from PDF to PDF/A) for consideration by the Board. Authorization was given to purchase. The Board also discussed with the Treasurer her experience in digitizing documents in the banking industry and determined to appoint her as the project manager for the township digitization project. Ms. Hatfield recommended the purchase of a desktop scanner, which the Assistant Secretary will look into.

NEW BUSINESS

Update Signatories on Bank Accounts: With the appointment of the new Treasurer, all the bank accounts will need to be updated.

Mr. Overberger made a motion to adopt Resolution 2023-6 authorizing Trisha Hatfield to be added as an authorized signer and Karen Krall removed as an authorized signer on the District Township accounts with Truist Bank (Road Board/General/Payroll). Seconded by Mr. Robb. All in favor. All corresponding bank paperwork was signed.

PUBLIC PARTICIPATION

Public Comment: None further.

ADJOURNMENT

With no further business to come before the Board, there was a motion made by Mr. Overberger, seconded by Mr. Robb, to adjourn the business meeting at 8:58 p.m. All in favor.

Respectfully submitted,

Elaine Schwien, District Township Secretary