

**District Township Supervisors
Business Meeting
September 21, 2023**

BUSINESS MEETING CALL TO ORDER

Vice-Chairman Leonard Robb 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 Vice-Chairman Leonard Robb, Supervisor Ron Leibowitz, Solicitor Gene Orlando, Engineer John Weber, Planning Commission Chair Piper Sherburne, Emergency Management Coordinator Tim Adam, Treasurer Trisha Hatfield, Secretary Elaine Schwien and Assistant Secretary Kim Schroeder. Eastern Berks Fire Department Chief Mike Mutter and Seisholtzville Fire Department Chief Jennifer Sacks also attended. Eleven residents attended.

AGENDA

The September 21, 2023 Business Meeting agenda was posted to the District Township website and municipal building on 9/20/23.

MINUTES

A motion was made by Mr. Robb, seconded by Mr. Leibowitz, to approve the minutes of the August 17, 2023 Business Meeting. All in favor.

PUBLIC PARTICIPATION

Chief Jennifer Sacks inquired about fire tax funds to Seisholtzville Fire Department. Per Mr. Robb, a fire tax has been proposed and is under consideration, but nothing has been decided by the Board, including if implemented, what allotments.

SOLICITOR – Eugene Orlando

No report.

ROADMASTER - Ed Overberger

Bridge on Chew Road: No report.

2023 Road Work:

- Line Painting: Completed by Berks Traffic.

Onroad Rebate Program/New Truck: No update.

New Hire for the Road Crew: Tabled.

ZONING OFFICER – John Weber

Small Wireless Facilities Act: No further update.

889 Delong Road: Per Mr. Weber, clean-up of the property is continuing. There is still some junk/debris behind the house. A dumpster is on site. LTL Consultants will continue to monitor, on a quarterly basis, as per the Board.

New Home Permit: Mr. Weber reviewed the site plan for 391 Huffs Church Road with the Board, noting everything is in order.

School Bus Stop Sign: Mr. Weber received an email from Donna Matz/73 Conrad Road regarding the posting of a school bus stop sign. Procedurally the township would do an initial site distance check but ultimately PennDOT approves any signage on a state road. Mr. Weber will follow up with Mr. Overberger.

PLANNING COMMISSION—Piper Sherburne

SALDO Review: Ongoing.

Eastern Berks Joint Comprehensive Plan (update): The first joint comprehensive plan meeting is scheduled for October 11, 2023.

ENVIRONMENTAL ADVISORY COMMITTEE—Piper Sherburne

Spotted Lanternfly: No report.

Beech Leaf Disease: Ms. Sherburne is looking into whether funding can be obtained to treat the diseased beech trees in the park. The treatment would require a 5-year commitment; not able to start until spring.

BUILDING COMMITTEE-Leonard Robb

Alarm/Camera System for Bull Road Garage: Tabled.

New Pole Building at Bull Road Garage:

- **Site Preparation:** Completed by Carl Bales Excavating.
- **Building Construction:** Awarded to Shirk Pole Buildings LLC, start date October 5, 2023.

RECREATION-John Burger

EMERGENCY MANAGEMENT – Tim Adam

August Reports

Eastern Berks Fire Department: 10 calls in District Township, 43 monthly total, 330 year-to-date
Seisholtzville Fire Department

Fire Commissioner Meet & Greet, September 27, 2023, at EBFD Bechtelsville Station.

911 Reflective Sign Mailing: Mr. Adam provided a list of 911 signs to update the township file. He noted some signs are not visible from the road, covered by weeds, etc., which does not assist fire/EMS calls. The next mailing should include directions on where to hang.

Mr. Adam noted ongoing issue with Windstream regarding wires that are down; slow response, lack of communication. Requested BOS consider sending a letter to Senator Pennycuick.

TREASURER REPORT – Trisha Hatfield

As of August 31, 2023 the balances were:

General Fund	\$ 820,082.65
State Fund	\$ 165,220.28
Capital Reserve	\$ 274,711.36
Culvert Bridge Fund	\$ 260,362.47
American Rescue Plan Fund	<u>\$ 150,246.02</u>
Total	\$ 1,670,622.78

Status of Escrow Accounts:

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

DISBURSEMENTS

Total General & Payroll Fund Disbursement: \$42,315.67

Total State Fund Disbursement: \$0

Mr. Robb made a motion to approve the Treasurer's monthly report and the general/payroll fund disbursement of \$42,315.67. Seconded by Mr. Leibowitz. All in favor.

OLD BUSINESS

Fire Service Funding/Tax: Under consideration.

American Rescue Plan Fund: No report.

Green Tree Technology Monthly Report: Tabled.

Document Management/Digital Migration: No report.

NEW BUSINESS

PenTeleData Broadband Internet Services Agreement for the Municipal Building: The Assistant Secretary reviewed the PenTeleData broadband internet services agreement (100Mbps x 20Mbps) with the Board. The current provider is Windstream (DSL) 4Mbps x 1Mbps. Mr. Robb made a motion to switch from Windstream to PenTeleData/Service Electric for the internet services at the municipal building. Seconded by Mr. Leibowitz. All in favor. The Assistant Secretary will research for the Bull Road garage also.

Premier Payroll Service Agreement: The Treasurer reviewed the Premier Payroll service agreement with the Board, comparing the payroll process/procedures and services with the current provider Wren & Company. Mr. Robb made a motion to switch the District Township payroll service from Wren & Company to Premier Payroll. Seconded by Mr. Leibowitz. All in favor.

Reschedule October BOS Meeting: Mr. Robb made a motion to reschedule the October 19, 2023 Board of Supervisors meeting to October 18, 2023 at 7 p.m. and authorized the Secretary to advertise accordingly. Seconded by Mr. Leibowitz. All in favor. Scheduling conflict with the 2023 Berks County Convention.

Schedule Budget Workshop Meetings: The Board determined the Budget Workshop dates for 2023: October 11, October 25, November 8 and November 13 at 6 p.m. Mr. Robb made a motion to authorize the Secretary to advertise the Budget Workshop dates accordingly. Seconded by Mr. Leibowitz. All in favor.

Treasurer Gift: The current Treasurer discussed with the Board the former Treasurer's ongoing availability for questions and assistance, without pay, recommending the Board consider a gift. Mr. Leibowitz made a motion for District Township to purchase a \$200 Amazon gift card for the donated services of the former Treasurer, Karen Krall. Seconded by Mr. Robb. All in favor.

PUBLIC PARTICIPATION

Public Comment: None further.

ADJOURNMENT

With no further business to come before the Board, there was a motion made by Mr. Leibowitz, seconded by Mr. Robb, to adjourn the business meeting at 7:45 p.m. All in favor.

Respectfully submitted,

Elaine Schwien, District Township Secretary