

**District Township Supervisors
Business Meeting
November 16, 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 7:02 p.m. Present were Chairman Ed Overberger, Vice-Chairman Leonard Robb, Supervisor Ron Leibowitz, Solicitor Gene Orlando, Planning Commission Chair Piper Sherburne, Emergency Management Coordinator Tim Adam, Treasurer Trisha Hatfield, Secretary Elaine Schwien, Assistant Secretary Kim Schroeder, and Road Crew member Rob Hatfield. Seisholtzville Fire Department Chief Jennifer Sacks attended with an additional fire company member.

AGENDA

The November 16, 2023 Business Meeting agenda was posted to the District Township website and municipal building on 11/15/23.

MINUTES

A motion was made by Mr. Overberger, seconded by Mr. Leibowitz, to approve the minutes of the October 18, 2023 Business Meeting. All in favor. A motion was made by Mr. Overberger, seconded by Mr. Leibowitz, to approve the minutes of the October 11, October 25, November 8, and November 13, 2023 Budget Meetings. All in favor.

PUBLIC PARTICIPATION

None.

SOLICITOR – Eugene Orlando

Discussion was held regarding the proposed 2024 budget (in progress) with the Solicitor advising a resolution is required to establish the proposed general and fire tax rates. The proposed budget/tax resolution is to be adopted at the December BOS meeting.

ROADMASTER - Ed Overberger

Bridge on Chew Road: No report.

Onroad Rebate Program/New Truck: No further update.

Mr. Overberger reported on Road Crew projects: potholes done, fire extinguishers checked, roads mowed, replaced miscellaneous signs, project list for 2024, and started the leaf blowing project to clear shoulders.

ZONING OFFICER – John Weber (written report)

Small Wireless Facilities Act: No further update.

889 Delong Road: Quarterly update - December 2023.

PLANNING COMMISSION—Piper Sherburne

SALDO Review: Ongoing.

Eastern Berks Joint Comprehensive Plan (update):

- **Report from October 11, 2023 Meeting:** Ms. Sherburne is concerned about possible non-participation by Topton Borough, due to financial expense/perceived lack of benefit.
- **Upcoming December 13, 2023 Meeting**

- **Consider for Approval Letter of Intent:** The Board reviewed a draft Letter of Intent. Mr. Overberger made a motion to send the Letter of Intent to participate in the proposed Eastern Berks Joint Comprehensive Plan, to the Berks County Planning Commission, authorizing Kim Schroeder/Assistant Secretary, to sign the letter dated 11-16-23. Seconded by Mr. Leibowitz. All in favor.

ENVIRONMENTAL ADVISORY COMMITTEE—Piper Sherburne

Spotted Lanternfly: No report.

Beech Leaf Disease: Ms. Sherburne advised of an upcoming Berks County Conservation District (BCCD) board meeting to discuss funding for treatment of the beech trees in Gordon Park. BCCD would like to obtain a formal written commitment from the Township for the five-year treatment program.

Mr. Overberger would like to see the EAC restart efforts for creating hiking trails through the park.

Mr. Overberger briefly discussed digging on Forgedale Road property with Ms. Sherburne, and BCCD's involvement. Concern about wetlands disturbance/exceptional value stream disturbance.

BUILDING COMMITTEE-Leonard Robb

New Pole Building at the Bull Road Garage:

- **Building Construction:** Completed by Shirk Pole Buildings LLC – need final inspection.
- **Fill/Grading:** The Board reviewed the Carl Bales Excavating proposal. Per Mr. Overberger, the pole building is at a different height than anticipated, which will require additional work for the final grading around the building. Mr. Overberger made a motion to accept Bid # 2023-123, from Carl Bales Excavating, not to exceed \$6,000 (current proposal \$4,700). Seconded by Mr. Robb. All in favor.
- **Building Materials to Finish the Interior:** Mr. Overberger made a motion to authorize himself to purchase materials up to \$3,000 to install 8-foot-high interior walls (protect the building). Seconded by Mr. Robb. All in favor.

Annual Generator Maintenance for the Municipal Building: Mr. Robb made a motion to approve the annual generator maintenance for the municipal building up to the amount of \$275 contingent upon the Township Secretary receiving a written quote from Automated Home Generators (phone quote of \$247.17). Seconded by Mr. Overberger. All in favor.

Board Authorize to Pay Slightly Higher Invoice from Martin Water Conditioning: Mr. Robb made a motion to approve the additional \$5.74 to Martin Water Conditioning for the annual water softener maintenance. Seconded by Mr. Leibowitz. All in favor.

RECREATION-John Burger

EMERGENCY MANAGEMENT – Tim Adam

October Reports

Eastern Berks Fire Department: 3 calls in District Township, 35 monthly total, 394 year-to-date
Seisholtzville Fire Department

2023 Hazard Vulnerability Assessment and Mitigation Plan – Resolution 2023-10: Mr. Overberger made a motion to adopt Resolution 2023-10, the 2023 Hazard Vulnerability Assessment and Mitigation Plan Update for District Township. Seconded by Mr. Leibowitz. All in favor.

911 Reflective Sign Mailing: Determined to send follow-up mailing in February, motion to approve January meeting.

TREASURER REPORT – Trisha Hatfield

As of October 31, 2023 the balances were:

| | |
|---------------------------|----------------------|
| General Fund | \$ 839,179.32 |
| State Fund | \$ 165,231.33 |
| Capital Reserve | \$ 277,245.14 |
| Culvert Bridge Fund | \$ 262,763.89 |
| American Rescue Plan Fund | <u>\$ 150,952.42</u> |
| Total | \$ 1,695,372.10 |

Status of Escrow Accounts:

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

DISBURSEMENTS

Total General & Payroll Fund Disbursement: \$100,645.08

Total State Fund Disbursement: \$0

Mr. Overberger made a motion to approve the Treasurer’s monthly report and the general/payroll fund disbursement of \$100,645.08, contingent upon the invoice from Shirk Pole Buildings, dated 11-7-23, be held by the Treasurer, until the Chairman authorizes release of the funds. Seconded by Mr. Robb. All in favor.

Merging the Payroll Account into the General Fund Checking Account: Mr. Overberger made a motion to authorize the Treasurer to approve the payroll service company to pull the payroll money from the General Fund account rather than the separate Payroll account. Seconded by Mr. Robb. All in favor.

OLD BUSINESS

Fire Service Funding/Tax: A Fire Tax will be implemented in 2024.

American Rescue Plan Fund: No report.

Document Management/Digital Migration: No report.

NEW BUSINESS

PenTeleData Proposal for 2 Phone Lines at the Municipal Building: The Board reviewed the PenTeleData proposal. Mr. Overberger made a motion to accept PenTeleData’s proposal, dated 10/19/23, for 36 months, at \$35.90 a month for 2 phone lines, with a one-time setup charge of \$119.95 and authorized the Assistant Secretary to sign on behalf of the Township. Seconded by Mr. Leibowitz. All in favor.

PenTeleData Proposal for Broadband Internet and 1 Phone Line at the Bull Road Garage: The Board reviewed the PenTeleData proposal. Mr. Overberger made a motion to accept PenTeleData’s proposal, dated 11/14/23, for 36 months, at \$97.90 a month for 1 phone line and internet, with a one-time setup charge of \$109.95 and authorized the Assistant Secretary to sign on behalf of the Township. Seconded by Mr. Robb. All in favor.

Green Tree Technology Proposal for Treasurer Laptop/Desktop: Waiting on proposal(s).

Approval to Advertise Meetings:

- Mr. Overberger made a motion to advertise the additional Budget Workshop for Monday, November 20, 2023, at 7 p.m. at the Municipal Building. Seconded by Mr. Leibowitz. All in favor.
- Mr. Overberger made a motion to advertise the Reorganization Meeting for Tuesday, January 2, 2024, at 7 p.m. at the Municipal Building. Seconded by Mr. Leibowitz. All in favor.

- Mr. Overberger made a motion to advertise the Annual Auditors Meeting for Wednesday, January 3, 2024, at 6 p.m. at the Municipal Building. Seconded by Mr. Leibowitz. All in favor.
- Mr. Overberger made a motion to advertise the January Planning Commission Meeting for Wednesday, January 3, 2024, at 7 p.m. at the Municipal Building. Seconded by Mr. Leibowitz. All in favor.

Animal Control in Berks County: The Board briefly discussed animal control services provided by the Animal Rescue League and Safety Net Sanctuary. No further consideration at this time due to high contract fees.

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. Leibowitz, to adjourn the business meeting at 8:38 p.m. All in favor.

Respectfully submitted,

Elaine Schwien, District Township Secretary