

**District Township Supervisors  
Business Meeting  
December 21, 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, and Secretary Elaine Schwien. Eastern Berks Fire Department Chief Mike Mutter attended with one additional fire company member and Seisholtzville Fire Department Chief Jennifer Sacks attended with one additional fire company member. No residents attended.

**AGENDA**

The December 21, 2023 Business Meeting agenda was posted to the District Township website and municipal building on 12/20/23.

**MINUTES**

A motion was made by Mr. Overberger, seconded by Mr. Leibowitz, to approve the minutes of the November 16, 2023 Business Meeting. All in favor. A motion was made by Mr. Overberger, seconded by Mr. Leibowitz, to approve the minutes of the November 20, 2023 Budget Meeting. All in favor.

**PUBLIC PARTICIPATION**

Mr. Overberger spoke in remembrance of township residents, Veronica Babilon and George Benjamin, who recently passed away, having served the township in various ways. A moment of silence was observed.

**SOLICITOR – Eugene Orlando**

**Adoption of 2024 Budget:** Mr. Overberger gave a brief overview of the proposed 2024 budget. The budget is balanced and has been made available for public inspection. Mr. Overberger made a motion to adopt the 2024 budget for District Township. Seconded by Mr. Leibowitz. All in favor.

**Adoption of Resolution 2023-11 - Fixing the Tax Rates for the Year 2024:** Per Mr. Overberger, the General Tax remains unchanged at 1.10 mills and the Fire Tax (new) will be assessed at .35 mills on each dollar of assessed value. Mr. Overberger made a motion to adopt Resolution 2023-11 fixing the tax rates for the year 2024. Seconded by Mr. Leibowitz. All in favor.

**2024 Municipal Tax Sheet:** Mr. Overberger made a motion to certify the rates and authorize 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. Leibowitz. All in favor.

**Appointment of Temporary BOS Chairman for Reorganization:** Mr. Overberger made a motion to appoint Leonard Robb, Temporary Chairman, for the Reorganization Meeting 1/2/24. Seconded by Mr. Leibowitz. All in favor.

**ROADMASTER - Ed Overberger**

**Bridge on Chew Road:** No report.

**Onroad Rebate Program/New Truck:** Per the Secretary, recent correspondence received (12/12/23) indicates the payment is expected within the next 4 to 6 weeks.

Mr. Overberger reported on Road Crew projects: leaf blowing, cleared culverts, shoulder repairs, road signs repaired, trucks ready for winter, etc.

ZONING OFFICER – John Weber (written report)

Small Wireless Facilities Act: No further update.

889 DeLong Road: Pictures were provided for the Board’s review. Cleanup is continuing, the home now appears to be vacant. Per Mr. Overberger, remove from the agenda.

**Berks County Conservation District Policy Change Concerning Timber Harvest E&S Plans:** Discussion was held on the BCCD policy change concerning timber harvest E&S plans. The BCCD no longer requires submission of E&S plans prior to the start of a timber harvest project. (Per PA Attorney General/against the ACRE Law). A timber harvest project still requires that an E&S plan be prepared and be on the site of the activity. If a complaint is filed with the BCCD that requires an investigation, the BCCD can then require review of the E&S plan. The BCCD does still have enforcement authority for E&S violations associated with a timber harvest.

PLANNING COMMISSION—Piper Sherburne

SALDO Review: Ongoing.

**Eastern Berks Joint Comprehensive Plan (update):**

- **Report from December 13, 2023 Meeting:** Discussion was held on the importance of participation by Topton Borough. Longswamp Township is a possible participant. The Berks County Planning Commission will relook at costs and provide updated breakdowns.
- **Upcoming January 17, 2024 Meeting –** District Township Municipal Building, 6:30 pm

ENVIRONMENTAL ADVISORY COMMITTEE—Piper Sherburne

Spotted Lanternfly: No report.

Beech Leaf Disease: No report.

BUILDING COMMITTEE-Leonard Robb

**New Pole Building at the Bull Road Garage**

- **Fill/Grading:** Awarded to Carl Bales Excavating. Per Mr. Overberger, may need to wait until Spring due to wet weather, too muddy.

**Review/Update Authorized Purchaser List – A D Moyer Lumber:** Mr. Overberger will discuss with the Assistant Secretary. A tax exemption form is needed.

RECREATION-John Burger

EMERGENCY MANAGEMENT – Tim Adam

**November Reports**

Eastern Berks Fire Department: 4 calls in District Township, 49 monthly total, 450 year-to-date  
Seisholtzville Fire Department

**911 Reflective Sign Mailing:** Mr. Adam discussed with the Board the purchase of additional 911 signs and numbers for the next mailing. The Secretary will add to the January agenda for Board approval.

**TREASURER REPORT – Trisha Hatfield**

As of November 30, 2023 the balances were:

General Fund	\$ 915,692.41
State Fund	\$ 165,236.76
Capital Reserve	\$ 278,508.56
Culvert Bridge Fund	\$ 263,961.32
American Rescue Plan Fund	<u>\$ 71,764.70</u>
Total	\$ 1,695,163.75

**Status of Escrow Accounts:**

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

**DISBURSEMENTS**

**Total General & Payroll Fund Disbursement:** \$43,435.34

**Total State Fund Disbursement:** \$0

Mr. Overberger made a motion to approve the Treasurer’s monthly report and the general/payroll fund disbursement of \$43,435.34. Seconded by Mr. Leibowitz. All in favor.

The Treasurer discussed with the Board paying additional regular bills by ACH or credit card, which was agreeable.

**OLD BUSINESS**

**American Rescue Plan Fund:** No report.

**Document Management/Digital Migration:** No report.

**NEW BUSINESS**

**Status of Offices for 2024 Reorganization:** The Board discussed open township positions including Zoning Hearing Board member, Chairman of the Vacancy Board, Agricultural Security Area Committee, and Recreation Committee.

**Township Website Hosting:** The current provider for website hosting, Amity Digital, is going out of business in 30 days. The Board discussed/reviewed a proposal from FXV Digital Design. Mr. Overberger made a motion to move the website hosting for District Township to FXV Digital Design, for one year, at a cost of \$499, authorizing the Secretary to sign the necessary paperwork. Seconded by Mr. Robb. All in favor.

**Approve Network and Wifi Hardware for the Bull Road Garage Computer/Phone Setup:** Mr. Overberger made a motion to approve \$340 for a Wifi router at the Bull Road Garage as an emergency purchase. Seconded by Mr. Leibowitz. All in favor.

**Consider the Appointment of a Supervisor to be the Liaison for Emergency Services:** The Board briefly discussed the liaison position and will appoint at the Reorganization Meeting.

**Green Tree Technology Proposal for Treasurer Laptop/Desktop:** The Board reviewed the proposals received from Green Tree Technology. Mr. Leibowitz/the Treasurer would like to receive updated pricing on a better desktop (increased memory and storage). Mr. Overberger made a motion to approve up to \$1,200 for the purchase and installation of a Dell desktop computer, for use by the Treasurer, from Green Tree Technology, on the approval of the specifications by Mr. Leibowitz, and authorize the Treasurer to implement the purchase order. Seconded by Mr. Robb. All in favor.

**Kriebel Security Proposal for Alarm Cellular Communication Device:** The Board briefly reviewed the quote received from Kriebel Security, tabling to next month's meeting for further discussion.

**PSATS 2024 Conference (April 14-17):** Mr. Overberger made a motion to authorize the Secretary/Assistant Secretary to register and make hotel reservations for all 3 supervisors to attend the PSATS Conference in Hershey PA. 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. Overberger, seconded by Mr. Robb, to adjourn the business meeting at 9:03 p.m. All in favor.

**Respectfully submitted,**

**Elaine Schwien, District Township Secretary**