

**District Township Supervisors
Business Meeting
February 15, 2024**

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, 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. No residents attended.

AGENDA

The February 15, 2024 Business Meeting agenda was posted to the District Township website and municipal building on 2/14/24.

MINUTES

A motion was made by Mr. Overberger, seconded by Mr. Leibowitz, to approve the minutes of the January 18, 2024 Business Meeting. All in favor.

PUBLIC PARTICIPATION

None.

SOLICITOR – Eugene Orlando

Solicitor Orlando discussed with the Board a recent Right-to-Know Law request received by District Township that seeks possible documents from 1950-1980. An extension of time will be needed for the Secretary/Assistant Secretary to review old paperwork kept in files/boxes. The Solicitor recommended for future the Board consider a document destruction policy.

ROADMASTER - Ed Overberger

COSTARS 2024-2025 Road Salt Contract: Mr. Overberger made a motion to enter into the COSTARS 2024-2025 Road Salt Contract for 100 tons of salt. Seconded by Mr. Leibowitz. All in favor.

Bridge on Chew Road: No report.

Roadmaster Report: Mr. Overberger reported on several snow events. No complaints regarding township roads/PennDOT has been slow to clear state roads. The Road Crew has done quite a bit of repair work on Haas Lane, Bull, and Chew Roads. Working on a complete culvert audit and inspection, with an upcoming meeting (John Weber/LTL) to update the mapping and discuss the pipes that will need work this year. Began work to install the protection walls inside the new pole building. Significant issues with the new Chevrolet truck. The Secretary is to locate the original invoice.

ZONING OFFICER – John Weber (no report/agenda items)

Mr. Overberger noted there will be no crack sealing or tar & chip this year. Work includes line painting, the bridge on Chew Road, culvert repair.

PLANNING COMMISSION—Piper Sherburne

SALDO Review: Ongoing.

Eastern Berks Joint Comprehensive Plan (update)

- **Adoption of Resolution 2024-8:** Mr. Overberger gave a brief review of the EBJCP (update). A motion was made by Mr. Overberger to adopt Resolution 2024-8 authorizing funding for participation in the multi-municipal comprehensive plan. Seconded by Mr. Leibowitz. All in favor.
- **Upcoming March 19, 2024 Meeting – Rockland Township Municipal Building, 6:30 p.m.**

Preserved Farm Information: A brief discussion was held on various conservation programs, clean & green, etc.

ENVIRONMENTAL ADVISORY COMMITTEE—Piper Sherburne

Spotted Lanternfly: Ms. Sherburne received an award for advocacy on invasive species from the North American Invasive Species Management Association.

Beech Leaf Disease: Per Ms. Sherburne the Berks County Conservation District is working on a draft Memorandum of Understanding for the BLD work to be performed on the beech trees in the park. Looking to start work April 1.

Mr. Overberger requested the EAC to revisit work on the park trails (head up re-establishing, clearing, maintaining). The Road Crew did some work in recent years, no Recreation Committee at present.

BUILDING COMMITTEE—Leonard Robb

New Pole Building at the Bull Road Garage

- **Fill/Grading:** Awarded to Carl Bales Excavating – waiting until spring.

Establish Budget to Pave the Driveway and Parking Lot of the Township Municipal Building: The Board briefly discussed paving the driveway and parking lot of the Municipal Building. Mr. Overberger will discuss with John Weber/LTL regarding design specs.

RECREATION—John Burger (inactive committee at the present time)

EMERGENCY MANAGEMENT – Tim Adam

January Reports

Eastern Berks Fire Department: 6 calls in District Township

Seisholtzville Fire Department: 3 calls in District Township

Bally Community Ambulance Association: 6 calls in District Township

911 Reflective Sign Mailing: Mailing is pending updated letter by Mr. Overberger.

New Fire Marshal: Mr. Overberger made a motion to appoint Rick Smith as the Fire Marshal for District Township. Seconded by Mr. Leibowitz. All in favor.

Adoption of Resolution 2024-9: Mr. Adam and the Secretary updated the District Township Emergency Operations Plan. Essentially the updates were changes to staff. Mr. Overberger made a motion to adopt Resolution 2024-9 as per the Pennsylvania Emergency Management Services Code that District Township prepare, maintain, and keep current an emergency operations plan. Seconded by Mr. Leibowitz. All in favor.

Resolution to Authorize the EMC to Declare a Disaster Emergency: The Board discussed a possible resolution which would authorize the EMC to be able to declare a Disaster Emergency, in addition to the Board of Supervisors. The Earl Township EMC will provide a sample resolution for consideration by the Board/Solicitor.

TREASURER REPORT – Trisha Hatfield

As of January 31, 2024 the balances were:

General Fund	\$ 906,018.62
State Fund	\$ 165,247.97
Capital Reserve	\$ 281,131.64
Culvert Bridge Fund	\$ 266,447.38
American Rescue Plan Fund	<u>\$ 72,440.60</u>
Total	\$ 1,691,286.21

Status of Escrow Accounts:

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

DISBURSEMENTS

Total General Fund Disbursement: \$31,423.01

Total State Fund Disbursement: \$0

Mr. Overberger made a motion to approve the Treasurer’s monthly report and the general fund disbursement of \$31,423.01. Seconded by Mr. Leibowitz. All in favor.

The Treasurer discussed with the Board moving an additional \$60,000.00 (received Onroad Rebate money) from the Truist money market to PLGIT/PRIME (better interest rate). The Board was in agreement.

OLD BUSINESS

American Rescue Plan Fund: Per Mr. Overberger the remaining funds should be moved to the General Fund (pole building/culvert work).

Document Management/Digital Migration: Upcoming meetings with Scantek, ShareArchiver, and DocuWare.

NEW BUSINESS

From 2024 Board of Supervisors Reorganization Meeting

- **Agricultural Security Area Committee - Vacancies:** No discussion, leave on the agenda.
- **Environmental Advisory Committee Meeting Schedule - Advertisement:** Per Ms. Sherburne, the EAC will keep the same meeting schedule for 2024. Mr. Overberger made a motion to approve the advertisement of the 2024 Environmental Advisory Committee meeting schedule for the first Monday of every month at 6:30 p.m., unless it is a holiday, then it will be held the following Monday. Seconded by Mr. Leibowitz. All in favor.

Kriebel Security Proposal for Alarm Cellular Communication Device: The Board determined to remove from the agenda (did not approve), cell communication is inconsistent/not reliable at the municipal building.

Computers/Information Technology: The Secretary compiled a list of IT providers used by other local municipalities. The list was narrowed to three, which Mr. Leibowitz and the Treasurer will interview.

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 8:25 p.m. All in favor.

Respectfully submitted,

Elaine Schwien, District Township Secretary