

**District Township Supervisors
Special Meeting
March 7, 2024**

BUSINESS MEETING CALL TO ORDER

Chairman Ed Overberger called to order the District Township Board of Supervisors Special Meeting, held at 202 Weil Road, Boyertown, PA at 6:01 p.m. Present were Chairman Ed Overberger, Vice-Chairman Leonard Robb, Supervisor Ron Leibowitz, Treasurer Trisha Hatfield, Secretary Elaine Schwien, and Assistant Secretary Kim Schroeder. The Assistant Roadmaster Ken Schroeder also attended. No residents were present.

AGENDA

The March 7, 2024 Special Meeting agenda was posted to the District Township website and municipal building on 3/6/24.

PURCHASE A USED 2011 JOHN DEERE BACKHOE

The Board discussed an opportunity to purchase a 2011 John Deere backhoe from Ruscombmanor Township for \$15,000. After consideration by the Board, Mr. Overberger made a motion to purchase the 2011 John Deere backhoe from Ruscombmanor Township for a purchase price of \$15,000. Seconded by Mr. Robb. All in favor.

Mr. Robb made a motion to approve the Chairman to spend up to \$200 for notary fees and services to transfer the newly purchased backhoe to District Township. Seconded by Mr. Leibowitz. All in favor.

Mr. Leibowitz made a motion to authorize the Chairman not to exceed \$350 for the pickup of the backhoe by Stoney Creek Rentals to transport to the Bull Road garage. Seconded by Mr. Robb. All in favor.

Mr. Robb made a motion to authorize the Chairman to sign all paperwork on behalf of District Township for the purchase of the 2011 John Deere backhoe. Seconded by Mr. Leibowitz. All in favor.

APPROVE POLLING PLACE AGREEMENT

The Board discussed the Polling Place Agreement requested by the County of Berks (municipal building is used for voting). Solicitor Orlando did review the agreement, prior to the Special Meeting, per the request of the Board. Mr. Overberger made a motion to enter into the Polling Place Agreement with the County of Berks (Berks County Board of Elections/Election Services Office). Seconded by Mr. Leibowitz. All in favor.

DOCUMENT MANAGEMENT/DIGITAL MIGRATION

The Treasurer/Assistant Secretary gave a report to the Board on various meetings attended regarding digitalization of township documents. Discussed creating a more concise retention schedule (working document) according to the Municipal Records Manual as well as working with the Solicitor on a document destruction policy/resolution. Discussed pricing for shredding of records no longer required to be kept, with the Board also considering renting/buying a large shredder for document disposal. Discussed conversion of documents to PDF/A (required for electronic storage) with a minimum of 3 different storage locations and the purchase of Foxit/desktop scanner. Reviewed four different system options - external backup/cloud storage, ShareArchiver, Scantek, and DocuWare.

Mr. Overberger made a motion to authorize the Treasurer/Secretary/Assistant Secretary to be in contact with the Solicitor in order to establish a document destruction policy/resolution. Seconded by Mr. Leibowitz. All in favor.

PUBLIC PARTICIPATION

None.

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 special meeting at 7:26 p.m. All in favor.

Respectfully submitted,

Elaine Schwien
District Township Secretary