

**District Township Supervisors
Business Meeting
March 21, 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 7:02 p.m. Present were Chairman Ed Overberger, 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. Seisholtzville Fire Department Chief Jennifer Sacks attended with an additional fire company member. No residents attended.

AGENDA

The March 21, 2024 Business Meeting agenda was posted to the District Township website and municipal building on 3/20/24.

MINUTES

A motion was made by Mr. Overberger, seconded by Mr. Leibowitz, to approve the minutes of the February 15, 2024 Business Meeting and March 7, 2024 Special Meeting. All in favor.

PUBLIC PARTICIPATION

None.

EXECUTIVE SESSION

The Board of Supervisors held an Executive Session, including Solicitor Orlando, to discuss personnel matters, from 7:04 p.m. to 7:24 p.m.

Mr. Overberger made a motion to accept the resignation of the Township Secretary effective May 15, 2024. Seconded by Mr. Robb. All in favor.

SOLICITOR – Eugene Orlando

No report.

ROADMASTER - Ed Overberger

Bridge on Chew Road: No report.

Roadmaster Report: Mr. Overberger reported on the completed culvert audit/inspection, with Mr. Weber providing an updated map for review. The Lutz Road sleeve culvert was discussed with Mr. Overberger authorizing Mr. Weber/LTL to move forward with permitting/bid documents. Mr. Overberger discussed the wingwall undermining on both Benfield and Bull Roads, with Carl Bales Excavating to provide an estimate on installing riprap at both locations. The Road Crew replaced street signs, filled potholes on the gravel roads, began road edge spring cleanup, finished the reinforcement walls on the inside of the new pole building, started cleanup of the trail behind the ballfield. Mr. Overberger noted the opportunity for the township to buy a used 2011 John Deere backhoe for \$15,000 (March 7 Special Meeting). On the new Chevrolet truck, Mr. Overberger discussed a recall on the valve body, which will be replaced with a new one.

ZONING OFFICER – John Weber

New Home Building Permit: Per Mr. Weber, a new home building permit has been issued for 200 Stone Avenue.

Chew Road Cross Pipe: LTL Consultants put together a plan to add a cross pipe to Chew Road. Mr. Weber discussed the plan with the Board, which the Board will review further/consider.

Property on Treichler Road: Mr. Overberger discussed the condition of the property at 381 Treichler Road with equipment all over, number of cars, etc. The Board authorized Mr. Weber to investigate/letter sent based on recent Rubbish and Waste Storage Ordinance.

PLANNING COMMISSION—Piper Sherburne

SALDO Review: Ongoing.

Eastern Berks Joint Comprehensive Plan (update)

- **Report from March 19, 2024 Meeting:** Brief discussion, Tipton Borough agreed to participate/grant submitted. Next meeting July 9, 2024, 6:30 p.m., Brandywine Heights Area School District.

ENVIRONMENTAL ADVISORY COMMITTEE—Piper Sherburne

Earth Day Cleanup Event: The Board approved the annual Earth Day cleanup event scheduled for April 20, 2024. Mr. Carr is unavailable to coordinate at this time, Ms. Sherburne will follow up with him.

Spotted Lanternfly: No report.

Beech Leaf Disease

- **Berks County Conservation District - Memorandum of Understanding:** The Solicitor is not comfortable with the draft MOU as provided by the BCCD, discussing with the Board, and recommending revisions. Mr. Overberger made a motion to authorize the Solicitor to revise the agreement, so it is acceptable for District Township to sign, and authorizes the Solicitor to send it to the BCCD for their review and approval, and if they are satisfied, along with a final review by the Board, the Board is authorized to sign the agreement in-between meetings. Seconded by Mr. Leibowitz. All in favor.

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: Mr. Overberger will contact Carl Bales Excavating for an estimate for budget purposes.

Window Cleaning at the Township Municipal Building: The Board reviewed a quote provided by Joan Kelsch. Mr. Robb made a motion to have Joan Kelsch clean the windows at the District Township municipal building at a cost of \$20 per window (17 windows plus front entry) for a total of \$360. Seconded by Mr. Leibowitz. All in favor.

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

EMERGENCY MANAGEMENT – Tim Adam

February Reports

Eastern Berks Fire Department: 4 calls in District Township

Seisholtzville Fire Department: 0 calls in District Township

Bally Community Ambulance Association: 5 calls in District Township

911 Reflective Sign Mailing: Letter is approved to send out.

Resolution to Authorize the EMC to Declare a Disaster Emergency: The Earl Township EMC provided a letter for review (not a resolution). The Board and Solicitor Orlando discussed, with the Solicitor indicating it seemed to be a delegation of a non-delegable duty. Solicitor Orlando will research further.

TREASURER REPORT – Trisha Hatfield

As of February 29, 2024 the balances were:

General Fund	\$ 892,896.30
State Fund	\$ 165,253.21
Capital Reserve	\$ 282,349.81
Culvert Bridge Fund	\$ 267,601.92
American Rescue Plan Fund	\$ <u>72,754.49</u>
Total	\$ 1,680,855.73

Status of Escrow Accounts:

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

DISBURSEMENTS

Total General Fund Disbursement: \$37,808.53

Total State Fund Disbursement: \$0

Mr. Overberger made a motion to approve the Treasurer’s monthly report and the general fund disbursement of \$37,808.53. Seconded by Mr. Leibowitz. All in favor.

The Treasurer discussed with the Board closing the payroll account and converting one of the general fund checking accounts to the fire tax account. The Board was in agreement.

Credit Card: The Treasurer discussed with the Board switching the township credit card (Elan) to a Truist credit card for cash back on purchases. Mr. Overberger made a motion to authorize the Treasurer to sign a Truist Business credit card application on behalf of District Township. Seconded by Mr. Leibowitz. All in favor.

Safe Deposit Box: The Treasurer discussed with the Board closing the Truist Bank safe deposit box (\$90 a year), recommending they consider a fireproof lock box to be kept on-premises instead. After a brief discussion, Mr. Overberger tabled to next month’s meeting.

OLD BUSINESS

American Rescue Plan Fund: No report.

Agricultural Security Area Committee: Vacancies.

NEW BUSINESS

Document Management/Digital Migration

- **Identify Retention Policy/Resolution for Destruction of Records:** Discussion was held with the Solicitor regarding the creation of a document destruction policy/resolution in addition to the township office creating a records retention policy following the Municipal Records Manual. Mr. Leibowitz made a motion for the Solicitor to create a resolution that allows District Township to follow the Municipal Records Manual for the destruction of township records. Seconded by Mr. Robb. All in favor.

Computers/Information Technology Provider: The Treasurer provided a printout of bills/expenses on IT in recent years for the Board to review. Discussion was held on the IT providers being considered, eliminating one. Ridge Support has already met with the Treasurer/Mr. Leibowitz, providing a proposal. Onyx Computer will come out next week.

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 9:22 p.m. All in favor.

Respectfully submitted,

Elaine Schwien, District Township Secretary