

TILDEN TOWNSHIP BOARD OF SUPERVISORS

Tuesday, January 2, 2018
Re-organization Meeting

The Tilden Township Board of Supervisors held their re-organization meeting on Tuesday, January 2, 2018, at 9:00 A.M. The following were present: Supervisors Gene Schappell, Fred Herman and Richard DeLong, Township Secretary Monica Flower, Township Manager/Treasurer Cheryl Haus, Township Police Chief William McEllroy, Township Solicitor Joan London and several citizens. A copy of the roster is on file with the secretary.

Chairman, Gene Schappell called the re-organization meeting to order at 9:04 A.M followed by the Pledge of Allegiance.

Chairman, Gene Schappell appointed Joan London, Solicitor, as Temporary Chairperson.

CHAIRPERSON

Ms. London asked for nominations for Chairperson. Fred Herman made a motion to nominate Gene Schappell as Chairperson. No other nominations were received. Fred Herman moved to close the nominations. Seconded by Richard DeLong. A motion was made by Fred Herman to appoint Gene Schappell as Chairperson. Seconded by Richard DeLong. Upon roll call, Herman, DeLong and Schappell voted yes.

VICE CHAIRPERSON

A motion was made by Gene Schappell to nominate Fred Herman as vice chairperson. No other nominations were received. Gene Schappell moved to close the nominations and seconded by Fred Herman. A motion was made by Gene Schappell to elect Fred Herman as Vice Chairperson, seconded by Richard DeLong. Upon roll call, Herman, DeLong and Schappell voted yes.

PUBLIC PARTICIPATION

There wasn't any public participation relating to Re-Organization meeting.

APPOINT PART-TIME MANAGER/TREASURER

A motion was made by Fred Herman and seconded by Gene Schappell to appoint Cheryl Haus as Part-time Manager/Treasurer and to set the salary @ \$21.00 per hour with a monthly stipend of \$500 for insurance as per the 2018 budget. Upon roll call, two votes yes and 1 vote no.

TREASURER'S BOND

A motion was made by Fred Herman and seconded by Richard DeLong to set the Treasurer's Bond for 2018 in the amount of \$2,300,000.00 from Tompkins/Ohio Casualty at the quoted price of \$1,401.00. (same as 2017)

Amount of Bond	<u>H.A. Thompson</u>	<u>Essick & Barr</u>
\$2,300,000	\$1,949.00	\$1,401.00

Upon roll call, Schappell, Herman and DeLong voted yes.

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PAID HOLIDAYS

A motion was made by Gene Schappell and seconded by Fred Herman to approve the following holidays for 2018. New Year's Day, President's Day, Good Friday, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Christmas Day. Upon roll call, Schappell, Herman and DeLong voted yes.

TOWNSHIP SUPERVISORS/TOWNSHIP EMPLOYEES

A motion was made by Gene Schappell, seconded by Richard DeLong to employ Supervisor Fred Herman as an equipment operator, general foreman, or in any general work in the maintenance of township roads, buildings, equipment and property, at the rate set by the auditors. Upon roll call, Schappell, Herman and DeLong voted yes.

A motion was made by Gene Schappell, seconded by Fred Herman to employ Supervisor Richard DeLong as an equipment operator, general foreman, or in any general work in the maintenance of township roads, buildings, equipment and property, at the rate set by the auditors. Upon roll call, Schappell, Herman and DeLong voted yes.

APPOINT FULL-TIME SECRETARY & SET SALARY

A motion was made by Gene Schappell and seconded by Fred Herman to appoint Monica Flower as Full-time Secretary for 2018, with a salary of \$19.50 per hour as per the 2018 budget. Upon roll call, Schappell, Herman and DeLong voted yes.

APPOINT ROADMASTER AND DRIVEWAY INSPECTOR

A motion was made by Fred Herman, seconded by Gene Schappell to appoint Michael Quick as Roadmaster with a salary of \$26.46 per hour as per the 2018 budget. Upon roll call, two votes yes and one vote no.

A motion was made by Richard DeLong, seconded by Fred Herman to appoint Mike Quick as Driveway Inspector. Upon roll call, Schappell, Herman and DeLong voted yes.

APPOINT ASSISTANT ROADMASTER

A motion was made by Fred Herman and seconded by Richard DeLong to appoint Russell Werley as Assistant Roadmaster at a rate of \$20.76 per hour. Upon roll call, Schappell, Herman and DeLong voted yes.

TOWNSHIP SOLICITOR

A motion was made by Gene Schappell and seconded by Fred Herman to reappoint Joan London and the law firm of Kozloff Stoudt, as township solicitor. Upon roll call, Schappell, Herman and DeLong voted yes.

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TOWNSHIP ENGINEER

A motion was made by Richard DeLong and seconded by Fred Herman to reappoint Mike Tirpak and Greg Haas and the firm of Carbon Engineering, Inc., as the township engineer. Upon roll call, Schappell, Herman and DeLong voted yes.

ZONING HEARING BOARD

A motion was made by Richard DeLong and seconded by Fred Herman to reappoint Ronnie Arndt for a 5 year term to the Zoning Hearing. Upon roll call, Schappell, Herman and DeLong voted yes.

A motion was made by Gene Schappell and seconded by Fred Herman to appoint Michelle Minick-Merring for a 3 year term to the Zoning Hearing Board. Upon roll call, Schappell, Herman and DeLong voted yes.

A motion was made by Fred Herman and seconded by Richard DeLong to appoint Monica Flower as the Zoning Hearing Board clerk for 2018 at a rate of \$30.00 per hearing. Upon roll call, Schappell, Herman and DeLong voted yes.

2018 FEE SCHEDULE

A motion for Resolution # 1, 2018 was made by Richard DeLong and seconded by Gene Schappell to set application filing fees and other charges for hearings, variances, special exceptions, curative amendments, conditional use, zoning books, maps, preliminary opinion requests, solicitation permits, driveway permits, facilities use and fire inspections. Upon roll call, Schappell, Herman and DeLong voted yes.

ZONING OFFICER AND CODE ENFORCEMENT OFFICER

A motion was made by Fred Herman and seconded by Richard DeLong to reappoint BIU and Bill Murphy, as zoning officer/code enforcement officer and adopt Resolution #2, 2018 Zoning/Building Permit Fees (same as 2017). Upon roll call, Schappell, Herman and DeLong voted yes.

APPOINTMENTS - EMPLOYEES FULL and PART TIME ROAD DEPARTMENT EMPLOYEES

A motion was made by Fred Herman and seconded by Gene Herman to employ the following full-time and part-time road department employees, as needed:

Michael Quick	CDL Driver & Laborer
Nick Gehringer	CDL Driver & Laborer
Russell Werley	CDL Driver & Laborer
Carl Spatz	CDL Driver & Laborer
Dan Deturk	CDL Driver & Laborer
Bradley Werley	CDL Driver & Laborer
Arthur Miller	Laborer as needed
Karl Halye	Laborer as needed

Upon roll call, 2 votes yes and 1 vote no.

CHAIRMAN / VACANCY BOARD

A motion was made by Richard DeLong and seconded by Fred Herman to reappoint Roy Borkey to the position of Chairman of the Vacancy Board. Upon roll call, Schappell, Herman and DeLong voted yes.

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LOCAL SERVICES TAX & AMUSEMENT TAX COLLECTOR

A motion was made by Richard DeLong and seconded by Fred Herman to appoint Alison Epting to collect the LST & Amusement taxes. Upon roll call, Schappell, Herman and DeLong voted yes.

TAX COLLECTOR COMMISSION

A motion was made by Richard DeLong and seconded by Fred Herman to pay the tax collector a 5% commission to collect the Local Services Tax, Amusement Tax and Street Light Taxes. Upon roll call, Schappell, Herman and DeLong voted yes.

DELINQUENT TAX COLLECTOR (PRIOR YEAR TAXES)

A motion was made by Fred Herman and seconded by Richard DeLong to appoint Alison Epting to collect the prior year real estate, West Hamburg Street Light, TIP Street Light and Local Services taxes for the fiscal year 2017 until January 31, 2019 and to collect the 4th quarter interim taxes until January 31, 2019. Upon roll call, Schappell, Herman and DeLong voted yes.

SEWAGE ENFORCEMENT OFFICERS

A motion was made by Richard DeLong and seconded by Gene to appoint Jeremy Bentz with JB Environmental Services, LLC as the sewage enforcement officer and compensation set forth attached to the agenda. Upon Roll call Schappell, Herman and DeLong voted yes.

SEWAGE PERMIT FEES

A motion for Resolution # 3, 2018 was made by Gene Schappell and seconded by Fred Herman to adopt the Sewage Fees, as attached, and to include with the sewage permit fees, a fee for hearings under the Sewage Facilities Act. Upon roll call, Schappell, Herman and DeLong voted yes.

EMERGENCY MANAGEMENT COORDINATOR, TILDEN TOWNSHIP FIRE MARSHALL, FIRE CODES INSPECTOR

A motion was made by Fred Herman and seconded by Richard DeLong to reappoint Troy Hatt as Emergency Management Coordinator, Tilden Township Fire Marshall and Fire Codes Inspector. Upon roll call, Schappell, Herman and DeLong voted yes.

DEPUTY EMERGENCY MANAGEMENT COORDINATOR

A motion was made by Gene Schappell and seconded by Fred Herman to reappoint James Landis as Deputy Emergency Management Coordinator. Upon roll call, Schappell, Herman and DeLong voted yes.

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PLANNING COMMISSION MEMBERS

A motion was made by Fred Herman and seconded by Gene Schappell to reappoint Chris Forte to the Planning Commission for a four year term. Upon roll call, Schappell, Herman and DeLong voted yes.

A motion was made by Fred Herman and seconded by Gene Schappell to reappoint Anna Shollenberger as Secretary to the Planning Commission with a rate of \$185.00 per meeting. Upon roll call, 2 voted yes and 1 voted no.

SUBDIVISION FILING FEES

A motion for Resolution # 4, 2018 was made by Richard DeLong and seconded by Gene Schappell to adopt the Subdivision Filing fees, as per the attached sheet, for 2018. Upon roll call, Schappell, Herman and DeLong voted yes.

STORMWATER MANAGEMENT REVIEW AND INSPECTION FEES

A motion for Resolution # 5, 2018 was made by Richard DeLong and seconded by Fred Herman to adopt the Stormwater Management Review and Inspection Fees, as attached, for 2018. Upon roll call, Schappell, Herman and DeLong voted yes.

PARK & RECREATION BOARD

A motion was made by Fred Herman and seconded by Richard DeLong to reappoint Mike Quick to the Park & Recreation Board for a 5 year term. Upon roll call, Schappell, Herman and DeLong voted yes.

REPRESENTATIVE/BERKS COUNTY COOPERATIVE PURCHASING COUNCIL

A motion was made by Gene Schappell and seconded by Richard DeLong to designate the Tilden Township Secretary, Monica Flower, to serve on the Berks County Cooperative Purchasing Council. Upon roll call, Schappell, Herman and DeLong voted yes.

ENVIRONMENTAL ADVISORY COUNCIL

A motion was made by Richard DeLong and seconded by Fred Herman to appoint Fred Herman and Gene Schappell and reappoint Pat Adams, to the EAC. Upon roll call, Schappell, Herman and DeLong voted yes.

DEPOSITORIES

A motion was made by Richard DeLong and seconded by Fred Herman to retain the depository as follows: VIST Financial as depository for the General Fund, Payroll Fund, Park & Recreation Fund and West Hamburg Street Light Fund, State Fund, Capital Reserve Fund, Recreation Fund, Sewer Fund, TIP Street Light Fund, Traffic Light Fund, Sovereign Grant Fund and all the Escrow Funds. Upon roll call, Schappell, Herman and DeLong voted yes.

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CERTIFY DELEGATES TO STATE CONVENTION

A motion was made by Fred Herman and seconded by Richard DeLong to appoint the township supervisors, secretary, manager and treasurer as delegates to attend the PSATS State Convention to be held on April 22-25, 2018 at the Hershey Lodge & Convention Center. Upon roll call, Schappell, Herman and DeLong voted yes.

DESIGNATE VOTING DELEGATE FOR CONVENTION

A motion was made by Gene Schappell and seconded by Richard DeLong to certify the three members of the Board of Supervisors and Township Secretary as delegates to the PSATS Convention. Upon roll call Schappell, Herman and DeLong voted yes.

A motion was made by Fred Herman, seconded by Richard DeLong to designate Monica Flower, Township Secretary as the voting delegate for the 2018 PSATS convention. Upon roll call, Schappell, Herman and DeLong voted yes.

REIMBURSEMENT FOR EXPENSES

A motion was made by Fred Herman and seconded by Richard DeLong, as per the township code, Section 612, to authorize the treasurer to pay the registration fee and room deposit for the PSATS convention from the General Fund, and this amount to be deducted when the delegates are reimbursed for their allowable expenses. Upon roll call, Schappell, Herman and DeLong voted yes.

REIMBURSEMENT - MILEAGE EXPENSE

A motion was made by Fred Herman and seconded by Gene Schappell for Resolution # 6, 2018, to reimburse township personnel for use of their personal vehicles, for mileage, as per the IRS rate of 54.5 cents/mile. Upon roll call, Schappell, Herman and DeLong voted yes.

ATTENDANCE / WORKSHOPS & PAYMENT OF REGISTRATION FEES & EXPENSES

A motion was made by Richard DeLong and seconded by Gene Schappell to authorize officials to attend various workshops and the township to reimburse the official for registration fees and expenses. Upon roll call, Schappell, Herman and DeLong voted yes.

PENSION PLAN ADMINISTRATOR

A motion was made by Gene Schappell and seconded by Fred Herman to reappoint Cheryl Haus as Pension Plan Administrator for uniform and non-uniformed employees. Upon roll call Schappell, Herman and DeLong voted yes.

A motion was made by Fred Herman and seconded by Gene Schappell to appoint R. J. Hall & Company as Plan advisor, ING as Plan Investor and Beyer Barber as Actuary for the Police Pension Plan. Upon roll call Schappell, Herman and DeLong voted yes.

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A motion was made by Fred Herman and seconded by Richard DeLong to appoint David Coult as Plan Advisor, Commonwealth Financial Network as Investor and Chuck Freidlander as Actuary for the Non-Uniformed Plan. Upon roll call, Schappell, Herman and DeLong voted yes.

PAYMENT OF UTILITY BILLS

A motion was made by Fred Herman and seconded by Richard DeLong to pay utility bills by due date and any other bills that may incur penalties before the next Board of Supervisors monthly meeting. Upon roll call, Schappell, Herman and DeLong voted yes.

RECYCLING COORDINATOR

A motion was made by Fred Herman and seconded by Gene Schappell to appoint the Township Secretary as Recycling Coordinator. Upon roll call, Schappell, Herman and DeLong voted yes.

ADJOURNMENT

A motion was made by Richard DeLong and seconded by Fred Herman to adjourn the re-organization meeting at 9:48 A.M. Upon roll call, Schappell, Herman and DeLong voted yes.

ATTEST:

Monica A. Flower
Secretary