

TILDEN TOWNSHIP BOARD OF SUPERVISORS

Monday, January 4, 2016
Re-organization Meeting

The Tilden Township Board of Supervisors held their re-organization meeting on Monday, January 4, 2016, at 5:00 P.M. The following were present: Supervisors Gene Schappell, Fred Herman and Carl Spatz, Township Secretary 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 5:10 P.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. Carl Spatz made a motion to nominate Gene Schappell as Chairperson. The motion was seconded by Fred Herman. No other nominations were received. A motion was made by Carl Spatz and seconded by Fred Herman to elect Gene Schappell as Chairperson. Upon roll call, Herman, Spatz and Schappell voted yes.

VICE CHAIRPERSON

A motion was made by Carl Spatz and seconded by Gene Schappell to nominate Fred Herman as vice chairperson. No other nominations were received. Upon roll call, Schappell, Spatz and Herman voted yes.

PUBLIC PARTICIPATION

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

APPOINT SECRETARY-TREASURER-MANAGER

A motion was made by Carl Spatz and seconded by Fred Herman to appoint Cheryl Haus as Secretary-Treasurer-Manager. Upon roll call, Schappell, Spatz and Herman voted yes.

COMPENSATION-TOWNSHIP SECRETARY/TREASURER/MANAGER

A motion was made by Carl Spatz and seconded by Gene Schappell to set the salary of the township secretary-treasurer-manager at \$43,029.00, for 2016. Upon roll call, Schappell, Spatz and Herman voted yes.

TREASURER'S BOND

A motion was made by Fred Herman and seconded by Carl Spatz to purchase the Treasurer's Bond for 2016 in the amount of \$2,300,000.00 from Essick & Barr at the quoted price of \$1,401.00.

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

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

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TOWNSHIP SUPERVISORS/TOWNSHIP EMPLOYEES

A motion was made by Fred Herman, seconded by Carl Spatz to employ Supervisor Gene Schappell 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, Herman, Schappell and Spatz voted yes.

A motion was made by Gene Schappell, seconded by Carl Spatz 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, Spatz and Herman voted yes.

A motion was made by Fred Herman, seconded by Gene Schappell to employ Supervisor Carl Spatz 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, Herman, Schappell and Spatz voted yes.

APPOINT ASSISTANT SECRETARY & SET SALARY

A motion was made by Fred Herman and seconded by Carl Spatz to appoint Stacy Degler as Assistant Secretary for 2016, with a 3% increase to \$16.79 per hour. Upon roll call, Schappell, Spatz and Herman voted yes.

APPOINT ROADMASTER

A motion was made by Fred Herman, seconded by Gene Schappell to appoint Michael Quick as Roadmaster with a 3% increase to \$24.94 per hour. Upon roll call, Schappell, Spatz and Herman voted yes.

APPOINT ASSISTANT ROADMASTER

A motion was made by Fred Herman and seconded by Carl Spatz to appoint Russell Werley as Assistant Roadmaster at a rate of \$19./00 per hour. Upon roll call, Herman, Spatz and Schappell voted yes.

DRIVEWAY INSPECTOR

A motion was made by Gene Schappell and seconded by Fred Herman to appoint Michael Quick as driveway inspector. Upon roll call, Schappell, Spatz and Herman voted yes.

TOWNSHIP SOLICITOR

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

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TOWNSHIP ENGINEER

A motion was made by Carl Spatz 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, Spatz and Herman voted yes.

ZONING HEARING BOARD

A motion was made by Fred Herman and seconded by Gene Schappell to reappoint Zoning Hearing Board members Arndt, DeLong, Halye and Hein to the Zoning Hearing Board with a pay of \$30.90 per hearing for 2016. Upon roll call, Herman, Spatz and Schappell voted yes.

A motion was made by Fred Herman and seconded by Carl Spatz to appoint Craig Moseman to the Zoning Hearing Board at a pay of \$30.90 per hearing for 2016. Upon roll call, Herman, Spatz and Schappell voted yes.

A motion was made by Fred Herman and seconded by Carl Spatz to appoint Cheryl Haus as the Zoning Hearing Board clerk for 2016 at a rate of \$30.00 per hearing. Upon roll call, Herman, Spatz and Schappell voted yes.

2016 FEE SCHEDULE

A motion for Resolution # 1, 2016 was made by Carl Spatz and seconded by Fred Herman 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, Spatz and Herman voted yes.

ZONING OFFICER AND CODE ENFORCEMENT OFFICER

A motion was made by Gene Schappell and seconded by Fred Herman to appoint BIU and Bill Murphy, as zoning officer/code enforcement officer. Upon roll call, Schappell, Spatz and Herman voted yes.

ZONING / BUILDING PERMIT FEES

A motion for Resolution #2, 2016 was made by Gene Schappell and seconded by Carl Spatz to set Zoning / Building permit fees, as per the attached schedule. Upon roll call, Schappell, Spatz and Herman voted yes.

APPOINTMENTS - EMPLOYEES FULL and PART TIME ROAD DEPARTMENT EMPLOYEES

A motion was made by Carl Spatz and seconded by Fred 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	Driver & Laborer
Karl Halye	Driver & Laborer

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

CHAIRMAN / VACANCY BOARD

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

LOCAL SERVICES TAX & AMUSEMENT TAX COLLECTOR

A motion was made by Carl Spatz and seconded by Gene Schappell to appoint Dorothy McLaughlin to collect the LST & Amusement taxes. Upon roll call, Schappell, Spatz and Herman voted yes.

TAX COLLECTOR COMMISSION

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

DELINQUENT TAX COLLECTOR (PRIOR YEAR TAXES)

A motion was made by Gene Schappell and seconded by Fred Herman to appoint Dorothy McLaughlin to collect the prior year real estate, West Hamburg Street Light, TIP Street Light and Local Services taxes for the fiscal year 2015 until January 31, 2016 and to collect the 4th quarter interim taxes until January 31, 2016. Upon roll call, Schappell, Spatz and Herman voted yes.

SEWAGE ENFORCEMENT OFFICERS

A motion was made by Fred Herman and seconded by Carl Spatz to appoint Larson Design Group and Dave Siminitus and Jeremy Bentz as the sewage enforcement officers. Upon roll call, Schappell, Spatz and Herman voted yes.

SEWAGE PERMIT FEES

A motion for Resolution # 3, 2016 was made by Carl Spatz and seconded by Gene Schappell to adopt the Sewage Fees, as attached, and to include with the sewage permit fees, a fee for hearings under the Sewage Facilities Act. Hearing requested by the applicant - initial fee - \$1,000.00 plus an additional fee to include stenographic costs and counsel fees to be paid prior to the issuance of the decision. Upon roll call, Schappell, Spatz and Herman voted yes.

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

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

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DEPUTY EMERGENCY MANAGEMENT COORDINATOR

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

PLANNING COMMISSION MEMBERS

A motion was made by Gene Schappell and seconded by Fred Herman to reappoint Byassee, Forte, Keener and Breslin to the Planning Commission for 2016. Upon roll call, Schappell, Spatz and Herman voted yes.

A motion was made by Carl Spatz and seconded by Gene Schappell to advertise for vacancies on Planning Commission, EAC and Park & Recreation. Upon roll call, Spatz, Schappell and Herman voted yes.

A motion was made by Gene Schappell and seconded by Fred Herman to appoint Anna Shollenberger as Secretary to the Planning Commission with a rate of \$185.00 per meeting. Upon roll call, Schappell, Herman and Spatz voted yes.

Chief McEllroy discussed Geocaching with the Board and the placement of a Geocache on Tilden Township property. Chief McEllroy will make contact with the person who placed the Geocache and discuss placement and notification on where to place the Geocache.

The Tilden Township Sewer Collection Policy was discussed with the Attorney. The secretary will contact Collection Agencies for rates and their process of collecting.

SUBDIVISION FILING FEES

A motion for Resolution # 4, 2016 was made by Gene Schappell and seconded by Carl Spatz to adopt the Subdivision Filing fees, as per the attached sheet, for 2016. Upon roll call, Schappell, Spatz and Herman voted yes.

STORMWATER MANAGEMENT REVIEW AND INSPECTION FEES

A motion for Resolution # 5, 2016 was made by Fred Herman and seconded by Carl Spatz to adopt the Stormwater Management Review and Inspection Fees, as attached, for 2016. Upon roll call, Schappell, Spatz and Herman voted yes.

PARK & RECREATION BOARD

A motion was made by Carl Spatz and seconded by Fred Herman to reappoint Spatz, Schappell, Quick, Stoudt and Werley to the Park & Recreation Board for 2016. Upon roll call, Schappell, Herman and Spatz voted yes.

REPRESENTATIVES/NORTHERN BERKS RECREATION COMMISSION

A motion was made by Carl Spatz and seconded by Fred Herman to appoint Pat Adams as the delegate and Donald Waldron as alternate to serve on the Northern Berks Recreation Commission. Upon roll call, Schappell, Spatz and Herman voted yes.

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REPRESENTATIVE/BERKS COUNTY COOPERATIVE PURCHASING COUNCIL

A motion was made by Gene Schappell and seconded by Fred Herman to designate the Tilden Township Secretary, Cheryl Haus, to serve on the Berks County Cooperative Purchasing Council. Upon roll call, Schappell, Spatz and Herman voted yes.

ENVIRONMENTAL ADVISORY COUNCIL

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

Discussion was held on clean-up programs like Adopt a Highway, Do Not Litter signs with sponsors, etc. There will be an EAC meeting regarding the clean-up on January 6, 2016 @ 9:00 a.m.

DEPOSITORIES

A motion was made by Gene Schappell 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, Spatz and Herman voted yes.

CERTIFY DELEGATES TO STATE CONVENTION

A motion was made by Carl Spatz and seconded by Fred Herman to appoint the township supervisors and the secretary as delegates to attend the PSATS State Convention to be held on April 17-20, 2016 at the Hershey Lodge & Convention Center. Upon roll call, Schappell, Spatz and Herman voted yes.

DESIGNATE VOTING DELEGATE FOR CONVENTION

A motion was made by Gene Schappell and seconded by Fred Herman to appoint Cheryl Haus as the voting delegate for the PSATS convention. Upon roll call, Schappell, Spatz and Herman voted yes.

REIMBURSEMENT FOR EXPENSES

A motion was made by Carl Spatz and seconded by Fred Herman, 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, Herman, Spatz and Schappell voted yes.

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REIMBURSEMENT - MILEAGE EXPENSE

A motion was made by Carl Spatz and seconded by Gene Schappell for Resolution # 6, 2016, to reimburse township personnel for use of their personal vehicles, for mileage, as per the IRS rate of 54 cents/mile. Upon roll call, Schappell, Spatz and Herman voted yes.

ATTENDANCE / WORKSHOPS & PAYMENT OF REGISTRATION FEES & EXPENSES

A motion was made by Fred Herman 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, Spatz and Herman voted yes.

PENSION PLAN ADMINISTRATOR

A motion was made by Fred Herman and seconded by Carl Spatz to appoint Cheryl Haus as Pension Plan Administrator, R. J. Hall & Company as Plan advisor, ING as Plan Investor and Beyer Barber as Actuary for the Police Pension Plan and David Coult as Plan Advisor, Commonwealth Financial Network as Investor and Chuck Freidlander as Actuary for the Non-Uniformed Plan. Upon roll call, Schappell, Spatz and Herman voted yes.

PAYMENT OF UTILITY BILLS

A motion was made by Fred Herman and Seconded by Carl Spatz 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, Spatz and Herman voted yes.

ADJOURNMENT

A motion was made by Carl Spatz and seconded by Fred Herman to adjourn the re-organization meeting at 7:15 P.M. Upon roll call, Schappell, Spatz and Herman voted yes.

ATTEST:

Cheryl A. Haus
Secretary