

**TILDEN TOWNSHIP BOARD OF SUPERVISORS**

Monday, January 6, 2014  
Re-organization Meeting

The Tilden Township Board of Supervisors held their re-organization meeting on Monday, January 6, 2014, at 8:00 A.M. The following were present: Supervisors Gene Schappell and Fred Herman, Township Secretary Cheryl Haus, Township Police Chief William McEllroy, Township Solicitor James Lillis and several citizens. A copy of the roster is on file with the secretary.

Vice-Chairman, Gene Schappell called the re-organization meeting to order at 8:04 A.M followed by the Pledge of Allegiance.

**Vice-Chairman, Gene Schappell appointed James Lillis, Solicitor, as Temporary Chairperson.**

**CHAIRPERSON**

Mr. Lillis asked for nominations for Chairperson. Fred Herman made a motion to nominate Gene Schappell as Chairperson. No other nominations were received. Upon roll call by name, Fred Herman and Gene Schappell voted for Gene Schappell.

**VICE CHAIRPERSON**

A motion was made by Gene Schappell to nominate Fred Herman as vice chairperson. No other nominations were received. Upon roll call by name, Gene Schappell and Fred Herman voted to elect Fred Herman as Vice-Chairperson.

**PUBLIC PARTICIPATION**

Anna Shollenberger, Secretary of Planning Commission, asked the Board to hold off on the nomination of a Planning Commission member.

Gene Schappell presented a plaque to Russ Werley for his service to Tilden Township as a Supervisor for 12 years.

**APPOINT SECRETARY-TREASURER-MANAGER**

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

**COMPENSATION-TOWNSHIP SECRETARY/TREASURER/MANAGER**

A motion was made by Gene Schappell and seconded by Fred Herman to set the salary of the township secretary-treasurer-manager at \$40,560.00, for 2014. Upon roll call, Schappell and Herman voted yes.

TILDEN TOWNSHIP BOARD OF SUPERVISORS

Monday, January 6, 2014  
Re-organization Meeting

TREASURER'S BOND

A motion was made by Fred Herman and seconded by Gene Schappell to purchase the Treasurer's Bond for 2014 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 &amp; Barr</u>
<u>Bond</u>		
\$2,300,000	\$1,949.00	\$1,401.00

Upon roll call, Schappell and Herman voted yes.

PAID HOLIDAYS

A motion was made by Fred Herman and seconded by Gene Schappell for the following 8 paid holidays for full-time employees. New Year's Day, President's Day, Good Friday, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Christmas Day. Upon roll call, Schappell and Herman voted yes.

TOWNSHIP SUPERVISORS/TOWNSHIP EMPLOYEES

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

Due to only having 2 Supervisors, under the Ethics Code, Section 1104, the Board as constituted with only 2 members is authorized to approve those positions as laborer, etc.

APPOINT ASSISTANT SECRETARY & SET SALARY

A motion was made by Gene Schappell and seconded by Fred Herman to appoint Stacy Degler as Assistant Secretary for 2014, with a 3% increase to \$15.83 per hour. Upon roll call, Schappell 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 4% increase to \$23.50 per hour. Upon roll call, Schappell and Herman voted yes.

DRIVEWAY INSPECTOR

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

TOWNSHIP SOLICITOR

A motion was made by Fred Herman and seconded by Gene Schappell to reappoint James Lillis and the law firm of Kozloff Stoudt, at a 3% increase, as township solicitor. Upon roll call, Schappell and Herman voted yes.

TILDEN TOWNSHIP BOARD OF SUPERVISORS

Monday, January 6, 2014  
Re-organization Meeting

TOWNSHIP ENGINEER

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

ZONING HEARING BOARD

A motion was made by Fred Herman and seconded by Gene Schappell to appoint Robert G. Hein to a 5 year term (January 2019) with the Zoning Hearing Board. Upon roll call, Schappell and Herman voted yes.

MEETING PAY

A motion was made by Fred Herman and seconded by Gene Schappell to keep the same meeting pay of \$30.90 per meeting for the Zoning Hearing Board. Upon roll call, Schappell and Herman voted yes.

2014 FEE SCHEDULE

A motion for Resolution # 1, 2014 was made by Fred Herman 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 and Herman voted yes.

ZONING OFFICER

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

CODE ENFORCEMENT OFFICER

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

ZONING / BUILDING PERMIT FEES

A motion for Resolution #2, 2014 was made by Fred Herman and seconded by Gene Schappell to set Zoning / Building permit fees, as per the attached schedule. Upon roll call, Schappell and Herman voted yes.

TILDEN TOWNSHIP BOARD OF SUPERVISORS

Monday, January 6, 2014  
Re-organization Meeting

APPOINTMENTS - EMPLOYEESFULL and PART TIME ROAD DEPARTMENT EMPLOYEES

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

Michael Quick	CDL Driver & Laborer
LeRoy Strunk	CDL Driver & Laborer
Russell Werley	CDL Driver & Laborer
Carl Spatz	CDL Driver & Laborer
Michael Hoffmann	CDL Driver & Laborer
Jeffrey Kramer	CDL Driver & Laborer
Dan Deturk	CDL Driver & Laborer
Arthur Miller	Driver & Laborer
Karl Halye	Driver & Laborer
Scott Haus	Driver & Laborer

Upon roll call, Schappell and Herman voted yes.

PLANNING COMMISSION SECRETARY

A motion was made by Fred Herman and seconded by Gene Schappell to appoint Anna Shollenberger, at a rate of \$185.00 per month, to handle the administrative duties of the Planning Commission. Upon roll call, Schappell and Herman voted yes.

ZONING HEARING CLERK

A motion was made by Fred Herman and seconded by Gene Schappell to appoint Cheryl Haus, at a rate of \$30.00 per hearing, to handle the administrative duties of the zoning hearing board. Upon roll call, Schappell 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 and Herman voted yes.

LOCAL SERVICES TAX & AMUSEMENT TAX COLLECTOR

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

TAX COLLECTOR COMMISSION

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

TILDEN TOWNSHIP BOARD OF SUPERVISORS

Monday, January 6, 2014  
Re-organization Meeting

DELINQUENT TAX COLLECTOR (PRIOR YEAR TAXES)

A motion was made by Fred Herman and seconded by Gene Schappell 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 2013 until January 31, 2014 and to collect the 4<sup>th</sup> quarter interim taxes until January 31, 2014. Upon roll call, Schappell and Herman voted yes.

SEWAGE ENFORCEMENT OFFICERS

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

SEWAGE PERMIT FEES

A motion for Resolution # 3, 2014 was made by Fred Herman 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 and Herman voted yes.

EMERGENCY MANAGEMENT COORDINATOR

A motion was made by Fred Herman and seconded by Gene Schappell to appoint Troy Hatt as Emergency Management Coordinator. Upon roll call, Schappell and Herman voted yes.

DEPUTY EMERGENCY MANAGEMENT COORDINATOR

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

TILDEN TOWNSHIP FIRE MARSHALL

A motion was made by Gene Schappell and seconded by Fred Herman to appoint Troy Hatt as Tilden Township Fire Marshall. Upon roll call, Schappell and Herman voted yes.

FIRE CODES INSPECTOR

A motion was made by Fred Herman and seconded by Gene Schappell to appoint Troy Hatt as Fire Codes Inspector. Upon roll call, Herman and Schappell voted yes.

TILDEN TOWNSHIP BOARD OF SUPERVISORS

Monday, January 6, 2014  
Re-organization Meeting

PLANNING COMMISSION MEMBERS

The Planning Commission asked the Board to hold on appointing someone to the Planning Commission.

SUBDIVISION FILING FEES

A motion for Resolution # 4, 2014 was made by Fred Herman and seconded by Gene Schappell to adopt the Subdivision Filing fees, as per the attached sheet, for 2014. Upon roll call, Schappell and Herman voted yes.

STORMWATER MANAGEMENT REVIEW AND INSPECTION FEES

A motion for Resolution # 5, 2014 was made by Fred Herman and seconded by Gene Schappell to adopt the Stormwater Management Review and Inspection Fees, as attached, for 2014. Upon roll call, Schappell and Herman voted yes.

PARK & RECREATION BOARD

Members serving on the Park & Recreation Board are David Einsel 1/2018 and Dale Stoudt and Richard Delong

REPRESENTATIVES/NORTHERN BERKS RECREATION COMMISSION

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

REPRESENTATIVE/BERKS COUNTY COOPERATIVE PURCHASING COUNCIL

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

ENVIRONMENTAL ADVISORY COUNCIL

Pat Adams is the remaining member of the EAC

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 and Herman voted yes.

TILDEN TOWNSHIP BOARD OF SUPERVISORS

Monday, January 6, 2014  
Re-organization Meeting

CERTIFY DELEGATES TO STATE CONVENTION

A motion was made by Gene Schappell 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 13-16, 2014 at the Hershey Lodge & Convention Center. Upon roll call, Schappell and Herman voted yes.

A motion was made by Gene Schappell and seconded by Fred Herman to amend the previous motion to allow the Road Master to also attend the State Convention. Upon roll call, Schappell 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 and Herman voted yes.

REIMBURSEMENT FOR EXPENSES

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

REIMBURSEMENT - MILEAGE EXPENSE

A motion was made by Gene Schappell and seconded by Fred Herman for Resolution # 6, 2014, to reimburse township personnel for use of their personal vehicles, for mileage, as per the IRS rate of 56 cents/mile. Upon roll call, Schappell 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 and Herman voted yes.

PENSION PLAN ADMINISTRATOR

A motion was made by Fred Herman and seconded by Gene Schappell to appoint Cheryl Haus as Pension Plan Administrator, R. J. Hall & Company as Plan advisor, Principal Financial and ING as Plan Investor and Beyer Barber as Actuary. Upon roll call, Schappell and Herman voted yes.

TILDEN TOWNSHIP BOARD OF SUPERVISORS

Monday, January 6, 2014  
Re-organization Meeting

PAYMENT OF UTILITY BILLS

A motion was made by Fred Herman and Seconded by Gene Schappell 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 and Herman voted yes.

CONFIRM CHIEF OF POLICE

A motion was made by Gene Schappell and seconded by Fred Herman to confirm William McEllroy, III as Chief of Police of Tilden Township. Upon roll call, Schappell and Herman voted yes.

ADJOURNMENT

A motion was made by Fred Herman and seconded by Gene Schappell to adjourn the re-organization meeting at 8:50 A.M. Upon roll call, Schappell and Herman voted yes.

ATTEST:

Cheryl A. Haus  
Secretary