

TILDEN TOWNSHIP BOARD OF SUPERVISORS

Monday, January 7, 2019
Re-organization Meeting

The Tilden Township Board of Supervisors held their re-organization meeting on Monday, January 7, 2019, at 9:00 A.M. The following were present: Supervisors Gene Schappell, Fred Herman and Richard DeLong, Township Secretary/Treasurer Monica Flower, 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 9:05 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. A motion was made by Fred Herman to appoint Gene Schappell as Chairperson. Seconded by Gene Schappell. Upon roll call, Schappell and Herman voted yes; DeLong voted no.

VICE CHAIRPERSON

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

PUBLIC PARTICIPATION

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

APPOINT FULL-TIME SECRETARY/TREASURER

A motion was made by Gene Schappell and seconded by Fred Herman to appoint Monica Flower as full-time Secretary/Treasurer and to set the salary @ \$22.15 per hour with a review of performance at June 30, 2019 with a possible salary increase. Upon roll call, Schappell and Herman voted yes, DeLong voted 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) Upon roll call, Schappell, Herman and DeLong voted yes.

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Re-organization Meeting

PAID HOLIDAYS

A motion was made by Richard DeLong and seconded by Fred Herman to approve the following holidays for 2019 (same as 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 Richard DeLong, seconded by Fred Herman 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 and DeLong voted yes.

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 and DeLong voted yes.

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

APPOINT PART-TIME SECRETARY & SET SALARY

A motion was made by Richard DeLong and seconded by Gene Schappell to appoint Lorraine Ramirez as part-time Assistant Secretary for 2019, with a salary of \$15.96 per hour as per the 2019 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 \$27.25 per hour as per the 2019 budget. Upon roll call, two votes yes and one vote no.

A motion was made by Fred Herma, seconded by Richard DeLong 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 Gene Schappell to appoint Nicholas Gehringer as Assistant Roadmaster at a rate or \$23.38 per hour. Upon roll call, Schappell and Herman voted yes; DeLong voted no.

TOWNSHIP SOLICITOR

A motion was made by Gene Schappell and seconded by Richard DeLong 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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Monday, January 7, 2019
Re-organization Meeting

TOWNSHIP ENGINEER

A motion was made by Fred Herman and seconded by Richard DeLong 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 Gene Schappell and seconded by Fred Herman to reappoint Robert Hein for a 5-year term to the Zoning Hearing. 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 2019 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, 2019 was made by Fred Herman and seconded by Richard DeLong 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 Gene Schappell to reappoint BIU and Bill Murphy, as zoning officer/code enforcement officer. Upon roll call, Schappell, Herman and DeLong voted yes.

A Motion was made Richard DeLong and seconded by Fred Herman and adopt Resolution #2, 2019 Zoning/Building Permit Fees (Increasing Residential Zoning permit fee to \$55.00). 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 Schappell 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
- Troy Hatt CDL Driver/Snow plow
- Dylan Hatt CDL Driver/Snow plow
- Arthur Miller Laborer as needed
- Dennis Adam Ground maintenance/Laborer as needed

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

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Monday, January 7, 2019
Re-organization Meeting

CHAIRMAN / VACANCY BOARD

A motion was made by Gene Schappell 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.

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 Fred Herman and seconded by Richard DeLong 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.

SEWAGE ENFORCEMENT OFFICERS

A motion was made by Gene Schappell and seconded by Fred Herman 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, 2019 was made by Fred Herman and seconded by Richard DeLong 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 Gene Schappell 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 Richard DeLong and seconded by Fred Herman to reappoint James Landis as Deputy Emergency Management Coordinator. Upon roll call, Schappell, Herman and DeLong voted yes.

PLANNING COMMISSION MEMBERS

A motion was made by Richard DeLong and seconded by Fred Herman to reappoint Dale Keener & Joshua Breslin to the Planning Commission for a four-year term. Upon roll call, Schappell, Herman and DeLong voted yes.

TILDEN TOWNSHIP BOARD OF SUPERVISORS

Monday, January 7, 2019
Re-organization Meeting

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

SUBDIVISION FILING FEES

A motion for Resolution # 4, 2019 was made by Richard DeLong and seconded by Gene Schappell to adopt the Subdivision Filing fees, as per the attached sheet, for 2019. Upon roll call, Schappell, Herman and DeLong voted yes.

STORMWATER MANAGEMENT REVIEW AND INSPECTION FEES

A motion for Resolution # 5, 2019 was made by Richard DeLong and seconded by Fred Herman to adopt the Stormwater Management Review and Inspection Fees, as attached, for 2019. 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 Fred Herman 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 Gene Schappell and seconded by Fred Herman to appoint Fred Herman, Gene Schappell, Susie Bigelow, Richard DeLong 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.

CERTIFY DELEGATES TO STATE CONVENTION

A motion was made by Gene Schappell and seconded by Fred Herman to appoint the township supervisors, secretary, and treasurer as delegates to attend the PSATS State Convention to be held on April 14-17, 2019 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, seconded by Richard DeLong to designate Monica Flower, Township Secretary as the voting delegate for the 2019 PSATS convention. Upon roll call, Schappell, Herman and DeLong voted yes.

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Re-organization Meeting

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, 2019, to reimburse township personnel for use of their personal vehicles, for mileage, as per the IRS rate of 58 cents/mile. Upon roll call, Schappell, Herman and DeLong voted yes.

ATTENDANCE / WORKSHOPS & PAYMENT OF REGISTRATION FEES & EXPENSES

A motion was made by Fred Herman and seconded by Richard DeLong 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 Fred Herman and seconded by Richard DeLong to appoint Monica Flower as Pension Plan Administrator for uniform and non-uniformed employees. R. J. Hall & Company as Plan advisor, ING as Plan Investor and Beyer Barber as Actuary for the Police Pension Plan. 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 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, Herman and DeLong voted yes.

ADJOURNMENT

A motion was made by Fred Herman and seconded by Richard DeLong to adjourn the re-organization meeting at 9:41 A.M. Upon roll call, Schappell, Herman and DeLong voted yes.

ATTEST:

Monica A. Flower
Secretary