

TILDEN TOWNSHIP BOARD OF SUPERVISORS

Monday, January 7, 2013
Re-organization Meeting

The Tilden Township Board of Supervisors held their re-organization meeting on Monday, January 7, 2013, at 8:00 A.M. The following were present: Supervisors Russell Werley, Carl Spatz, and Gene Schappell, Township Secretary Cheryl Haus, Township Police Chief William McEllroy, Township Solicitor James Lillis and one citizen. A copy of the roster is on file with the secretary.

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

Chairman, Russ Werley nominated James Lillis, Solicitor, as Temporary Chairperson.

CHAIRPERSON

Mr. Lillis asked for nominations for Chairperson. Gene Schappell made a motion and Carl Spatz seconded the motion to nominate Russ Werley as Chairperson. No other nominations were received. A motion was made by Carl Spatz and seconded by Gene Schappell to close the nominations. Upon roll call by name, Gene Schappell voted for Russ Werley and Carl Spatz voted for Russ Werley.

VICE CHAIRPERSON

A motion was made by Carl Spatz and seconded by Russ Werley to nominate Gene Schappell as vice chairperson. Upon roll call, Werley voted to elect Gene Schappell and Carl Spatz voted to elect Gene Schappell for Vice-Chairperson.

No public participation

APPOINT SECRETARY-TREASURER-MANAGER

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

COMPENSATION-TOWNSHIP SECRETARY/TREASURER/MANAGER

A motion was made by Gene Schappell and seconded by Russ Werley to set the salary of the township secretary-treasurer-manager at \$38,882.50, for 2013. Upon roll call, Werley, Spatz and Schappell voted yes.

TREASURER'S BOND

A motion was made by Russ Werley and seconded by Carl Spatz to purchase the Treasurer's Bond for 2013 in the amount of \$2,300,000.00 from Essick & Barr at the quoted price of \$1,402.00.

Amount of Bond	<u>Keystone Insurers Group.</u>	<u>H.A. Thompson</u>	<u>Essick & Barr</u>
\$2,300,000	\$1,498.00	\$2,840.00	\$1,402.00

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

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PAID HOLIDAYS

A motion was made by Russ Werley and seconded by Carl Spatz 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, Spatz, Werley and Schappell voted yes.

TOWNSHIP SUPERVISORS/TOWNSHIP EMPLOYEES

A motion was made by Russ Werley, seconded by Carl Spatz to employ Supervisor Gene Schappell as an employee at the rate set by the auditors. Upon roll call, Werley and Spatz voted yes.

A motion was made by Gene Schappell and seconded by Carl Spatz to employ Russ Werley as an employee at the rate set by the auditors. Upon roll call, Spatz and Schappell voted yes.

A motion was made by Russ Werley and seconded by Gene Schappell to employ Carl Spatz as an employee at the rate set by the auditors. Upon roll call, Schappell and Werley voted yes.

APPOINT ASSISTANT SECRETARY & SET SALARY

A motion was made by Russ Werley and seconded by Gene Schappell to appoint Stacy Degler as Assistant Secretary for 2013, with a 3% increase to \$15.37 per hour. Upon roll call, Spatz, Werley and Schappell voted yes.

APPOINT ROADMASTER

A motion was made by Russ Werley, seconded by Carl Spatz to appoint Michael Quick as Roadmaster with a 3% increase to \$22.60 per hour. Upon roll call, Werley, Schappell and Spatz voted yes.

APPOINT ASSISTANT ROADMASTER

A motion was made by Gene Schappell, seconded by Carl Spatz to appoint LeRoy Strunk as assistant Roadmaster with a 3% increase to \$17.67 per hour. Upon roll call, Spatz, Werley and Schappell voted yes.

DRIVEWAY INSPECTOR

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

TOWNSHIP SOLICITOR

A motion was made by Gene Schappell and seconded by Carl Spatz to reappoint James Lillis and the law firm of Kozloff Stoudt, at a 6% increase to \$155.00 per hour, as township solicitor. Upon roll call, Spatz, Werley and Schappell voted yes.

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TOWNSHIP ENGINEER

A motion was made by Russ Werley and seconded by Carl Spatz to reappoint Ron Tirpak and the firm of Carbon Engineering, Inc., at a rate increase of 2%, as the township engineer. Upon roll call, Werley, Spatz and Schappell voted yes.

ZONING HEARING BOARD

A motion was made by Russ Werley and seconded by Carl Spatz to re-appoint Ron Arndt to a 5 year term (January 2018) with the Zoning Hearing Board. Upon roll call, Spatz, Werley and Schappell voted yes.

MEETING PAY

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

2013 FEE SCHEDULE

A motion for Resolution # 1, 2013 was made by Gene Schappell and seconded by Carl Spatz 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, Spatz, Schappell and Werley voted yes.

ZONING / CODE ENFORCEMENT OFFICER

A motion was made by Russ Werley and seconded by Gene Schappell to appoint Alfred Benesch & Company and Anthony Merklinger, at a rate increase of 2%, as zoning / code enforcement officer. Upon roll call, Spatz, Schappell and Werley voted yes.

ZONING / BUILDING PERMIT FEES

A motion for Resolution #2, 2013 was made by Carl Spatz and seconded by Gene Schappell to set Zoning / Building permit fees the same, as per the attached schedule, however, continue for review and amendment. Upon roll call, Werley, Spatz and Schappell voted yes.

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APPOINTMENTS - EMPLOYEES
PART TIME ROAD DEPARTMENT EMPLOYEES

A motion was made by Russ Werley and seconded by Carl Spatz to employ the following part-time road department employees, as needed:

Michael Quick	CDL Driver & Laborer
LeRoy Strunk	CDL Driver & Laborer
Arthur Miller	Driver & Laborer
Russell Werley	CDL Driver & Laborer
Carl Spatz	CDL Driver & Laborer
Michael Hoffmann	CDL Driver & Laborer
Robert Gelsing	CDL Driver & Laborer
Kermit Shollenberger	Grader Operator
Karl Halye	Driver & Laborer
Scott Haus	Driver & Laborer

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

PLANNING COMMISSION SECRETARY

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

ZONING HEARING CLERK

A motion was made by Russ Werley and seconded by Carl Spatz 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, Spatz, Werley and Schappell voted yes.

CHAIRMAN / VACANCY BOARD

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

LOCAL SERVICES TAX & AMUSEMENT TAX COLLECTOR

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

TAX COLLECTOR COMMISSION

A motion was made by Russ Werley 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, Werley, Spatz and Schappell voted yes.

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DELINQUENT TAX COLLECTOR (PRIOR YEAR TAXES)

A motion was made by Russ Werley 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 2012 until January 31, 2013 and to collect the 4th quarter interim taxes until January 31, 2013. Upon roll call, Werley, Schappell and Spatz voted yes.

SEWAGE ENFORCEMENT OFFICER

A motion was made by Russ Werley and seconded by Carl Spatz to appoint GreenSite Environmental and James Milnes as the sewage enforcement officer. Upon roll call, Spatz, Schappell and Werley voted yes.

ALTERNATE SEWAGE ENFORCEMENT OFFICER

A motion was made by Russ Werley and seconded by Carl Spatz to appoint Alfred Benesch & Company as alternate sewage enforcement officers. Upon roll call, Werley, Schappell and Spatz voted yes.

SEWAGE PERMIT FEES

A motion for Resolution # 3, 2013 was made by Russ Werley and seconded by Carl Spatz 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, Spatz, Schappell and Werley voted yes.

EMERGENCY MANAGEMENT COORDINATOR, DEPUTY EMERGENCY MANAGEMENT COORDINATOR, FIRE MARSHALL, FIRE CODES INSPECTOR, ASSISTANT FIRE CODES INSPECTOR

A motion was made by Gene Schappell and seconded by Carl Spatz to appoint Troy Hatt as Emergency Management Coordinator, Fire Marshall and Assistant Fire Codes Inspector for 2013. Also, to appoint James Landis as Deputy Emergency Management Coordinator. Also to appoint Anthony Merklinger as Fire Codes Inspector. Upon roll call, Werley, Spatz and Schappell voted yes.

PLANNING COMMISSION MEMBERS

No Planning Commission members due for Re-appointment

SUBDIVISION FILING FEES

A motion for Resolution # 4, 2013 was made by Russ Werley and seconded by Carl Spatz to adopt the Subdivision Filing fees, as per the attached sheet, for 2013. Upon roll call, Spatz, Werley and Schappell voted yes.

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STORMWATER MANAGEMENT REVIEW AND INSPECTION FEES

A motion for Resolution # 5, 2013 was made by Russ Werley and seconded by Carl Spatz to adopt the Stormwater Management Review and Inspection Fees, as attached, for 2013. Upon roll call, Werley, Spatz and Schappell voted yes.

PARK & RECREATION BOARD

A motion was made by Russ Werley and seconded by Carl Spatz to reappoint David Einsele (January 2018) to the Park & Recreation Board. Upon roll call, Werley, Schappell and Spatz voted yes.

REPRESENTATIVES/NORTHERN BERKS RECREATION COMMISSION

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

REPRESENTATIVE/BERKS COUNTY COOPERATIVE PURCHASING COUNCIL

A motion was made by Russ Werley and seconded by Carl Spatz to designate a Tilden Township employee to serve on the Berks County Cooperative Purchasing Council. Upon roll call, Werley, Spatz and Schappell voted yes.

ENVIRONMENTAL ADVISORY COUNCIL

A motion was made by Russ Werley and seconded by Carl Spatz to appoint Pat Adams and Gene Schappell to the Environmental Advisory Council. Upon roll call, Spatz and Werley voted yes. Gene Schappell abstained.

DEPOSITORIES

A motion was made by Russ Werley and seconded by Carl Spatz 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, Werley, Spatz and Schappell voted yes.

CERTIFY DELEGATES, DESIGNATE VOTING DELEGATE, REIMBURSEMENT FOR EXPENSES

A motion was made by Russ Werley and seconded by Gene Schappell to appoint the township supervisors and the secretary as delegates to attend the PSATS State Convention to be held on April 21-24, 2013 at the Hershey Lodge & Convention Center. Also, to appoint Cheryl Haus as the voting delegate. Also to authorize the treasurer to pay the registration fees and room deposit from the General Fund as per the township code, Section 612. This amount to be deducted when the delegates are reimbursed for their allowable expenses. Upon roll call, Werley, Schappell and Spatz voted yes.

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REIMBURSEMENT - MILEAGE EXPENSE

A motion was made by Gene Schappell and seconded by Carl Spatz for Resolution # 6, 2013, to reimburse township personnel for use of their personal vehicles, for mileage, as per the IRS rate, of 56.5 cents/mile. Upon roll call, Schappell, Werley and Spatz voted yes.

ATTENDANCE / WORKSHOPS & PAYMENT OF REGISTRATION FEES & EXPENSES

A motion was made by Russ Werley and seconded by Carl Spatz to authorize officials to attend various workshops, including the secretary to attend the PLGSA conference, and the township to reimburse the official for registration fees and expenses. Upon roll call, Spatz, Schappell and Werley voted yes.

PENSION PLAN ADMINISTRATOR

A motion was made by Gene Schappell and seconded by Russ Werley 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, Spatz, Schappell and Werley voted yes.

PAYMENT OF UTILITY BILLS

A motion was made by Russ Werley 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, Werley, Schappell and Spatz voted yes.

ADJOURNMENT

A motion was made by Russ Werley and seconded by Gene Schappell to adjourn the re-organization meeting at 8:57 A.M. Upon roll call Werley, Spatz and Schappell voted yes.

ATTEST:

Cheryl A. Haus
Secretary