

TILDEN TOWNSHIP BOARD OF SUPERVISORS

Agenda

Monday, January 3, 2022
Reorganization Meeting

Audio recording are made of regular Board of Supervisor meeting to aid in the preparation of accurate meeting minutes.

Meeting Called to Order by Chairman Gene Schappell for the Re-organization meeting.

Pledge of Allegiance.

Roll Call

Supervisor, Gene Schappell appointed Joan London, Kozloff Stoudt Solicitor, as Temporary Chairperson.

CHAIRPERSON

Ms. London asked for nominations for Chairperson. Upon roll call:

VICE CHAIRPERSON

A Motion to nominate a vice chairperson. Upon roll call:

PUBLIC PARTICIPATION

participation relating to Re-organization meeting only.

APPOINT FULL-TIME MANAGER/SECRETARY/TREASURER

To appoint Monica Flower as full-time Manager/Secretary/Treasurer and to set the salary at the next regular scheduled meeting per Resolution as per 2022 budget. Upon roll call:

APPOINT ASSISTANT TREASURER

A Motion to appoint an Assistant Treasurer. Upon roll call:

TREASURER'S BOND

A Motion to set the Treasurer's Bond for 2022 in the amount of \$2,300,000.00 from Tompkins/Liberty Mutual. (Same as 2021). Upon roll call:

8 PAID HOLIDAYS & 1 PERSONAL DAY

A Motion is needed to approve (8) eight paid holidays and (1) one personal day for 2022. New Year's Day, President's Day, Good Friday, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Christmas Day. The personal day must be used within the calendar year. Unused personal day will not be carried over and will not be paid out at the end of the year. Upon roll call:

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A Motion Needed:

TOWNSHIP SUPERVISORS/TOWNSHIP EMPLOYEES

A Motion was made by _____, seconded by _____ to employ Supervisor Frederick Herman an equipment operator, general foreman, or in any general work as required in the maintenance of township roads, building, equipment, and property on an as needed basis as per qualifications, at the rate set by the auditors. Upon roll call:

A Motion was made by _____, seconded by _____ 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 as per qualifications, at the rate set by the auditors. Upon roll call:

A Motion was made by _____, seconded by _____ 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 on an as per qualifications, at the rate set by the auditors. Upon roll call:

APPOINT FULL-TIME ASSISTANT SECRETARY & SET SALARY

A Motion was made by _____ and seconded by _____ to appoint Lorraine Ramirez as full-time Assistant Secretary for 2022, with a salary of (set by future Resolution) per hour as per the 2022 budget. Upon roll call:

APPOINT ROADMASTER AND DRIVEWAY INSPECTOR

A Motion was made by _____ and seconded by _____ to appoint Michael Quick as Roadmaster with a salary of (set by future Resolution) per hour as per the 2022 budget (incl. \$3/hr. health insurance waiver). Upon roll call:

A Motion was made by _____ and seconded by _____ to appoint Michael Quick as Driveway Inspector with no additional compensation. Upon roll call:

TOWNSHIP SOLICITOR

A Motion was made by _____ and seconded by _____ to reappoint Joan London and the law firm of Kozloff Stoudt, as Township Solicitor. Upon roll call:

TOWNSHIP ENGINEER

A motion was made by _____ and seconded by _____ to reappoint Mike Tirpak and Associates of Carbon Engineering, Inc., as the Township Engineer. Upon roll call:

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TOWNSHIP WATER AUTHORITY

A Motion was made by _____ and seconded by _____ to accept reappointment of R.M. Schaeffer, LLC at the agreed upon fees for the operation of the water system. Upon roll call:

A Motion was made by _____ and seconded by _____ to accept reappointment of Elite Water Ops. LLC at the agreed upon fees for the operation of the water system. Upon roll call

ZONING HEARING BOARD

A Motion was made by _____ and seconded by _____ to reappoint Karl Haley for a 5-year term to the Zoning Hearing Board. Upon roll call:

A Motion was made by _____ and seconded by _____ to appoint Jody Klinger as an Alternate Member for a 3-year term to the Zoning Hearing Board. Upon roll call:

A Motion was made by _____ and seconded by _____ to set the Zoning Hearing Board members pay at \$100 per hearing. Upon roll call:

A Motion was made by _____ and seconded by _____ to appoint Lorraine Ramirez as Zoning Hearing Board Clerk for 2022 at the rate of \$50 per hearing. Upon roll call:

2022 FEE SCHEDULE

A Motion was made by _____ and seconded by _____ to adopt Resolution #2022-1 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, and driveway permits. Upon roll call:

ZONING OFFICER AND CODE ENFORCEMENT OFFICER

A Motion was made by _____ and seconded by _____ to reappoint BIU of PA, Inc. and Bill Murphy, as zoning officer/code enforcement officer. Upon roll call:

A Motion was made _____ and seconded by _____ to adopt Resolution #2022-2 Zoning/Building Permit Fees (same as 2021). Upon roll call:

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ROAD DEPARTMENT

A motion was made by _____ and seconded by _____ to appoint the individuals set forth on the agenda as the Road Department. Upon roll call.

- | | |
|-------------------|---|
| - Darryl Adam | - CDL/Laborer (set by future Resolution)* |
| - Dale Hartz | - CDL/Laborer (set by future Resolution) * |
| - Dan DeTurk | - CDL/Laborer as needed (set by future Resolution) |
| - Terry Shaner | - CDL/Laborer as needed (set by future Resolution) |
| - Dennis Adam | - Grounds Maintenance/Laborer as needed(Resolution) |
| - Arthur Miller | - Laborer as needed (set by future Resolution) |
| - Mahlon Berk Jr. | - CDL/Laborer as needed (set by future Resolution) |

*Includes \$3/hr stipend for health insurance waiver

CHAIRMAN / VACANCY BOARD

A Motion was made by _____ and seconded by _____ to reappoint Roy Borkey to the position of Chairman of the Vacancy Board. Upon roll call:

LOCAL SERVICES TAX & AMUSEMENT TAX COLLECTOR

A Motion was made by _____ and seconded by _____ to appoint Dorothy McLaughlin to collect the LST & Amusement taxes. Upon roll call:

TAX COLLECTOR COMMISSION

A Motion was made by _____ and seconded by _____ to pay the Tax Collector a 5% commission to collect the Local Services Tax, Amusement Tax and Street Light Taxes for fiscal year 2022. Upon roll call:

A Motion was made by _____ and seconded by _____ to allow Dorothy McLaughlin to collect the prior year real estate taxes, West Hamburg Street Light Tax, TIP Street Light Tax and Local Services Tax for the fiscal year 2022 until January 31, 2023 and to collect the 4th quarter interim taxes until January 31,2023. Upon roll call:

SEWAGE ENFORCEMENT OFFICER

A Motion was made by _____ and seconded by _____ to appoint Jeremy Bentz of JB Environmental Services, LLC as the Sewage Enforcement Officer and compensation set forth attached to the agenda. Upon roll call:

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SEWAGE PERMIT FEES

A motion was made by _____ and seconded by _____ to adopt Resolution #2022-3 for 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:

EMERGENCY MANAGEMENT COORDINATOR

A Motion was made by _____ and seconded by _____ to reappoint Jarrod Emes as Emergency Management Coordinator with a stipend of \$100/month. Upon roll call:

FIRE MARSHAL, FIRE CODES INSPECTOR

A Motion was made by _____ and seconded by _____ to reappoint Troy Hatt as Fire Marshal and Fire Codes Inspector. Upon roll call:

PLANNING COMMISSION MEMBERS

A Motion was made by _____ seconded by _____ to reappoint Christopher Forte to the Planning Commission for a four-year term. Upon roll call:

PLANNING COMMISSION SECRETARY & RATE

A Motion was made by _____ and seconded by _____ to appoint Lorraine Ramirez as Secretary to the Planning Commission with a stipend of \$60 per monthly meeting will be paid. Upon roll call:

SUBDIVISION FILING FEES

A Motion was made by _____ and seconded by _____ to adopt Resolution #2022-4 for the Subdivision Filing fees, as per the attached sheet, for 2022. Upon roll call:

A Motion was made by _____ and seconded by _____ to adopt the Resolution #2022-5 for the Stormwater Management Review and Inspection Fees, as attached, for 2022. Upon roll call:

REPRESENTATIVE/BERKS COUNTY COOPERATIVE PURCHASING COUNCIL

A Motion was made by _____ and seconded by _____ to designate the Tilden Township Manager, Monica Flower to serve on the Berks County Cooperative Purchasing Council. Upon roll call:

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ENVIRONMENTAL ADVISORY COUNCIL

A motion was made by _____ and seconded by _____ to allow the EAC Ordinance #181, 2007 November 10, 2007 to continue. Upon roll call:

DEPOSITORIES

A Motion was made by _____ and seconded by _____ to retain the depository as follows: VIST Financial as depository for the General Fund, Building & Zoning Fund, Payroll Fund, Park & Recreation Fund, West Hamburg Street Light Fund, State Fund, Capital Reserve Funds, Recreation Fund, Sewer Fund, TIP Street Light Fund, Traffic Light Fund and all the Escrow Funds. Upon roll call:

CERTIFY DELEGATES TO STATE CONVENTION

A Motion was made by _____ and seconded by _____ to appoint the Township Supervisors and Manager/Secretary/Assistant Secretary as delegates to attend the PSATS State Convention to be held on April 18-21, 2022 at the Hershey Lodge & Convention Center. Upon roll call:

DESIGNATE VOTING DELEGATE FOR CONVENTION

A Motion was made by _____ and seconded by _____ to designate Monica Flower as the voting delegate for the 2022 PSATS convention. Upon roll call:

REIMBURSEMENT FOR EXPENSES

A Motion was made by _____ and seconded by _____, as per the Township Code, Section 612, to authorize the Treasurer to pay the registration fee 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:

A Motion was made by _____ and seconded by _____ to authorize reimbursement for PSATS Convention expenses for the Roadmaster. Upon roll call:

REIMBURSEMENT - MILEAGE EXPENSE

A Motion was made by _____ and seconded by _____ to adopt Resolution #2022-6 to reimburse township personnel for use of their personal vehicles, for mileage, as per the IRS rate of 58.5 cents/mile. Upon roll call:

ATTENDANCE/WORKSHOPS & PAYMENT OF REGISTRATION FEES & EXPENSES

A Motion was made by _____ and seconded by _____ to authorize officials to attend various workshops and the township to reimburse the official for registration fees and expenses. Upon roll call:

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PENSION PLAN ADMINISTRATOR

A motion was made by _____ and seconded by _____ to reappoint the pension plan administrators as set out in the reorganization agenda. Upon roll call:

- Currently - Monica Flower
- Police Pension Plan Advisor - R.J. Hall & Company
- Plan Investor - ING
- Actuary - Foster & Foster
- Non-Uniformed Pension Plan Advisor - David Coult
- Actuary - Chuck Freidlander

PAYMENT OF UTILITY BILLS

A Motion was made by _____ and seconded by _____ 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:

SET REGULAR MEETING DATE AND TIME FOR JANUARY 2022:

Next regular Board of Supervisor Meeting scheduled for January _____, 2022 at _____
Upon roll call:

ADJOURNMENT

A Motion was made by _____ and seconded by _____ to adjourn the re-organization meeting at _____ A.M. Upon roll call:

ATTEST: