

TILDEN TOWNSHIP BOARD OF SUPERVISORS

Monday, January 5, 2026
Re-organization Meeting

The Tilden Township Board of Supervisors held their re-organization meeting on Monday, January 6, 2025, at 9:04 A.M. The following were present: Supervisors Gene Schappell, Richard DeLong and Chris Forte, Township Police Chief William McEllroy, Township Solicitor Joan London, Township Manager/Secretary/Treasurer Monica Flower, Township Assistant Treasurer Samantha Hartman, Township Roadmaster Michael Quick, and several citizens. A copy of the roster is on file with the secretary.

Supervisor, Gene Schappell called the re-organization meeting to order at 9:02 A.M followed by the Pledge of Allegiance.

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

CHAIRPERSON

Ms. London asked for nominations for Chairperson. Gene Schappell nominated Richard DeLong, Chris Forte seconds this nomination. No other nominations were received. Schappell made a Motion to close the nominations, DeLong seconded, upon roll call Schappell, Forte, and DeLong voted yes. Ms. London called for a vote to appoint Richard DeLong as Chairperson for 2026, upon roll call DeLong, Schappell and Forte voted yes. Based upon the votes, Richard DeLong is the Chairperson for 2026.

VICE CHAIRPERSON

Ms. London asked for nominations for Vice-Chairperson. Chris Forte nominated himself. Richard DeLong nominated Gene Schappell. Ms. London called for a vote to appoint Forte as vice-chairperson for 2026, upon roll call DeLong and Forte voted yes; Schappell voted no. Based upon the votes, Chris Forte is the Vice Chairperson for 2026.

PUBLIC PARTICIPATION

There was no public participation relating to Re-organization meeting.

APPOINT FULL-TIME MANAGER/SECRETARY/TREASURER

A Motion was made by Gene Schappell, no second was received to reappoint Monica Flower as full-time Manager/Secretary/Treasurer and to set the salary by resolution. No vote was called.

Ms. London asked for an alternate.

Gene Schappell requested an executive session to discuss personnel.

Meeting Recessed at 9:09 A.M.

Meeting Reconvened at 10 A.M.

A Motion was made by Chris Forte and seconded by Richard DeLong to appoint Monica Flower as full-time Secretary/Treasurer and to set the salary at the 2025 rate. Upon roll call DeLong and Forte voted yes; Schappell voted no.

APPOINT ASSISTANT TREASURER

A Motion was made by Richard DeLong and seconded by Gene Schappell to reappoint Samantha Hartman as Part-Time Assistant Treasurer. Upon roll call DeLong, Forte, and Schappell voted yes.

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Re-organization Meeting

TREASURER'S BOND

A Motion was made by Chris Forte and seconded by Gene Schappell to set the Treasurer's Bond for 2026 in the amount of \$3,520,000.00 from Liberty Mutual (same as 2025). Upon roll call DeLong, Forte, and Schappell voted yes.

APPOINT RIGHT TO KNOW OFFICER AND ASSISTANT

A Motion was made by Gene Schappell and seconded by Chris Forte to appoint Monica Flower as the Right to Know Officer and Samantha Hartman as the Assistant Right to Know Officer. Upon roll call DeLong, Forte, and Schappell voted yes.

9 PAID HOLIDAYS & 2 PERSONAL DAY

A Motion was made by Gene Schappell and seconded by Richard DeLong to approve (9) nine paid holidays and (2) two personal days for 2026; New Year's Day, President's Day, Good Friday, Memorial Day, Independence Day, Labor Day, Veteran's Day, Thanksgiving Day, and Christmas Day. The personal days must be used within the calendar year. Unused personal days will not be carried over and will not be paid out at the end of the year. Upon roll call DeLong, Forte, and Schappell voted yes.

TOWNSHIP SUPERVISORS/TOWNSHIP EMPLOYEES

A Motion was made by Chris Forte, seconded by Richard DeLong to employ Supervisor Gene Schappell as an equipment operator, general foreman, or in any general work as required in the maintenance of township roads, building, equipment and property as well as any administrative position on an as needed basis. Upon roll call DeLong, Forte, and Schappell voted yes.

A Motion was made by Chris Forte, seconded by Gene Schappell 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 as well as any administrative position on an as needed basis. Upon roll call DeLong, Forte, and Schappell voted yes.

A Motion was made by Richard DeLong, seconded by Chris Forte to employ Supervisor Chris Forte as an equipment operator, general foreman, or in any general work in the maintenance of township roads, buildings, equipment and property as well as any administrative position on an as needed basis. Upon roll call DeLong, Forte, and Schappell voted yes.

APPOINT ROADMASTER

A Motion was made by Gene Schappell and seconded by Chris Forte to reappoint Michael Quick as Roadmaster for 2026, with a salary set by resolution 2026-6. Upon roll call Forte and Schappell voted yes; DeLong voted no.

DRIVEWAY INSPECTOR

A Motion was made by Gene Schappell and seconded by Chris Forte to reappoint Michael Quick as Driveway Inspector for 202. Upon roll call DeLong, Forte, and Schappell voted yes.

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Monday, January 5, 2026
Re-organization Meeting

TOWNSHIP SOLICITOR

A Motion was made by Richard DeLong and seconded by Gene Schappell to reappoint Joan London and the law firm of Kozloff Stoudt, as Township Solicitor for 2026. Upon roll call DeLong, Forte, and Schappell voted yes.

TOWNSHIP ENGINEER

A Motion was made by Chris Forte and seconded by Richard DeLong to reappoint Greg Haas of Keystone Consulting Engineers, Inc., as the Township Engineer for 2026. Upon roll call DeLong, Forte, and Schappell voted yes.

TOWNSHIP WATER AUTHORITY

A Motion was made by Gene Schappell and seconded by Richard DeLong to reappoint R.M. Schaeffer, LLC and Elite Water Ops as the Township Water Authority for 2026. Upon roll call DeLong, Forte, and Schappell voted yes.

2026 SCHEDULE OF FEES AND OTHER CHARGES FOR REQUESTS FOR ZONING AND/OR BUILDING PERMITS, CERTIFICATES OF USE AND OCCUPANCY, SPECIAL EXCEPTIONS, VARIANCES, ZONING ORDINANCE AMENDMENTS, AND ALL OTHER MATTER PERTAINING TO THE ZONING ORDINANCE.

A Motion was made by Chris Forte and seconded by Richard DeLong to adopt Resolution #2026-1 Schedule of Fees. Upon roll call DeLong, Forte, and Schappell voted yes.

BUILDING CODE / ENFORCEMENT OFFICER (UCC PERMITS AND INSPECTIONS ONLY)

A Motion was made by Gene Schappell and seconded by Chris Forte to reappoint Bill Murphy of BIU of PA, Inc. as building code enforcement officer. Upon roll call DeLong, Forte, and Schappell voted yes.

ZONING, PROPERTY MAINTENANCE & RENTAL INSPECTOR

A Motion was made by Gene Schappell and seconded by Richard DeLong to reappoint Keystone Consulting Engineers, INC. as zoning officer, property maintenance and rental inspector. Upon roll call DeLong, Forte, and Schappell voted yes.

A Motion was made Richard DeLong and seconded by Chris Forte to adopt Resolution #2025-2 Zoning/Building Permit Fees. Upon roll call DeLong, Forte, and Schappell voted yes.

ROAD DEPARTMENT 2025 WITH SALARIES SET BY RESOLUTION

A Motion was made by Richard DeLong and seconded by Gene Schappell to reappoint the individuals for the Road Department and to set wages by resolution. Upon roll call DeLong, Forte, and Schappell voted yes.

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|-------------------|---|
| - Darryl Adam | - CDL/Laborer |
| - Dale Hartz | - CDL/Laborer |
| - Dan DeTurk | - CDL/Laborer as needed |
| - Terry Shaner | - CDL/Laborer as needed |
| - Mahlon Berk Jr. | - CDL/Laborer as needed |
| - Jeff Kertes | - CDL/Laborer as needed |
| - Jim Landis | - CDL/Laborer as needed |
| - Dennis Adam | - Grounds Maintenance/Laborer as needed |

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Re-organization Meeting

CHAIRMAN / VACANCY BOARD

A Motion was made by Chris Forte and seconded by Richard DeLong to appoint Greg Kozlowski the position of Chairman of the Vacancy Board. Upon roll call DeLong, Forte, and Schappell voted yes.

LOCAL SERVICES TAX COLLECTOR & AMUSEMENT TAX COLLECTOR

A Motion was made by Chris Forte and seconded by Gene Schappell to reappoint Dorothy McLaughlin to collect the LST & Amusement taxes. Upon roll call DeLong, Forte, and Schappell voted yes.

TAX COLLECTOR COMMISSION for COLLECTION OF LOCAL SERVICES TAX, AMUSEMENT TAX & STREET LIGHT TAX - 5% AND DELINQUENT TAX COLLECTOR

A Motion was made by Gene Schappell and seconded by Chris Forte to pay the Tax Collector a 5% commission to collect the Local Services Tax, Amusement Tax and Street Light Taxes for fiscal year 2026. Also allowing 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 2025 until January 31, 2026 and to collect the 4th quarter interim taxes until January 31, 2026. Upon roll call DeLong, Forte, and Schappell voted yes.

SEWAGE ENFORCEMENT OFFICER

A Motion was made by Chris Forte and seconded by Richard DeLong to reappoint Jeremy Bentz of JB Environmental Services, LLC as the Sewage Enforcement Officer. Upon roll call DeLong, Forte, and Schappell voted yes.

SEWAGE PERMIT FEES

A Motion was made by Chris Forte and seconded by Richard DeLong to adopt Resolution #2026-3 for the Sewage Fees 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 plus an additional fee to include stenographic costs and counsel fees to be paid prior to the issuance of the decision. Upon roll call DeLong, Forte, and Schappell voted yes.

EMERGENCY MANAGEMENT COORDINATOR

A Motion was made by Gene Schappell and seconded by Chris Forte to reappoint Jarrod Emes as Emergency Management Coordinator. Upon roll call DeLong, Forte, and Schappell voted yes.

FIRE MARSHALL, FIRE CODES INSPECTOR

A Motion was made by Richard DeLong and seconded by Chris Forte to reappoint Troy Hatt as Fire Marshall and Fire Codes Inspector. Upon roll call DeLong, Forte, and Schappell voted yes.

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PLANNING COMMISSION MEMBERS

A Motion was made by Chris Forte and seconded by Richard DeLong to table the appointment of Planning Commission Members until the February 2026 Board of Supervisors Meeting. Upon roll call DeLong and Forte voted yes; Schappell voted no.

PLANNING COMMISSION SECRETARY WITH RATE SET BY RESOLUTION

A Motion was made by Chris Forte and seconded by Richard DeLong to table the appointment of Planning Commission Secretary until the February 2026 Board of Supervisors Meeting. Upon roll call DeLong and Forte voted yes; Schappell voted no.

SUBDIVISION FILING FEES

A Motion was made by Chris Forte and seconded by Chris Forte to adopt Resolution #2026-4 for the Subdivision Filing fees for 2026. Upon roll call DeLong, Forte, and Schappell voted yes.

STORMWATER MANAGEMENT REVIEW AND INSPECTION FEES

A Motion was made by Richard DeLong and seconded by Chris Forte to adopt the Resolution #2026-5 for the Stormwater Management Review and Inspection Fees for 2026. Upon roll call DeLong, Forte, and Schappell voted yes.

TOWNSHIP WAGES - NON-UNIFORM EMPLOYEES

A Motion was made by Chris Forte and seconded by Richard DeLong to adopt the Resolution #2026-6 for Township Non-Uniform Employee Wages for 2026; as revised, read by Chris Forte. Upon roll call DeLong and Forte voted yes; Schappell voted no.

ZONING HEARING BOARD

A Motion was made by Gene Schappell and seconded by Chris Forte to reappoint Craig Moseman to the Zoning Hearing Board for a 5-year term ending 1/2031. Upon roll call DeLong, Forte, and Schappell voted yes.

A Motion was made by Gene Schappell and seconded by Richard DeLong to reappoint Samantha Hartman as Zoning Hearing Board Clerk for 2026 at the rate of \$50 per hearing. Upon roll call DeLong, Forte, and Schappell voted yes.

REPRESENTATIVE/BERKS COUNTY COOPERATIVE PURCHASING COUNCIL

A Motion was made by Gene Schappell and seconded by Richard DeLong to designate the Tilden Township Secretary/Treasurer, Monica Flower to serve on the Berks County Cooperative Purchasing Council for 2026. Upon roll call DeLong, Forte, and Schappell voted yes.

ENVIRONMENTAL ADVISORY COUNCIL

Creation of EAC Ordinance #181, 2007 November 10, 2007 to continue.
There are no members at this time.

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DEPOSITORIES

A Motion was made by Chris Forte and seconded by Richard DeLong to retain the depository as follows: Tompkins Community Bank as depository for the General Fund, Payroll Fund, Building & Zoning Fund, ARP Funds, Park & Recreation Fund, West Hamburg Street Light Fund, State Fund, Capital Reserve Funds, Recreation Fund, Sewer Fund, Water Fund, TIP Street Light Fund, Traffic Light Fund and all the Escrow Funds. Upon roll call DeLong, Forte, and Schappell voted yes.

CERTIFY DELEGATES

A Motion was made by Gene Schappell and seconded by Richard DeLong to reappoint the Township Supervisors, Office Staff, and Road Crew as delegates to attend the PSATS State Convention to be held on April 19-22, 2026 at the Hershey Lodge & Convention Center. Upon roll call DeLong, Forte, and Schappell voted yes.

DESIGNATE VOTING DELEGATE FOR CONVENTION

A Motion was made by Gene Schappell and seconded by Richard DeLong to designate Monica Flower as the voting delegate for the 2026 PSATS convention. Upon roll call DeLong, Forte, and Schappell voted yes.

REIMBURSEMENT FOR EXPENSES

A Motion was made by Gene Schappell and seconded by Richard DeLong, 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 DeLong, and Schappell voted yes; Forte voted no.

ATTENDANCE/WORKSHOPS & PAYMENT OF REGISTRATION FEES & EXPENSES

A Motion was made by Chris Forte and seconded by Richard DeLong to authorize Officials, Secretary, and all Township employees to attend various workshops, and the township to reimburse the official for registration fees. Upon roll call DeLong and Forte voted yes; Schappell voted no.

PENSION PLAN ADMINISTRATOR

A Motion was made by Richard DeLong and seconded by Chris Forte to reappoint the pension plan administrators as set out in the reorganization agenda. Upon roll call DeLong, Forte, and Schappell voted yes.

Currently - Monica Flower
Police Pension Plan Advisor - R.J. Hall & Company
Plan Investor - VOYA
Actuary - Foster & Foster
Non-Uniformed Pension Plan Advisor - Justin Miller
Plan Investor - Commonwealth Financial Network
Actuary - Chuck Freidlander, Municipal Finance Partners, Inc.

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Re-organization Meeting

PAYMENT OF UTILITY BILLS

A Motion was made by Chris Forte and seconded by Richard DeLong to authorize Monica Flower, Township Secretary/Treasurer, 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 DeLong, Forte, and Schappell voted yes.

ADJOURNMENT

A Motion was made by Chris Forte and seconded by Richard DeLong to adjourn the Re-organization meeting at 11:47 A.M. Upon roll call DeLong, Forte, and Schappell voted yes.

ATTEST:

Samantha Hartman
Assistant Treasurer