

TOWNSHIP OF TILDEN
AGENDA

Re-organization Meeting
January 2, 2024 9:00 a.m.

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

RE-ORGANIZATION MEETING CALLED TO ORDER

PLEDGE OF ALLEGIANCE

APPOINT - TEMPORARY CHAIRPERSON

ELECT/CHAIRPERSON

ELECT/VICE CHAIRPERSON

PUBLIC PARTICIPATION ON ITEMS RELATED TO RE-ORGANIZATION ONLY

APPOINT FULL-TIME MANAGER/TREASURER/SECRETARY & SALARY SET BY RESOLUTION

Currently Monica Flower

APPOINT ASSISTANT TREASURER: Samantha Hartman

TREASURER'S BOND - Set the amount for the fiscal year 2024. The bond for 2024 was \$2,300,000.00. Total funds are approximately the same.

APPOINT RIGHT TO KNOW OFFICER: Monica Flower
Assistant: Samantha Hartman

9 PAID HOLIDAYS & 1 Personal Day -

- New Year's Day, Memorial Day, Thanksgiving Day, President's Day, Independence Day, Christmas Day, Good Friday, Labor Day, Veteran's 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.

SEPARATE MOTION: (If the township supervisors desire to be employed) A motion was made by _____ and seconded by _____ to employ _____ as an equipment operator, general foreman, or in any general work as required in the maintenance of township roads, buildings, equipment and property as well as any administrative position.

- Gene Schappell
1. 2.
Fred Herman
1. 2.
Richard DeLong
1. 2.

APPOINT FULL-TIME ASSISTANT SECRETARY WITH SALARY SET BY RESOLUTION

Samantha Hartman

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APPOINT ROADMASTER WITH SALARY SET BY RESOLUTION

Currently Mike Quick

DRIVEWAY INSPECTOR - Currently Mike Quick

TOWNSHIP SOLICITOR - Joan London and the law firm of Kozloff-Stoudt

TOWNSHIP ENGINEER - Keystone Consulting Engineers, Inc. - Greg Haas

TOWNSHIP WATER AUTHORITY - R.M. Schaeffer, LLC & Elite Water Ops

SCHEDULE OF FEES AND CHARGES FOR REQUESTS FOR ZONING AND/OR BUILDING PERMITS, CERIFICATES OF USE AND OCCUPANCY, SPECIAL EXCEPTIONS, VARIANCES, ZONING ORDINANCE AMENDMENTS, AND ALL OTHER MATTER PERTAINING TO THE ZONING ORDINANCE. (Resolution #2024-1) see attached

ZONING OFFICER AND CODE/ENFORCEMENT OFFICER

Currently Bill Murphy - BIU of PA

ZONING / BUILDING PERMIT FEES (Resolution #2024-2) see attached

ROAD DEPARTMENT 2024 WITH SALARIES SET BY RESOLUTION

- 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
- Dennis Adam - Grounds Maintenance/Laborer as needed
- Arthur Miller - Laborer as needed

CHAIRMAN/VACANCY BOARD - Monica Flower

LOCAL SERVICES TAX COLLECTOR & AMUSEMENT TAX - Dorothy McLaughlin

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

DELINQUENT TAX COLLECTOR (Prior Year taxes) - 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 2024 until January 31, 2025 and to
collect the 4th quarter interim taxes until January 31, 2025.

SEWAGE ENFORCEMENT OFFICERS

Currently - Jeremy Bentz of JB Environmental Services, LLC

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SEWAGE PERMIT FEE (Resolution #2024-3) see attached
Included 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.

EMERGENCY MANAGEMENT COORDINATOR: Jarrod Emes

TILDEN TOWNSHIP FIRE MARSHALL, FIRE CODES INSPECTOR: Troy Hatt

PLANNING COMMISSION MEMBERS

As per Ordinance No. 140, 2002, the terms of the members of the Planning
Commission shall be for four (4) years, or until a successor is appointed
and qualified, except that the terms of the presently seated members shall be fixed
pursuant to this Ordinance.

Presently serving:

- Dale Keener 1/2027
*** Greg Kozlowski 1/2024 ***
Sharon Enevoldson 1/2025
Christopher Forte 1/2026
*** Amanda Marx 1/2027 ***

***The term for Greg Kozlowski has expired and wishes to be re-appointed
for 4 years. Michael Quick has submitted resignation effective 1/1/2024; Amanda
Marx appointed to complete the term to 1/1/2027.

PLANNING COMMISSION SECRETARY WITH RATE SET BY RESOLUTION

Samantha Hartman

SUBDIVISION FILING FEES (Resolution #2024-4) see attached

STORMWATER MANAGEMENT REVIEW AND INSPECTION FEES

(Resolution #2024-5) see attached

TOWNSHIP WAGES - NON-UNIFORM EMPLOYEES

(Resolution #2024-6) see attached

ZONING HEARING BOARD

As per the MPC - terms should be for 5 years.

Robert Hein term has expired and has requested to be
reappointed for another term.

Other members serving are:

- *** Robert Hein - 1/2024 ***
Karl Halye - 1/2027
Craig Moseman - 1/2026
Michelle Minnick-Merring - 1/2025
Jody Klinger - 1/2028

Zoning Hearing Board Clerk - Samantha Hartman current rate \$50.00
per hearing application

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REPRESENTATIVE/BERKS COUNTY COOPERATIVE PURCHASING COUNCIL

In 2024 Secretary of Tilden Township—Currently Monica Flower

ENVIRONMENTAL ADVISORY COUNCIL

Creation of EAC Ordinance #181, 2007 November 10, 2007 5 Members
No members at this time

DEPOSITORIES: **VIST Bank** - General Fund, Payroll Fund, Building & Zoning, 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 other Escrow Funds.

CERTIFY DELEGATES -

State Convention (Supervisors, Office staff & Road Crew)
will be held on April 14-17, 2024 at the Hershey Lodge & Convention Center

DESIGNATE VOTING DELEGATE FOR CONVENTION -- Monica Flower

REIMBURSEMENT FOR EXPENSES - 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.

ATTENDANCE/WORKSHOPS & PAYMENT OF REGISTRATION FEES & EXPENSES

Authorization for officials and secretary to attend various workshops, and the township to reimburse the official for registration fees and expenses.

PENSION PLAN ADMINISTRATOR

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.

UTILITY BILLS

Authorization to pay utility bills by due date and any other bills that may incur penalties before the next Board of Supervisor monthly meeting.

ADJOURNMENT