

TILDEN TOWNSHIP BOARD OF SUPERVISORS

Tuesday, January 3, 2023  
Re-organization Meeting

The Tilden Township Board of Supervisors held their re-organization meeting on Tuesday, January 3, 2023, at 9:07 A.M. The following were present: Supervisors Gene Schappell, Fred Herman and Richard DeLong, Township Manager/Secretary/Treasurer Monica Flower, Township Police Chief William McEllroy, Township Assistant Secretary Samantha Hartman, Township Roadmaster Michael Quick, Township Solicitor Joan London arrived late, Brad Davis was present until her arrival, 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 9:07 A.M followed by the Pledge of Allegiance.

**AN EXECUTIVE SESSION WAS HELD ON FRIDAY, DECEMBER 30, 2023 AT 10:20 A.M. IN REGARDS TO PERSONNEL.**

Supervisor, Gene Schappell appointed Brad Davis, Kozloff Stoudt Solicitor, as Temporary Chairperson.

CHAIRPERSON

Mr. Davis asked for nominations for Chairperson. Fred Herman made a motion to nominate Gene Schappell as Chairperson. No other nominations were received. Herman, DeLong and Schappell voted yes. Based upon the votes, Gene Schappell is the Chairperson for 2023.

VICE CHAIRPERSON

A Motion was made by Gene Schappell to nominate Fred Herman as vice chairperson. No other nominations were received. Fred Herman seconded this nomination. Upon roll call Schappell, DeLong and Herman voted yes. Based upon the votes, Fred Herman is the Vice Chairperson for 2023.

PUBLIC PARTICIPATION

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

APPOINT FULL-TIME MANAGER/SECRETARY/TREASURER

A Motion was made by Fred Herman and seconded Gene Schappell by to reappoint Monica Flower as full-time Manager/Secretary/Treasurer and to set the salary by resolution. Upon roll call Schappell and Herman voted yes; DeLong voted no.

APPOINT ASSISTANT TREASURER

A Motion was made by Gene Schappell and seconded by Fred Herman to appoint Samantha Hartman as Assistant Treasurer affective February 1, 2023. Upon roll call Schappell, Herman and DeLong voted yes.

TREASURER'S BOND

A Motion was made by Richard DeLong and seconded by Fred Herman to set the Treasurer's Bond for 2023 in the amount of \$2,300,000.00 from Tompkins/Ohio Casualty. (same as 2022). Upon roll call Schappell, Herman and DeLong voted yes.

9 PAID HOLIDAYS & 1 PERSONAL DAY

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A Motion was made by Fred Herman and seconded by Gene Schappell to approve (9) nine paid holidays and (1) one personal day for 2023. New Year's Day, President's Day, Good Friday, Memorial Day, Independence Day, Labor Day, Veteran's 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 Schappell, Herman and DeLong voted yes.

TOWNSHIP SUPERVISORS/TOWNSHIP EMPLOYEES

A Motion was made by Fred Herman, 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. 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 as well as any administrative position. Upon roll call Schappell and DeLong voted yes.

A Motion was made by Fred Herman, 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. Upon roll call Schappell and Herman voted yes.

APPOINT FULL-TIME ASSISTANT SECRETARY & SET SALARY

A Motion was made by Gene Schappell and seconded by Fred Herman to appoint Samantha Hartman as full-time Assistant Secretary for 2023, with a salary set by resolution. Upon roll call Schappell, Herman and DeLong voted yes.

APPOINT ROADMASTER AND DRIVEWAY INSPECTOR

A Motion was made by Fred Herman and seconded by Gene Schappell to reappoint Michael Quick as Roadmaster with a salary set by resolution. Upon roll call Schappell and Herman voted yes; DeLong voted no.

A Motion was made by Gene Schappell and seconded Fred Herman by to reappoint Michael Quick as Driveway Inspector. Upon roll call Schappell and Herman voted yes; DeLong voted no.

TOWNSHIP SOLICITOR

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

TOWNSHIP ENGINEER

A Motion was made by Fred Herman and seconded by Gene Schappell to appoint Greg Haas of Keystone Consulting Engineers, Inc., as the Township Engineer. Upon roll call Schappell, Herman and DeLong voted yes.

TOWNSHIP WATER AUTHORITY

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A Motion was made by Fred Herman and seconded by Richard DeLong to accept the proposal and appoint R.M. Schaeffer, LLC at the agreed upon fees for the operation of the water system currently operated by the Elite Water Cooperative. Upon roll call Schappell, Herman and DeLong voted yes.

2023 SCHEDULE OF FEES AN CHARGES FOR REQUESTS FOR ZONING AND/OR BUILDING PERMITS, CERTIFICATES OR USE AND OCCUPANCY, SPECIAL EXCEPTIONS, VARIANCES, ZONING ORDINANCE AMENDMENTS, AND ALL OTHER MATTER PERTAINING TO THE ZONING ORDINANCE.

A Motion was made by Fred Herman and seconded by Richard DeLong to adopt Resolution #2023-1 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 Schappell, Herman and DeLong voted yes.

ZONING OFFICER AND CODE ENFORCEMENT OFFICER

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

ZONING / BUILDING PERMIT FEES

A Motion was made Fred Herman and seconded by Richard DeLong to adopt Resolution #2023-2 Zoning/Building Permit Fees. Upon roll call Schappell, Herman and DeLong voted yes.

ROAD DEPARTMENT 2023 WITH SALARIES SET BY RESOLUTION

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

- |                   |   |
|-------------------|---|
| - 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

A Motion was made by Gene Schappell and seconded by Richard DeLong 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 COLLECTOR & AMUSEMENT TAX COLLECTOR

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

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

DELINQUENT TAX COLLECTOR

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A Motion was made by Gene Schappell and seconded by Fred Herman to pay the Tax Collector a 5% commission to collect the Local Services Tax, Amusement Tax and Street Light Taxes for fiscal year 2023. Upon roll call Schappell, Herman and DeLong voted yes.

A Motion was made by Gene Schappell and seconded by Fred Herman 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 2023 until January 31, 2024 and to collect the 4<sup>th</sup> quarter interim taxes until January 31, 2024. Upon roll call Schappell, Herman and DeLong voted yes.

SEWAGE ENFORCEMENT OFFICER

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

SEWAGE PERMIT FEES

A Motion was made by Fred Herman and seconded by Richard DeLong to adopt Resolution #2023-3 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 Schappell, Herman and DeLong voted yes.

EMERGENCY MANAGEMENT COORDINATOR

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

FIRE MARSHAL, FIRE CODES INSPECTOR

A Motion was made by Gene Schappell and seconded by Fred Herman to reappoint Troy Hatt as Fire Marshal and Fire Codes Inspector. Upon roll call Schappell, Herman and DeLong voted yes.

PLANNING COMMISSION MEMBERS

A Motion was made by Fred Herman seconded by Gene Schappell to reappoint Dale Keener and to appoint Michael Quick to the Planning Commission for a four-year term ending 1/2027. Upon roll call Schappell and Herman voted yes; DeLong voted no.

PLANNING COMMISSION SECRETARY WITH RATE SET BY RESOLUTION

A Motion was made by Fred Herman and seconded by Richard DeLong to appoint Samantha Hartman as Secretary to the Planning Commission. Upon roll call Schappell, Herman and DeLong voted yes.

SUBDIVISION FILING FEES

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A Motion was made by Richard DeLong and seconded by Fred Herman to adopt Resolution #2023-4 for the Subdivision Filing fees for 2023. Upon roll call Schappell, Herman and DeLong voted yes.

STORMWATER MANAGEMENT REVIEW AND INSPECTION FEES

A Motion was made by Fred Herman and seconded by Richard DeLong to adopt the Resolution #2023-5 for the Stormwater Management Review and Inspection Fees for 2023. Upon roll call Schappell, Herman and DeLong voted yes.

TOWNSHIP WAGES - NON-UNIFORM EMPLOYEES

A Motion was made by Fred Herman and seconded by Gene Schappell to adopt the Resolution #2023-6 for Township Non-Uniform Employee Wages for 2023. Upon roll call Schappell and Herman; DeLong voted no.

ZONING HEARING BOARD

A Motion was made by Richard DeLong and seconded by Gene Schappell to adopt the Resolution #2023-7 and appoint Jody Klinger for a 5-year term to the Zoning Hearing Board. Upon roll call Schappell, Herman and DeLong voted yes.

A Motion was made by Fred Herman and seconded by Richard DeLong to appoint Samantha Hartman as Zoning Hearing Board Clerk for 2023 at the rate of \$50 per hearing. 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 Manager/Secretary/Treasurer, Monica Flower to serve on the Berks County Cooperative Purchasing Council. Upon roll call Schappell, Herman and DeLong voted yes.

ENVIRONMENTAL ADVISORY COUNCIL

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

DEPOSITORIES

A Motion was made by Richard DeLong and seconded by Fred Herman 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, TIP Street Light Fund, Traffic Light Fund and all the Escrow Funds. Upon roll call Schappell, Herman and DeLong voted yes.

CERTIFY DELEGATES

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A Motion was made by Gene Schappell and seconded by Fred Herman to reappoint the Township Supervisors and Township Manager/Secretary/Treasurer as delegates to attend the PSATS State Convention to be held on April 23-26, 2023 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 Fred Herman and seconded by Gene Schappell to designate Monica Flower as the voting delegate for the 2023 PSATS convention. Upon roll call Schappell, Herman and DeLong voted yes.

REIMBURSEMENT FOR EXPENSES

A Motion was made by Fred Herman and seconded by Gene Schappell, 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 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, secretary, and all Township employees 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 Gene Schappell and seconded by Fred Herman to reappoint the pension plan administrators as set out in the reorganization agenda. Upon roll call Schappell, Herman and DeLong voted yes.

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

PAYMENT OF UTILITY BILLS

A Motion was made by Richard DeLong and seconded by Fred Herman to authorize Monica Flower, Township Manager/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 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 10:03 A.M. Upon roll call Schappell, Herman and DeLong voted yes.

ATTEST:

**TILDEN TOWNSHIP BOARD OF SUPERVISORS**

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Samantha Hartman  
Assistant Secretary