

TILDEN TOWNSHIP BOARD OF SUPERVISORS

Monday, January 4, 2021
Re-organization Meeting

The Tilden Township Board of Supervisors held their re-organization meeting on Monday, January 4, 2021, at 9:09 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 Lorraine Ramirez, Township Roadmaster Michael Quick, Township Solicitor Joan London, 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 9:09 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. Fred Herman made a motion to nominate Gene Schappell as Chairperson. No other nominations were received. Herman and Schappell voted yes; DeLong voted no. Based upon the votes, Gene Schappell is the Chairperson.

VICE CHAIRPERSON

A Motion was made by Gene Schappell to nominate Fred Herman as vice chairperson. No other nominations were received. Upon roll call Schappell and Herman voted yes; DeLong voted no.

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 and seconded by Fred Herman to appoint Monica Flower as full-time Manager/Secretary/Treasurer and to set the salary @ \$60,000 per year as per 2021 budget. Upon roll call Schappell, Herman and DeLong voted yes.

APPOINT ASSISTANT TREASURER

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

TREASURER'S BOND

A Motion was made by Fred Herman and seconded by Richard DeLong to set the Treasurer's Bond for 2021 in the amount of \$2,300,000.00 from Tompkins/Ohio Casualty. (same as 2020). Upon roll call Schappell, Herman and DeLong voted yes.

8 PAID HOLIDAYS & 1 PERSONAL DAY

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A Motion was made by Richard DeLong and seconded by Fred Herman to approve (8) eight paid holidays and (1) one personal day for 2021. 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 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 on an as needed basis as per qualifications, at the rate set by the auditors. 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 per qualifications, at the rate set by the auditors. 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 on an as per qualifications, at the rate set by the auditors. Upon roll call Schappell and Herman voted yes.

APPOINT FULL-TIME ASSISTANT SECRETARY & SET SALARY

A Motion was made by Richard DeLong and seconded by Fred Herman to appoint Lorraine Ramirez as full-time Assistant Secretary for 2021, with a salary of \$18.23 per hour as per the 2021 budget. Upon roll call Schappell, Herman and DeLong voted yes.

APPOINT ROADMASTER AND DRIVEWAY INSPECTOR

A Motion was made by Gene Schappell and seconded by Fred Herman to appoint Michael Quick as Roadmaster with a salary of \$28.02 per hour as per the 2021 budget (incl. \$3/hr. health insurance waiver). Upon roll call Schappell and Herman voted yes; DeLong voted no.

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

TOWNSHIP SOLICITOR

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

TOWNSHIP ENGINEER

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Monday, January 4, 2021
Re-organization Meeting

A Motion was made by Richard DeLong and seconded by Fred Herman to reappoint Mike Tirpak and Greg Haas of Carbon Engineering, Inc., as the Township Engineer. Upon roll call Schappell, Herman and DeLong voted yes.

TOWNSHIP WATER AUTHORITY

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 Blue Mountain Water Cooperative. Upon roll call Schappell, Herman and DeLong voted yes.

ZONING HEARING BOARD

A Motion was made by Fred Herman and seconded by Richard DeLong to reappoint Craig Moseman 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 set the Zoning Hearing Board members pay at \$100 per hearing. Upon roll call Schappell, Herman and DeLong voted yes.

A Motion was made by Gene Schappell and seconded by Richard DeLong to appoint Lorraine Ramirez as Zoning Hearing Board Clerk for 2021 at the rate of \$50 per hearing. Upon roll call Schappell, Herman and DeLong voted yes.

2021 FEE SCHEDULE

A Motion was made by Gene Schappell and seconded by Richard DeLong to adopt Resolution #2021-1 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. Recreation fee increased from \$500 to \$1,000. Upon roll call Schappell, Herman and DeLong voted yes.

ZONING OFFICER AND CODE ENFORCEMENT OFFICER

A Motion was made by Fred Herman 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.

A Motion was made Richard DeLong and seconded by Fred Herman to adopt Resolution #2021-2 Zoning/Building Permit Fees (same as 2020). Upon roll call Schappell, Herman and DeLong voted yes.

ROAD DEPARTMENT

TILDEN TOWNSHIP BOARD OF SUPERVISORS

Monday, January 4, 2021
Re-organization Meeting

A Motion was made by Fred Herman and seconded by Richard DeLong to appoint the individuals set forth on the agenda as the Road Department. Upon roll call Schappell, Herman and DeLong voted yes.

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| - Darryl Adam | - CDL/Laborer (\$21.39/hr) * |
| - Thomas Walters Jr. | - CDL/Laborer (\$20.77/hr) * |
| - Dan DeTurk | - CDL/Laborer as needed (\$20.00/hr) |
| - Terry Shaner | - CDL/Laborer as needed (\$17.00/hr) |
| - Dennis Adam | - Grounds Maintenance/Laborer as needed (17.31/hr) |
| - Arthur Miller | - Laborer as needed (\$16.60/hr) |
| - Mahlon Berk Jr. | - CDL/Laborer as needed (\$17.00/hr) |

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

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 & AMUSEMENT TAX COLLECTOR

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

TAX COLLECTOR COMMISSION

A Motion was made by Gene Schappell and seconded by Richard DeLong to pay the Tax Collector a 5% commission to collect the Local Services Tax, Amusement Tax and Street Light Taxes for fiscal year 2021. Upon roll call Schappell, Herman and DeLong voted yes.

A Motion was made by Richard DeLong and seconded by Fred Herman to allow Alison Epting 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 2021 until January 31, 2022 and to collect the 4th quarter interim taxes until January 31, 2022. Upon roll call Schappell, Herman and DeLong voted yes.

SEWAGE ENFORCEMENT OFFICER

A Motion was made by Richard DeLong and seconded by Fred Herman 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 Schappell, Herman and DeLong voted yes.

SEWAGE PERMIT FEES

TILDEN TOWNSHIP BOARD OF SUPERVISORS

Monday, January 4, 2021
Re-organization Meeting

A Motion was made by Gene Schappell and seconded by Richard DeLong to adopt Resolution #2021-3 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 Schappell, Herman and DeLong voted yes.

EMERGENCY MANAGEMENT COORDINATOR

A Motion was made by Gene Schappell and seconded by Fred Herman to appoint Jarrod Emes as Emergency Management Coordinator with a stipend of \$100/month. Upon roll call Schappell and Herman voted yes; DeLong voted no.

DEPUTY EMERGENCY MANAGEMENT COORDINATOR

A Motion was made by Richard DeLong and seconded by Fred Herman to reappoint James Landis as Deputy Emergency Management Coordinator subject to PEMA training requirements. Upon roll call Schappell, Herman and DeLong 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 Richard DeLong to reappoint Sharon Enevoldson to the Planning Commission for a four-year term. Upon roll call Schappell, Herman and DeLong voted yes.

PLANNING COMMISSION SECRETARY & RATE

A Motion was made by Richard DeLong and seconded by Fred Herman to appoint Lorraine Ramirez as Secretary to the Planning Commission on a 90-day probationary period to be paid regular rate of \$18.23 per hour for monthly meetings during the probationary period. Upon satisfactory completion of probationary period, a stipend of \$60 per monthly meeting will be paid. Upon roll call Schappell, Herman and DeLong voted yes.

SUBDIVISION FILING FEES

A Motion was made by Richard DeLong and seconded by Fred Herman to adopt Resolution #2021-4 for the Subdivision Filing fees, as per the attached sheet, for 2021. Upon roll call Schappell, Herman and DeLong voted yes.

A Motion was made by Gene Schappell and seconded by Fred Herman to adopt the Resolution #2021-5 for the Stormwater Management Review and Inspection Fees, as attached, for 2021. 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, Monica Flower to serve on the Berks County Cooperative Purchasing Council. Upon roll call Schappell, Herman and DeLong voted yes.

ENVIRONMENTAL ADVISORY COUNCIL

TILDEN TOWNSHIP BOARD OF SUPERVISORS

Monday, January 4, 2021
Re-organization Meeting

A Motion was made by Richard DeLong and seconded by Fred Herman to allow the EAC Ordinance #181, 2007 November 10, 2007 to continue. Upon roll call Schappell, Herman and DeLong voted yes.

DEPOSITORIES

A Motion was made by Richard DeLong and seconded by Fred Herman 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 Schappell, Herman and DeLong voted yes.

CERTIFY DELEGATES TO STATE CONVENTION

A Motion was made by Fred Herman and seconded by Gene Schappell 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, 2021 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 Richard DeLong to designate Monica Flower as the voting delegate for the 2021 PSATS convention. Upon roll call Schappell, Herman and DeLong voted yes.

REIMBURSEMENT FOR EXPENSES

A Motion was made by Gene Schappell and seconded by Fred Herman, 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.

A Motion was made by Fred Herman and seconded by Gene Schappell to authorize reimbursement for PSATS Convention expenses for the Roadmaster. Upon roll call Schappell, Herman and DeLong voted yes.

REIMBURSEMENT - MILEAGE EXPENSE

A Motion was made by Richard DeLong and seconded by Fred Herman to adopt Resolution #2021-6 to reimburse township personnel for use of their personal vehicles, for mileage, as per the IRS rate of 56 cents/mile. Upon roll call Schappell, Herman and DeLong voted yes.

ATTENDANCE/WORKSHOPS & PAYMENT OF REGISTRATION FEES & EXPENSES

A Motion was made by Richard DeLong and seconded by Fred Herman to authorize officials 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

TILDEN TOWNSHIP BOARD OF SUPERVISORS

Monday, January 4, 2021
Re-organization Meeting

A Motion was made by Fred Herman and seconded by Richard DeLong 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 - ING
Actuary - Beyer Barber
Non-Uniformed Pension Plan Advisor - David Coult
Actuary - Chuck Freidlander

PAYMENT OF UTILITY BILLS

A Motion was made by Gene Schappell and seconded by Richard DeLong 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 Richard DeLong and seconded by Fred Herman to adjourn the re-organization meeting at 10:02 A.M. Upon roll call Schappell, Herman and DeLong voted yes.

ATTEST:

Lorraine Ramirez
Assistant Secretary