

TILDEN TOWNSHIP BOARD OF SUPERVISORS

Monday, January 6, 2025
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, Fred Herman and Richard DeLong, Township Police Chief William McEllroy, Township Solicitor Joan London, Township Manager/Secretary/Treasurer Monica Flower, Township Assistant Secretary Margaret Wursta, Township Roadmaster Michael Quick, 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 9:04 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 nominated Gene Schappell. No other nominations were received. Herman made a Motion to close the nominations, DeLong seconded, upon roll call Schappell, Herman, and DeLong voted yes. Herman made a Motion to appoint Gene Schappell as Chairperson for 2025, Schappell seconded, upon roll call Schappell, Herman, and DeLong voted yes. Based upon the votes, Gene Schappell is the Chairperson for 2025.

VICE CHAIRPERSON

Schappell asked for nominations for Vice-Chairperson. Gene Schappell nominated Fred Herman. No other nominations were received. Schappell made a Motion to close the nominations, Herman seconded, upon roll call Schappell, Herman, and DeLong voted yes. Schappell made a Motion to appoint Fred Herman as vice-chairperson for 2025, Herman seconded, upon roll call Schappell, Herman, and DeLong voted yes. Based upon the votes, Fred Herman is the Vice Chairperson for 2025.

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 reappoint Samantha Hartman as Part-Time 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 2025 in the amount of \$2,300,000.00 from Liberty Mutual. (same as 2024). Upon roll call Schappell, Herman and DeLong voted yes.

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APPOINT RIGHT TO KNOW OFFICER AND ASSISTANT

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

9 PAID HOLIDAYS & 1 PERSONAL DAY

A Motion was made by Gene Schappell and seconded by Fred Herman to approve (9) nine paid holidays and (1) one personal day for 2025. 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 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 Richard DeLong, seconded by Fred Herman 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 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 on an as needed basis. 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 on an as needed basis. Upon roll call Schappell and Herman voted yes.

APPOINT FULL-TIME ASSISTANT SECRETARY & SET SALARY

A Motion was made by Fred Herman and seconded by Richard DeLong to appoint Margaret Wursta as full-time Assistant Secretary for 2025, 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 Gene Schappell and seconded by Fred Herman to reappoint Michael Quick as Roadmaster for 2025, with a salary set by resolution. Upon roll call Schappell and Herman voted yes; DeLong voted no.

A Motion was made by Fred Herman and seconded by Gene Schappell to reappoint Michael Quick as Driveway Inspector for 2025. Upon roll call Schappell and Herman voted yes; DeLong voted no.

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TOWNSHIP SOLICITOR

A Motion was made by Gene Schappell and seconded by Richard DeLong to reappoint Joan London and the law firm of Kozloff Stoudt, as Township Solicitor for 2025. Upon roll call Schappell, Herman and DeLong voted yes.

TOWNSHIP ENGINEER

A Motion was made by Fred Herman and seconded by Richard DeLong to reappoint Greg Haas of Keystone Consulting Engineers, Inc., as the Township Engineer for 2025. 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 appoint R.M. Schaeffer, LLC and Elite Water Ops as the Township Water Authority for 2025. Upon roll call Schappell, Herman and DeLong voted yes.

2025 SCHEDULE OF FEES AND OTHER 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 Gene Schappell and seconded by Fred Herman to adopt Resolution #2025-1 Schedule of Fees. Upon roll call Schappell, Herman and DeLong voted yes.

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

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

ZONING, PROPERTY MAINTENANCE & RENTAL INSPECTOR

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

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

ROAD DEPARTMENT 2025 WITH SALARIES SET BY RESOLUTION

A Motion was made by Gene Schappell and seconded by Fred Herman to reappoint the individuals for the Road Department and to set wages by resolution. Upon roll call Schappell, Herman and DeLong 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 |
| - Dennis Adam | - Grounds Maintenance/Laborer as needed |
| - Arthur Miller | - Laborer as needed |

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CHAIRMAN / VACANCY BOARD

A Motion was made by Gene Schappell and seconded by Fred Herman to appoint Monica Flower the position of Chairman of the Vacancy Board. Upon roll call Schappell, DeLong and Herman voted yes.

LOCAL SERVICES TAX COLLECTOR & AMUSEMENT TAX COLLECTOR

A Motion was made by Gene Schappell and seconded by Fred Herman to reappoint 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%

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 2025. Upon roll call Schappell, Herman and DeLong voted yes.

DELINQUENT TAX COLLECTOR

A Motion was made by Fred Herman and seconded by Richard DeLong 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 2024 until January 31, 2025 and to collect the 4th quarter interim taxes until January 31, 2025. Upon roll call Schappell, Herman and DeLong voted yes.

SEWAGE ENFORCEMENT OFFICER

A Motion was made by Gene Schappell and seconded by Fred Herman 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 Richard DeLong and seconded by Fred Herman to adopt Resolution #2025-3 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 Fred Herman and seconded by Gene Schappell to reappoint Jarrod Emes as Emergency Management Coordinator. Upon roll call Schappell, Herman and DeLong voted yes.

FIRE MARSHALL, FIRE CODES INSPECTOR

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

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	1/2028
Christopher Forte	1/2026
Luke Kamp	1/2027

PLANNING COMMISSION SECRETARY WITH RATE SET BY RESOLUTION

A Motion was made by Fred Herman and seconded by Gene Schappell to appoint Margaret Wursta as Secretary to the Planning Commission. 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 #2025-4 for the Subdivision Filing fees for 2025. Upon roll call Schappell, Herman and DeLong voted yes.

STORMWATER MANAGEMENT REVIEW AND INSPECTION FEES

A Motion was made by Richard DeLong and seconded by Gene Schappell to adopt the Resolution #2025-5 for the Stormwater Management Review and Inspection Fees for 2025. 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 #2025-6 for Township Non-Uniform Employee Wages for 2025. 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 Michelle Minnick-Merring to the Zoning Hearing Board for a 5-year term ending 1/2030. Upon roll call Schappell, Herman and DeLong voted yes.

A Motion was made by Gene Schappell and seconded by Fred Herman to appoint Margaret Wursta as Zoning Hearing Board Clerk for 2025 at the rate of \$50 per hearing. Upon roll call Schappell, Herman and DeLong voted yes.

REPRESENTATIVE/BERKS COUNTY COOPERATIVE PURCHASING COUNCIL

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A Motion was made by Fred Herman and seconded by Gene Schappell to designate the Tilden Township Manager/Secretary/Treasurer, Monica Flower to serve on the Berks County Cooperative Purchasing Council for 2025. 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.

A Motion was made by Gene Schappell and seconded by Fred Herman to continue the Environmental Advisory Council with no members. 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: 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 Schappell, Herman and DeLong voted yes.

CERTIFY DELEGATES

A Motion was made by Gene Schappell and seconded by Fred Herman to reappoint the Township Supervisors, Office Staff, and Road Crew as delegates to attend the PSATS State Convention to be held on May 4-7, 2025 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 2024 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.

ATTENDANCE/WORKSHOPS & PAYMENT OF REGISTRATION FEES & EXPENSES

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

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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 - Justin Miller
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 9:49 A.M. Upon roll call Schappell, Herman and DeLong voted yes.

ATTEST:

Margaret Wursta
Assistant Secretary