

## BOARD OF SUPERVISORS PERRY TOWNSHIP

January 2, 2024

The organization meeting of the Board of Supervisors of Perry Township was called to order by acting Administrator, Rochelle Dreibelbis, at 6:30 p.m. on January 2, 2024 in the Township Municipal Building, 680 Moselem Springs Road, Shoemakersville, PA. This meeting was being recorded. This meeting is available on Zoom.

Roll call was held and the following Supervisors were present:

Lance N. Adam, Patrick J. Daly, and Joseph CS Dalton (by phone)

Also, present was Rochelle Dreibelbis- Acting Township Administrator

### **Election of Officers:**

Rochelle Dreibelbis, Acting Administrator asked for a motion to appoint a Chairman to the Board of Supervisors for 2024. Patrick Daly made a motion, seconded by Joseph Dalton, to appoint Lance N. Adam as Chairman. Motion carried with two Supervisors voting yes. Lance N. Adam abstained.

Rochelle Dreibelbis, Acting Administrator asked for a motion to appoint a Vice-Chairman to the Board of Supervisors for 2024. Lance N. Adam made a motion, seconded by Joseph Dalton, to appoint Patrick J. Daly as Vice-Chairman. Motion carried with two Supervisors voting yes. Patrick J. Daly abstained.

Rochelle Dreibelbis, Acting Administrator asked for a motion to appoint a Roadmaster for 2024. Patrick J. Daly made a motion, seconded by Joseph Dalton, to appoint Lance N Adam as Roadmaster. Motion carried with two Supervisors voting yes. Lance N. Adam abstained.

Rochelle Dreibelbis, Acting Administrator cast the ballot unanimously electing Lance N. Adam as Chairman, and Patrick J. Daly as Vice-Chairman for the Board of Supervisors for 2024 and Lance N. Adam as Roadmaster for 2024.

Rochelle Dreibelbis, Acting Administrator turned the meeting over to Chairman Lance N. Adam.

### **Appoint Administrator:**

Lance N. Adam made a motion, seconded by Joseph Dalton, to appoint Rochelle Dreibelbis as Administrator for 2024. Motion carried with all Supervisors voting yes.

### **Administrator/ Treasurer's Bond:**

Bond currently set at \$4.5 million. Lance N. Adam made a motion, seconded by Patrick J. Daly, to set the Administrator/ Treasurer's bond at \$4.5 million for 2024. Motion carried with all Supervisors voting yes.

**Vacancy Board:**

Lance N. Adam made a motion to appoint Peter Lombardi to the Vacancy Board for 2024. Motion was seconded by Joseph Dalton. Motion carried with all Supervisors voting yes.

**Open Records Officer and Alternate:**

Lance N Adam made a motion, seconded by Patrick J Daly, to appoint Rochelle Dreibelbis as the Open Records Officer for 2024. Motion carried with all Supervisors voting yes.

Motion was made by Lance N. Adam to appoint Patrick Daly as the Alternate Open Records Officer for 2024, seconded by Joseph Dalton. Motion carried with two Supervisors voting yes. Patrick J. Daly abstained.

**Flood Plain Management Administrator:**

Lance N. Adam made a motion, seconded by Patrick J. Daly, to appoint Rochelle Dreibelbis as the delegate for Flood Plain Management Administrator for 2024. Motion carried with all Supervisor's voting yes.

**Solicitor:**

Lance N. Adam made a motion, seconded by Patrick J. Daly, to appoint the Law Firm of Barley Snyder as Solicitor for Perry Township and the Perry Township Planning Commission with Allen R. Shollenberger, Esq., named as Chief Counselor for 2024. Motion carried with all Supervisors voting yes.

**Special Counsel:**

Lance N. Adam made a motion, seconded by Joseph Dalton, to appoint Summers Nagy Law Offices as Special Counsel for Perry Township with Jill E. Nagy, Esq., named as Chief Counselor for 2024. Motion carried with all Supervisors voting yes.

**Engineer:**

Lance N. Adam made a motion, seconded by Joseph Dalton, to appoint Kraft Municipal Group, Inc as Township Engineer for 2024. Motion carried with all Supervisors voting yes.

**Zoning Officer:**

Lance N. Adam made a motion, seconded by Patrick J Daly, to appoint Kraft Municipal Group, Inc as Township Zoning Officer for 2024. Motion carried with all Supervisors voting yes.

**UCC Code Enforcement Officer:**

Lance N. Adam made a motion, seconded by Joseph Dalton, to appoint Kraft Municipal Group, Inc as the UCC Code Enforcement Office for 2024. Motion carried with all Supervisors voting yes.

**UCC Fee Schedule:**

Lance N. Adam made a motion, seconded by Patrick J. Daly, to approve the 2024 Fee Schedule for UCC Permits, provided by Kraft Municipal Group, Inc. Motion carried with all Supervisors voting yes.

**Emergency Management Coordinator:**

Lance N. Adam made a motion, seconded by Joseph Dalton, to appoint Jarrod Emes as Emergency Management Coordinator for 2024. Motion carried with all Supervisors voting yes.

**Sewage Enforcement Officer:**

Lance N. Adam made a motion, seconded by Patrick J Daly, to appoint JB Environmental Services as Sewage Enforcement Officer for 2024 with Jeremy Bentz named as primary SEO (SEO #03065) but not limited to this officer. Motion carried with all Supervisors voting yes. Lance N Adam made a motion to approve JB Environmental Fee Schedule for 2024, seconded by Patrick J Daly. Motion carried will all Supervisors voting yes.

**Depositories of Township Funds and Tax Collector:**

Lance N. Adam made a motion, seconded by Joseph Dalton, to adopt Resolution 01-02-24-A, to name Tompkins Bank as primary bank for depositories of Township Funds, M & T Bank as secondary bank for depositories of Township funds, and Tompkins Bank as depository for Debora Heckman, Perry Township Tax Collector for 2024. Motions carried with all Supervisors voting yes.

**Municipal Authority Appointment:**

Chad Zimmerman provided a letter of intent to continue on the Municipal Authority. Lance N. Adam made a motion, seconded by Patrick J Daly, to appoint Chad Zimmerman to the Municipal Authority for a five (5) year term that expires on December 31, 2028. Motion carried with all Supervisors voting yes.

**Zoning Hearing Board:**

Robert Harron provided a letter of intent to continue on the Zoning Hearing Board. Lance N Adam made a motion, seconded by Patrick J. Daly, to appoint Robert Harron as a delegate on the Zoning Hearing Board for a three (3) year term that expires December 31, 2026. Motion carried with all Supervisors voting yes.

**Delegate to Northern Berks Recreation Commission:**

Lance N. Adam made a motion, seconded by Joseph Dalton to appoint Rochelle Dreibelbis as Perry Township's Delegate to The Northern Berks Recreation Commission for 2024. Motion carried with all Supervisors voting yes.

**Business Mileage:**

Lance N Adam made a motion, seconded by Patrick J. Daly, to adopt the business mileage reimbursement at \$0.67 cents per mile, which is the IRS standard for 2024. This rate is an increase from the 2023 rate of \$0.65.5 cents per mile. Motion carried with all Supervisors voting yes.

**Compensation Perry Boards:****Zoning Hearing Board:**

Lance N. Adam made a motion, seconded by Patrick J Daly, to pay the Zoning Hearing Board Members Eighty Dollars (\$80.00) per hearing attended. Motion carried with all Supervisors voting yes.

Municipal Authority:

Lance N. Adam made a motion, seconded by Parick J. Daly to continue to pay the members of the Municipal Authority Eighty Dollars (\$80.00) per meeting attended. Motion carried with two Supervisors voting yes. Joseph Dalton abstained.

Planning Commission:

Patrick J. Daly made a motion, seconded by Lance N Adam, to raise paying the members of the Planning Commission to One Hundred Dollars (\$100.00) per meeting attended. Motion carried with all Supervisors voting yes.

Recreation Board:

Lance N. Adam made a motion, seconded by Patrick J. Daly, the Recreation Board will continue to receive no compensation. Motion carried with all Supervisors voting yes.

Tax Collector:

Lance N. Adam made a motion, seconded by Joseph Dalton, to approve Resolution 01-02-24-B. Motion carried with all Supervisors voting yes.

**Designate Office Hours and Days:**

Lance N. Adam made a motion, seconded by Patrick J. Daly, to keep the office hours Monday and Friday 9:00 a.m. to 2:00 p.m. Tuesday thru Thursday 9:00 am to 4:00 pm. Motion carried with all Supervisors voting yes.

**Administrator Compensation:**

Lance N Adam confirmed that the Administrator was currently making \$24.00 an hour. Lance N Adam made a motion to increase the hourly rate to \$25.00 per hour for the Administrator for 2024, a \$1.00 an hour increase. Motion was seconded by Patrick J Daly. Motion carried with all Supervisors voting yes.

**Part-Time Employees:**

Lance N Adam made a motion to keep all the names of part time employees listed for 2024. Motion was seconded by Patrick J. Daly. Motion carried with all Supervisors voting yes.

Patrick J. Daly \*  
Timothy E. Hartline  
Joseph Dalton \*  
David Lindenmuth  
Dennis Huey  
Dustin Wagner

Lance N. Adam \*  
Timothy H. Rausch  
Bruce Wesner  
Deane Hamm..  
Dennis Wagner  
Tyler Heffner

\* Supervisor/Employee rate will be established by the Board of Auditors during their organization meeting on January 3, 2024.

**Hourly Rates:**

Labor Rates:

Lance N. Adam made a motion, to increase the Part-time Labor Employee rate by \$1.00 to \$ 21.50, increase Part-time CDL Employee rate by \$1.00 to \$24.50, increase Part-time Equipment Operator rate by \$1.00 to \$24.50, increase Part-time Assistant Roadmaster

rate by \$1.00 to \$23.75 for 2024 and maintain the overtime and holidays rates as follows: (1½ times hourly rate for more than 40 hours per week; double time for the following holidays in the event that it is necessary to work on New Year's Eve, New Year's Day, Easter, July 4<sup>th</sup>, Thanksgiving, Christmas Eve and Christmas). Joseph Dalton seconded motion. Motion carried with all Supervisors voting yes.

The 2024 labor rates are as follows:

|                                |         |
|--------------------------------|---------|
| Part-Time Labor Employees      | \$21.50 |
| Part-time CDL Employees        | \$24.50 |
| Part-time Equipment Operator   | \$24.50 |
| Part-time Assistant Roadmaster | \$23.75 |

Workshops:

Lance N. Adam made a motion, seconded by Patrick J Daly, to establish labor hours for attendance to workshops to thirty (30) total documented hours before attending any paid administrative function each year. Motion carried with all Supervisors voting yes.

**State Convention Delegates:**

Lance N. Adam made a motion, seconded by Patrick J. Daly, to name Lance N. Adam, Patrick Daly, Joseph Dalton and Rochelle Dreibelbis as delegates for Perry Township at the PSATS Convention held April 14-17, 2024 in Hershey, PA. Motion carried with all Supervisors voting yes.

**PSATS Voting Delegate:**

Patrick J Daly made a motion to appoint Lance N Adam as the PSATS voting delegate, seconded by Joseph Dalton. Motion carried with two Supervisors voting yes, Lance N Adam abstained.

**Review Financial EMS:**

No year-end EMS financial reports received as of this date. Lance N. Adam made a motion, seconded by Patrick J. Daly, to revisit EMS Financials and Reports at a later date. Motion carried with all Supervisors voting yes.

**Establish Primary Fire Company:**

Lance N. Adam made a motion to establish Shoemakersville Fire Company as the primary fire company for 2024. Patrick J. Daly seconded the motion. Motion carried with all Supervisors voting yes.

**EMS Tax:**

Lance N. Adam made a motion, seconded by Joseph Dalton, to revisit the EMS Tax disbursement from 2024. Motion carried with all Supervisors voting yes.

**Correspondence:**

There was no correspondence to review.

**Public Comment: None****Adjourn:**

Lance N. Adam made a motion, seconded by Joseph Dalton, to adjourn the meeting at 6:54 p.m. Motion carried with all Supervisors voting yes.

MINUTES APPROVED ON  
FEBRUARY 13, 2024

RECORDED BY

---

(Lance N. Adam, Chairman)

---

(Rochelle Dreibelbis, Administrator)