

## BOARD OF SUPERVISORS PERRY TOWNSHIP

January 3, 2022

The organization meeting of the Board of Supervisors of Perry Township was called to order by Administrator, Rochelle Dreibelbis, at 6:30 p.m. on January 3, 2022 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

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 2022. 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 2022. 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 2022. Joseph Dalton made a motion, seconded by Patrick J. Daly 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 2022 and Lance N. Adam as Roadmaster for 2022.

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

### **Appoint Administrator:**

Lance N. Adam made a motion, seconded by Patrick Daly, to appoint Rochelle Dreibelbis as Administrator for 2022. Motion carried with all Supervisors voting yes.

### **Vacancy Board:**

Lance N. Adam made a motion to appoint Peter Lombardi to the Vacancy Board for 2022. Motion was seconded by Joseph Dalton. Motion carried with all Supervisors voting yes.

**Open Records Officer and Alternate:**

Patrick Daly made a motion, seconded by Lance N. Adam, to appoint Rochelle Dreibelbis as the Open Records Officer for 2022. 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 2022, 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 Joseph Dalton to appoint Rochelle Dreibelbis as the delegate for Flood Plain Management Administrator for 2022. Motion carried with all Supervisor's voting yes.

**Solicitor:**

RFP's were collected and reviewed. Lance N. Adam made a motion, seconded by Patrick J. Daly, to appoint the Law Firm of Leisawitz Heller as Solicitor for Perry Township and the Perry Township Planning Commission with Allen R. Shollenberger, Esq., named as Chief Counselor for 2022. Motion carried with all Supervisors voting yes.

**Special Counsel:**

Joseph Dalton made a motion, seconded by Patrick Daly, to appoint Summers Nagy Law Offices as Special Counsel for Perry Township with Jill E. Nagy, Esq., named as Chief Counselor for 2022. Motion carried with all Supervisors voting yes.

**Engineer:**

RFP's were collected and reviewed. Lance N. Adam made a motion, seconded by Joseph Dalton to appoint Kraft Engineering as Township Engineer for 2022. Motion carried with all Supervisors voting yes.

**Zoning Officer:**

RFP's were collected and reviewed. Lance N. Adam made a motion, seconded by Joseph Dalton to appoint Kraft Code Services as Township Zoning Officer for 2022. Motion carried with all Supervisors voting yes.

**Sewage Enforcement Officer:**

Lance N. Adam made a motion, seconded by Joseph Dalton to appoint JB Environmental Services as Sewage Enforcement Officer for 2022 with Jeremy Bentz named as primary SEO (SEO #03065) but not limited to this officer. Motion carried with all Supervisors voting yes.

**Emergency Management Coordinator:**

Lance N. Adam made a motion, seconded by Patrick Daly to appoint Jarrod Emes as Emergency Management Coordinator for 2022. Motion carried with all Supervisors voting yes.

**UCC Code Enforcement Officer:**

Lance N. Adam made a motion, seconded by Joseph Dalton to appoint Kraft Code Services as UCC Code Enforcement Officer, with Jeff Fiant named for 2022. Motion carried with all Supervisors voting yes.

**UCC Fee Schedule:**

Lance N. Adam made a motion, seconded by Patrick Daly to approve the 2022 Fee Schedule for UCC Permits. Motion carried with all Supervisors voting yes.

**Depositories of Township Funds:**

Lance N. Adam made a motion, seconded by Patrick Daly, to name Tompkins VIST Bank primary bank for depositories of Township Funds for 2022. Lance N. Adam made a motion, seconded by Joseph Dalton, to name M & T Bank secondary bank for depositories of Township Funds for 2022. Motions carried with all Supervisors voting yes.

- ❖ Lance N. Adam made a motion to amend the agenda to add naming of tax collector and assistant roadmaster hourly rate. Patrick Daly seconded the motion. Motion carried with all Supervisors voting yes.

**Tax Collector:**

Lance N. Adam made a motion to name Deborah Heckman as Perry Township Tax Collector. Patrick Daly seconded the motion. Motion carried with all Supervisors voting yes.

**Depository of Tax Collector:**

Lance N. Adam made a motion, seconded by Joseph Dalton, to name Tompkins VIST Bank as Depository of Funds for Debora Heckman, Perry Township Tax Collector, for 2022. Motion carried with all Supervisors voting yes.

**Board of Auditors:**

Donna Long would like to fill the vacant seat on the Board of Auditors. Patrick Daly made a motion, seconded by Lance N. Adam, to appoint Donna Long as a delegate on the Board of Auditors. Motion carried with all Supervisors voting yes.

**Municipal Authority Appointment:**

Lance N. Adam made a motion, seconded by Joseph Dalton, to appoint David Smith to the Municipal Authority for a five (5) year term that expires on December 31, 2026. Motion carried with all Supervisors voting yes.

**Zoning Hearing Board:**

Patrick Daly made a motion, seconded by Lance N. Adam, to appoint Bruce A Wesner to the Zoning Hearing Board for a three (3) year term that expires on December 31, 2024. Motion carried with all Supervisors voting yes.

**Delegate to Northern Berks Recreation Commission:**

Lance N. Adam made a motion, seconded by Patrick Daly to appoint Rochelle Dreibelbis as Perry Township's Delegate to The Northern Berks Recreation Commission for 2022. Motion carried with all Supervisors voting yes.

**Deputy Tax Collector:**

Lance N. Adam made a motion, seconded by Joseph Dalton to appoint Becky Reinhart as the Deputy Tax Collector for 2022. Motion carried with all Supervisors voting yes.

**Business Mileage:**

Patrick Daly made a motion, seconded by Joseph Dalton to adopt the business mileage reimbursement at \$0.58.5 cents per mile, which is the IRS standard for 2022. This rate is an increase from the 2021 rate of \$0.56 cents per mile. Motion carried with all Supervisors voting yes.

**Compensation Perry Boards:**

Zoning Hearing Board:

Lance N. Adam made a motion, seconded by Joseph Dalton, 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 Patrick 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:

Lance N. Adam made a motion, seconded by Joseph Dalton to continue paying the members of the Planning Commission Eighty Dollars (\$80.00) 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 Patrick Daly to approve Resolution 1-2-18A. Motion carried with all Supervisors voting yes.

**Designate Office Hours and Days:**

Patrick Daly made a motion, seconded by Lance N. Adam 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.

**Secretary/Treasurer Compensation:**

Patrick Daly confirmed that the Administrator was currently making \$21.00 an hour. Patrick J. Daly said given the increased responsibilities, cost of living, and the overall performance of the Administrator, Patrick J. Daly made a motion to increase the hourly rate to \$23.00 per hour for the Administrator for 2022, a \$2.00 an hour increase. Motion was seconded by Lance N. Adam. Motion carried with all Supervisors voting yes.

**Part-Time Employees:**

Patrick J. Daly made a motion to keep all the names of part time employees listed for 2022. Motion was seconded by Lance N. Adam. Motion carried with all Supervisors voting yes.

Patrick J. Daly *	Lance N. Adam *
Timothy E. Hartline	Timothy H. Rausch
Joseph Dalton *	Jacob Balagek
David Lindenmuth	Deane Hamm..
Dennis Huey	Dennis Wagner
Dustin Wagner	

\* Supervisor/Employee rate will be established by the Board of Auditors during their organization meeting on January 4, 2022.

**Hourly Rates:**

Labor Rates:

Patrick Daly made a motion, to increase the Part-time Labor Employee rate by \$1.00 to \$ 19.50, increase Part-time CDL Employee rate by \$1.50 to \$22.50, increase Part-time Equipment Operator rate by \$1.50 to \$22.50, increase Part-time Assistant Roadmaster rate by \$1.50 to \$21.25 for 2022 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). Lance N. Adam seconded motion. Motion carried with all Supervisors voting yes.

The 2022 labor rates are as follows:

Part-Time Labor Employees	\$19.50
Part-time CDL Employees	\$22.50
Part-time Equipment Operator	\$22.50
Part-time Assistant Roadmaster	\$21.25

Workshops:

Lance N. Adam made a motion, seconded by Joseph Dalton, 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.

**Donations:**

Lance N. Adam questioned if the township has received any requests for donations. Rochelle Dreibelbis confirmed the only request received is from Berks County Crime Alert. The Supervisor Board decided to re-visit donations at a later date.

**State Convention Delegate:**

Lance N. Adam made a motion, seconded by Patrick Daly, to name Lance N. Adam, Patrick Daly, Joseph Dalton and Rochelle Dreibelbis as delegates for Perry Township at the PSATS Convention held April 24-27, 2022 in Hershey, PA. Motion carried with all Supervisors voting yes.

**Review Financial EMS:**

The Supervisor Board decided to hold off on any disbursements for 2022 until reports are received and able to be reviewed. Rochelle Dreibelbis will request financial reports from the EMS agencies.

**Establish Primary Fire Company:**

This is a recommendation of PSATS. Lance N. Adam made a motion to establish Shoemakersville Fire Company as the primary fire company for 2022. Joseph Dalton seconded the motion. Motion carried with all Supervisors voting yes.

**EMS Tax:**

The Supervisor Board decided to hold off on any disbursements for 2022 until reports are received and able to be reviewed. Rochelle Dreibelbis will request financial reports from the EMS agencies.

**Correspondence:**

There was no correspondence to review.

**Adjourn:**

Lance N. Adam made a motion, seconded by Patrick J. Daly to adjourn the meeting at 7:00 p.m. Motion carried with all Supervisors voting yes.

MINUTES APPROVED ON  
FEBRUARY 8, 2022

RECORDED BY

\_\_\_\_\_  
(Lance N. Adam, Chairman)

\_\_\_\_\_  
(Rochelle Dreibelbis, Administrator)