

BOARD OF SUPERVISORS
PERRY TOWNSHIP

January 2, 2023

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 2, 2023 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 2023. 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 2023. 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 2023. 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 2023 and Lance N. Adam as Roadmaster for 2023.

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 2023. Motion carried with all Supervisors voting yes.

Vacancy Board:

Lance N. Adam made a motion to appoint Peter Lombardi to the Vacancy Board for 2023. 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 Joseph Dalton, to appoint Rochelle Dreibelbis as the Open Records Officer for 2023. 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 2023, 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 2023. 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 2023. 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 2023. 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 2023. Motion carried with all Supervisors voting yes.

Zoning Officer:

Lance N. Adam made a motion, seconded by Joseph Dalton, to appoint Kraft Municipal Group, Inc as Township Zoning Officer for 2023. 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 2023 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 adopt JB Environmental Fee Schedule for 2023, seconded by Patrick J Daly. Motion carried will 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 2023. 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 2023. Motion carried with all Supervisors voting yes.

UCC Fee Schedule:

Lance N. Adam made a motion, seconded by Joseph Dalton, to approve the 2023 Fee Schedule for UCC Permits, provided by Kraft Municipal Group, Inc. Motion carried with all Supervisors voting yes.

Depositories of Township Funds:

Lance N. Adam made a motion, seconded by Patrick Daly, to name Tompkins Bank primary bank for depositories of Township Funds for 2023. Lance N. Adam made a motion, seconded by Patrick J Daly, to name M & T Bank secondary bank for depositories of Township Funds for 2023. Motions carried with all Supervisors voting yes.

Depository of Tax Collector:

Lance N. Adam made a motion, seconded by Patrick J. Daly, to name Tompkins Bank as Depository of Funds for Debora Heckman, Perry Township Tax Collector, for 2023. Motion carried with all Supervisors voting yes.

Fixed Real Estate Tax Rate:

No changes to the fixed tax rate. Lance N Adam made a motion to adopt Resolution 01-02-23 establishing the fixed real estate tax rate. Seconded by Patrick J Daly. Motion carried with all Supervisors voting yes.

Recreation Board:

David Lindenmuth provided a letter of intent to continue on the Recreation Board. Lance N Adam made a motion, seconded by Joseph Dalton, to appoint David Lindenmuth as a delegate on the Recreation Board for a five (5) year term that expires December 31, 2027. Motion carried with all Supervisors voting yes.

Municipal Authority Appointment:

Donald Mast provided a letter of intent to continue on the Municipal Authority. Lance N. Adam made a motion, seconded by Patrick J Daly, to appoint Donald Mast to the Municipal Authority for a five (5) year term that expires on December 31, 2027. Motion carried with all Supervisors voting yes.

Zoning Hearing Board:

R.Glenn Weyer provided a letter of intent to continue on the Zoning Hearing Board. Lance N Adam made a motion, seconded by Joseph Dalton, to appoint R. Glenn Weyer to the Zoning Hearing Board for a three (3) year term that expires on December 31, 2025. 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 2023. 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 2023. Motion carried with all Supervisors voting yes.

Business Mileage:

Lance N Adam made a motion, seconded by Joseph Dalton, to adopt the business mileage reimbursement at \$0.65.5 cents per mile, which is the IRS standard for 2023. This rate is an increase from the 2022 rate of \$0.62.5 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 Joseph Dalton, 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:

Joseph Dalton made a motion, seconded by Lance N Adam, 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 Joseph Dalton, to approve Resolution 01-02-23A. 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:

Lance N Adam confirmed that the Administrator was currently making \$23.00 an hour. Lance N Adam made a motion to increase the hourly rate to \$24.00 per hour for the Administrator for 2023, 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 2023. Motion was seconded by Joseph Dalton. 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	Tyler Heffner

* Supervisor/Employee rate will be established by the Board of Auditors during their organization meeting on January 3, 2023.

Hourly Rates:

Labor Rates:

Patrick Daly made a motion, to increase the Part-time Labor Employee rate by \$1.00 to \$ 20.50, increase Part-time CDL Employee rate by \$1.00 to \$23.50, increase Part-time Equipment Operator rate by \$1.00 to \$23.50, increase Part-time Assistant Roadmaster rate by \$1.00 to \$22.75 for 2023 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 4th, Thanksgiving, Christmas Eve and Christmas). Joseph Dalton seconded motion. Motion carried with all Supervisors voting yes.

The 2023 labor rates are as follows:

Part-Time Labor Employees	\$20.50
Part-time CDL Employees	\$23.50
Part-time Equipment Operator	\$23.50
Part-time Assistant Roadmaster	\$22.75

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.

Donations:

Multiple residents encouraged donations to both libraries. No donation requests received at this time. The Supervisor Board decided to re-visit donations at a later date.

State Convention Delegates:

Patrick J Daly made a motion, seconded by Lance N Adam, to name Lance N. Adam, Patrick Daly, Joseph Dalton and Rochelle Dreibelbis as delegates for Perry Township at the PSATS Convention held April 23-26, 2023 in Hershey, PA. Motion carried with all Supervisors voting yes.

- ❖ Lance N Adam made a motion to amend the agenda to add appointment of PSATS Voting Delegate. Patrick J Daly seconded the motion. 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. The Supervisor Board decided to revisit EMS Financials and Reports at a later date.

Establish Primary Fire Company:

Lance N. Adam made a motion to establish Shoemakersville Fire Company as the primary fire company for 2023. 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 2023 until reports are received and able to be reviewed.

Correspondence:

There was no correspondence to review.

Public Comment:

Kathy DeCarlo- Questioned why the working supervisor and roadmaster rates are not established prior to the Organizational Meeting. The working supervisor and roadmaster positions are appointed at the Organizational Meeting. The Board of Auditors will then set their rates accordingly, using the established part-time and assistant rates provided by the Administrator as a guideline. Deane Hamm commented the Roadmaster is typically \$1.00 more than the working supervisors.

Nancy James- Nancy didn't realize the Board of Auditors set the Roadmaster rate. Patrick J Daly interjected, because our Roadmaster is a sitting Supervisor, the Board of Auditors must set the rate. If a Roadmaster is hired outside of the current Board, then the Supervisors would set their rate.

Kathy DeCarlo- Questioned if setting the pay rate is the only job of the Board of Auditors. Patrick J Daly said no, the Board of Auditors can be called in at any time to assist with auditing tasks.

Donna Long- Donna questioned if full time employees are “in the works”. Patrick Daly answered we are collecting and reviewing information on workload and expenditures to see if full time employees are a feasible option. We don’t want to put ourselves in a position of deficit spending. Discussion was held regarding full time employees and surrounding townships.

Adjourn:

Lance N. Adam made a motion, seconded by Joseph Dalton, to adjourn the meeting at 7:05 p.m. Motion carried with all Supervisors voting yes.

MINUTES APPROVED ON
FEBRUARY 14, 2023

RECORDED BY

(Lance N. Adam, Chairman)

(Rochelle Dreibelbis, Administrator)