

**LONGSWAMP TOWNSHIP BOARD OF SUPERVISORS  
MINUTES OF RE-ORGANIZATION MEETING  
TUESDAY, JANUARY 3, 2017**

The Re-Organization Meeting of the Longswamp Township Board of Supervisors was held at the Longswamp Municipal Building, 1112 State Street, Mertztown, Pennsylvania, 3:00 p.m., prevailing time as previously advertised and posted.

**CALL TO ORDER**

Supervisor Steven Wyka called the Longswamp Township 2017 Re-Organization Meeting of the Board of Supervisors to order at 3:00 p.m.

**ROLL CALL**

Officials Present: Supervisor Steven C. Wyka; Supervisor Michael Sacks; Supervisor Randy Sicher; David Fatzinger, Treasurer; Jennifer Wassell-Bonser, Secretary; Scott Miller, Roadmaster

**OATH OF OFFICE**

None at this time.

***\*\*\*\*\*ALL APPOINTMENTS ARE FOR THE 2017 CALENDAR YEAR, UNLESS OTHERWISE NOTED\*\*\*\*\****

**ELECT CHAIRPERSON OF THE TOWNSHIP BOARD OF SUPERVISORS**

Randy Sicher made a motion to appoint Steve Wyka as Chairman of the Board of Supervisors; Mike Sacks seconded that motion. All in favor.

**ELECT VICE-CHAIRMAN OF THE TOWNSHIP BOARD OF SUPERVISORS**

Randy Sicher made a motion to appoint Mike Sacks as Vice-Chairman of the Board of Supervisors; Steve Wyka seconded that motion. All in favor.

**RE-ADOPT TOWNSHIP EMERGENCY OPERATIONS PLAN**

Mike Sacks made a motion to re-adopt the Township Emergency Operations Plan with no noted revisions; Steve Wyka seconded the motion. All in favor.

**APPOINT TOWNSHIP SECRETARY**

Steve Wyka made a motion to appoint Jennifer Wassell-Bonser as Township Secretary; Mike Sacks seconded that motion. All in favor.

**APPOINT TOWNSHIP TREASURER**

Steve Wyka made a motion to appoint David Fatzinger as Township Treasurer; Randy Sicher seconded that motion. All in favor.

**APPOINT ASSISTANT TOWNSHIP TREASURER**

Mike Sacks made a motion to appoint Steve Wyka as Assistant Township Treasurer; Randy Sicher seconded that motion. All in favor.

**APPOINT TOWNSHIP HUMAN RESOURCES DIRECTOR**

Mike Sacks made a motion to appoint Steve Wyka as Township Human Resources Director; Randy Sicher seconded that motion. All in favor.

**APPOINT TOWNSHIP OPERATIONS ADMINISTRATOR**

Mike Sacks made a motion to appoint Steve Wyka as Township Operations Administrator; Randy Sicher seconded that motion. All in favor.

**APPOINT TOWNSHIP ROADMASTER/PUBLIC WORKS SUPERINTENDENT**

Randy Sicher made a motion to appoint Scott Miller as Township Roadmaster/Public Works Superintendent; Mike Sacks seconded that motion. All in favor.

**APPOINT TOWNSHIP PUBLIC WORKS ADMINISTRATOR**

Randy Sicher made a motion to appoint Steve Wyka as Township Public Works Administrator; Mike Sacks seconded that motion. All in favor.

**APPOINT TOWNSHIP DIRECTOR OF PARK & RECREATION COMMISSION**

Randy Sicher made a motion to appoint Steve Wyka as Township Director of Park & Recreation Commission; Mike Sacks seconded that motion. All in favor.

**APPOINT TOWNSHIP PARK & RECREATION ADMINISTRATOR**

Randy Sicher made a motion to appoint Steve Wyka as Township Park & Recreation Administrator; Mike Sacks seconded that motion. All in favor.

**APPOINT TOWNSHIP OPEN RECORDS OFFICER**

Randy Sicher made a motion to appoint Steve Wyka as Township Open Records Officer; Mike Sacks seconded that motion. All in favor.

**APPOINT TOWNSHIP ASSISTANT OPEN RECORDS OFFICER**

Randy Sicher made a motion to appoint Jennifer Wassell-Bonser as Assistant Open Records Officer; Mike Sacks seconded that motion. All in favor.

**APPOINT TOWNSHIP HISTORICAL SOCIETY ADMINISTRATOR**

Randy Sicher made a motion to appoint Mike Sacks as Historical Society Administrator; Steve Wyka seconded that motion. All in favor.

**APPOINT TOWNSHIP HISTORICAL SOCIETY MEMBERS**

Randy Sicher made a motion to appoint the following individuals to the Historical Society: Chris Stress, Ronnie Young, Marie Maly, Jerri Burkett, Mike Radcliffe, Eloise Long, Troy Fairchild, Delores Helwig, Mary Mabry, Bill Meck; Mike Sacks seconded that motion. All in favor.

**APPOINT TOWNSHIP HISTORICAL SOCIETY REVIEW COMMISSION**

Randy Sicher made a motion to appoint the following individuals to the Historical Society Review Commission: David Helwig, Judith Murphy, Kevin Shoemaker, Greg Huber; Mike Sacks seconded that motion. All in favor.

**APPOINT TOWNSHIP OFFICE ADMINISTRATOR**

Randy Sicher made a motion to appoint Steve Wyka as Township Office Administrator; Mike Sacks seconded that motion. All in favor.

**APPOINT TOWNSHIP PUBLIC SAFETY ADMINISTRATOR**

Mike Sacks made a motion to appoint Randy Sicher as Township Public Safety Administrator; Steve Wyka seconded that motion. All in favor.

**APPOINT TOWNSHIP JOINT PUBLIC SAFETY COMMITTEE (1-year term)**

Mike Sacks made a motion to appoint the following individuals to the Township Joint Public Safety Committee: Randy Sicher (BOS Representative), Neil Conrad, Jason Robinson, Laurie Bailey, Bruce Meitzler, Daryl George, Tyler Bard, Tim Adam, Michael Richards, Mike Salvadge; Randy Sicher seconded the motion. All in favor.

**APPOINT TOWNSHIP VOTING DELEGATE FOR ACT 32 EIT – BERKS COUNTY TAX COLLECTION COMMITTEE**

Randy Sicher made a motion to appoint Rosemary Lamaestra as Township Voting Delegate for Act 32 EIT – Berks County Tax Collection Committee; Mike Sacks seconded that motion. All in favor.

**APPOINT TOWNSHIP VOTING ALTERNATE DELEGATES FOR ACT 32 EIT – BERKS COUNTY TAX COLLECTION COMMITTEE**

Randy Sicher made a motion to appoint Mike Sacks as First Township Voting Alternate Delegate for Act 32 EIT – Berks County Tax Collection Committee and David Bieber as Second Alternate Voting Delegate; Steve Wyka seconded that motion. All in favor.

**APPOINT BERKS COUNTY COOPERATIVE PURCHASING COUNCIL TOWNSHIP REPRESENTATIVE**

Randy Sicher made a motion to appoint David Fatzinger as Berks County Cooperative Purchasing Council Township Representative; Mike Sacks seconded that motion. All in favor.

**APPOINT TOWNSHIP PENSION PLAN CHIEF ADMINISTRATIVE OFFICER**

Randy Sicher made a motion to appoint David Fatzinger as Pension Plan Chief Administrative Officer; Mike Sacks seconded that motion. All in favor.

**APPOINT TOWNSHIP PLANNING & ZONING ADMINISTRATOR**

Randy Sicher made a motion to appoint Steve Wyka as Planning & Zoning Administrator; Mike Sacks seconded that motion. All in favor.

**APPOINT TOWNSHIP ZONING OFFICER/CODE ENFORCEMENT OFFICER**

Randy Sicher made a motion to appoint LTL Consultants, Ltd. as Township Zoning Officer/Code Enforcement Officer; Mike Sacks seconded that motion. All in favor.

**APPOINT TOWNSHIP ASSISTANT ZONING OFFICER**

Randy Sicher made a motion to appoint Jill Smith, representing Hanover Engineering, as Township Assistant Zoning Officer; Mike Sacks seconded that motion. All in favor.

**APPOINT TOWNSHIP BUILDING INSPECTOR**

Randy Sicher made a motion to appoint LTL Consultants, Ltd. as Township Building Inspector; Mike Sacks seconded that motion. All in favor.

**APPOINT TOWNSHIP ASSISTANT CODE ENFORCEMENT OFFICER**

Randy Sicher made a motion to appoint Jill Smith, representing Hanover Engineering, as Assistant Township Code Enforcement Officer; Mike Sacks seconded that motion. All in favor.

**APPOINT TOWNSHIP FIRE MARSHALL**

Randy Sicher made a motion to appoint Dennis Grow as Township Fire Marshall; Mike Sacks seconded that motion. All in favor.

**APPOINT TOWNSHIP EMERGENCY MANAGEMENT COORDINATOR**

Steve Wyka made a motion to appoint Neil Conrad as Township Emergency Management Coordinator; Mike Sacks seconded that motion. All in favor.

**APPOINT TOWNSHIP ASSISTANT EMERGENCY MANAGEMENT COORDINATOR**

Randy Sicher made a motion to appoint Mike Salvage as Township Assistant Emergency Management Coordinator; Mike Sacks seconded that motion. All in favor.

**APPOINT TOWNSHIP TOTAL VISIBILITY ADMINISTRATOR(S)**

Mike Sacks made a motion to appoint Jennifer Wassell-Bonser as Township Total Visibility Administrator; Steve Wyka seconded that motion. All in favor.

**APPOINT TOWNSHIP TOTAL VISIBILITY MANAGER**

Mike Sacks made a motion to appoint Steve Wyka as Township Total Visibility Manager; Randy Sicher seconded that motion. All in favor.

**APPOINT BRANDYWINE COMMUNITY LIBRARY BOARD REPRESENTATIVES**

Randy Sicher made a motion to appoint Michelle Herman, Emily Reitenauer, and Kellie Leibold as Brandywine Community Library Board Representatives; Mike Sacks seconded that motion. All in favor.

**APPOINT TOWNSHIP ZONING HEARING BOARD MEMBERS (3-year staggered terms)**

Randy Sicher made a motion to acknowledge the terms of the following individuals to the Zoning Hearing Board: Peter Silbermann for a 2-year continuation of a 3-year term ending 2018; Steven Parks for a 1-year continuation of 3-year term ending 2017; as well as the term of Steven Russo for a 2-year continuation of a 3-year term ending 2018; Mike Sacks seconded that motion. All in favor.

**APPOINT TOWNSHIP ZONING HEARING BOARD ALTERNATE (3-year term)**

Randy Sicher made a motion to acknowledge the terms of David Helwig as Alternate to the Zoning Hearing Board for a 2-year continuation of a 3-year term ending 2018; Mike Sacks seconded that motion. All in favor.

**APPOINT TOWNSHIP PLANNING COMMISSION MEMBERS (4-year term)**

Randy Sicher made a motion to appoint Richard Meier and Cathi Kratzer to the Township Planning Commission for 4-year terms ending 2020 and to acknowledge Frank Karoly for continuation of a 4-year term ending 2019, as well as David River for continuation of a 4-year term ending 2017, in addition to Preston Boyer for continuation of a 4-year term ending 2019; Mike Sacks seconded that motion. All in favor.

**APPOINT TOWNSHIP REGIONAL COMPREHENSIVE REVIEW COMMITTEE MEMBER**

Mike Sacks made a motion to appoint Steve Wyka as the Township Regional Comprehensive Review Committee Member; Randy Sicher seconded the motion. All in favor.

**APPOINT HIGHWAY COMMERCIAL (HC) ZONING DISTRICT REVIEW COMMITTEE MEMBER**

Mike Sacks made a motion to appoint Steve Wyka as the Highway Commercial (HC) Zoning District Review Committee Member; Randy Sicher seconded the motion. All in favor.

**APPOINT TOWNSHIP ENVIRONMENTAL ADVISORY COUNCIL MEMBERS (3-year term)**

Mike Sacks made a motion to acknowledge the following individuals to the Environmental Advisory Council: Kate Harms, Peter Saenger, Cathi Kratzer (Planning Commission Representative), Mike Sacks (Board of Supervisors Representative), Scott Swackhammer and Nicole Miller (Members) for continuation of 3-year terms ending 2018; Randy Sicher seconded the motion. All in favor.

**APPOINT TOWNSHIP ENVIRONMENTAL ADVISORY COUNCIL ADMINISTRATOR**

Randy Sicher a motion to appoint Mike Sacks as Environmental Advisory Council Administrator; Mike Sacks seconded that motion. All in favor.

**APPOINT TOWNSHIP AUDITING FIRM**

Randy Sicher made a motion to appoint Long, Barrell CPA as the Township Auditing Firm; Mike Sacks seconded that motion. All in favor.

**APPOINT TOWNSHIP AUDITORS (4-year term)**

Randy Sicher made a motion to acknowledge the continuation of appointments to Darlene Moyer, Troy Fairchild, and Jeff Mills as Township Auditors for 2-year terms ending 2017; Mike Sacks seconded the motion. All in favor.

**APPOINT TOWNSHIP SEWAGE ENFORCEMENT OFFICER(S)**

Randy Sicher made a motion to appoint Bradley Pflum, John Yoder, Paul Labe III, Kyle Dierolf, Robert Wuerth, and W. David Wallace, representing LTL Consultants, Ltd., as the Township Sewage Enforcement Officers; Mike Sacks seconded the motion. All in favor.

**APPOINT TOWNSHIP ALTERNATE SEWAGE ENFORCEMENT OFFICER**

Randy Sicher made a motion to appoint Hanover Engineering Associates as the Township Alternate Sewage Enforcement Officer; Mike Sacks seconded the motion. All in favor.

**APPOINT TOWNSHIP ASSISTANT CODE ENFORCEMENT OFFICER FOR SEWAGE MANAGEMENT PROGRAM (a/k/a Sludge Judge)**

Mike Sacks made a motion to appoint Steve Wyka as Township Assistant Code Enforcement Officer for Sewage Management Program; Randy Sicher seconded that motion. All in favor.

**APPOINT TOWNSHIP SEWAGE MANAGEMENT PROGRAM HEARING OFFICER**

Mike Sacks made a motion to appoint Hanover Engineering Associates as Township Sewage Management Program Hearing Officer; Steve Wyka seconded that motion. All in favor.

**APPOINT TOWNSHIP SOLICITOR(S)**

Mike Sacks made a motion to appoint Jill E. Nagy, Esq., Summers Nagy Law Offices, as Township Solicitor; Randy Sicher seconded that motion. All in favor.

**APPOINT TOWNSHIP ENGINEER(S)**

Mike Sacks made a motion to appoint Hanover Engineering Associates as Township Engineer, with Jill L. Smith as designated representative; Randy Sicher seconded that motion. All in favor.

**APPOINT ALTERNATE TOWNSHIP ENGINEER**

Mike Sacks made a motion to appoint LTL Consultants, Ltd., as Alternate Township Engineer; Randy Sicher seconded the motion. All in favor.

**APPOINT TOWNSHIP VACANCY BOARD CHAIRMAN**

Randy Sicher made a motion to appoint Dale Fandl as Township Vacancy Board Chairman; Mike Sacks seconded that motion. All in favor.

**APPOINT TOWNSHIP UCC APPEALS BOARD (4-year term)**

Mike Sacks made a motion to acknowledge Bradley Teel and Peter Silberman to the UCC Appeals Board for continuation of 4-year terms ending 2017; Steve Wyka seconded that motion. All in favor.

**APPOINT TOWNSHIP PARK AND RECREATION COMMISSION (1-year term)**

Randy Sicher made a motion to appoint the following individuals Steve Wyka (BOS Representative), BGSL Representative, BYBA Representative, and Township Employees, Jennifer Wassell-Bonser and David Fatzinger to the Township Park and Recreation Commission; Steve Wyka seconded that motion. All in favor.

**APPOINT DESIGNATED POLICE SERVICES PROVIDER**

Steve Wyka made a motion to appoint PA State Police of Reading, Troop L as the designated police services provider for the Township; Randy Sicher seconded that motion. All in favor.

**APPOINT AGRICULTURAL SECURITY AREA ADVISORY COMMITTEE (1-year term)**

Mike Sacks made a motion to appoint the following individuals: William Zollers; Robert Tercha; Roy Rohrbach; William Boyd; Steve Wyka, Chairman, to the Agricultural Security Area Advisory Committee for 1-year terms ending 2017; Randy Sicher seconded that motion. All in favor.

**APPOINT SPECIAL CONSULTANT FOR GROWING GREENER**

Steve Wyka made a motion to appoint Natural Lands Trust as Special Consultant for Growing Greener; Mike Sacks seconded the motion. All in favor.

**APPOINT VOTING DELEGATE TO PSATS CONVENTION**

Steve Wyka made a motion to appoint Mike Sacks as the Voting Delegate representing Longswamp Township at the PSATS Convention; Randy Sicher seconded that motion. All in favor.

**APPOINT ALTERNATE VOTING DELEGATE TO PSATS CONVENTION**

No appointment made at this time.

**APPOINT TOWNSHIP AMUSEMENT TAX COLLECTOR**

Mike Sacks made a motion to appoint David Fatzinger as Township Amusement Tax Collector; Steve Wyka seconded that motion. All in favor.

**APPOINT DEPUTY TAX COLLECTORS FOR 2017**

Mike Sacks made a motion to appoint Michael Meck as Deputy Tax Collector for 2017; Steve Wyka seconded that motion. All in favor.

**APPOINT TOWNSHIP TAX COLLECTOR**

Mike Sacks made a motion to acknowledge Lorraine Meck as Township Tax Collector for continuation of a 4-year term ending 2017; Steve Wyka seconded that motion. All in favor.

**APPOINT DELINQUENT TAX COLLECTOR FOR 2017**

Mike Sacks made a motion to appoint Berks County Tax Claim Bureau as delinquent 2017 Real Estate Related Tax; Steve Wyka seconded that motion. All in favor.

**APPOINT EIT COLLECTOR and LOCAL SERVICES TAX COLLECTOR FOR 2017**

Mike Sacks made a motion to appoint Berks EIT as EIT and Local Services Tax Collector for 2017; Steve Wyka seconded that motion. All in favor.

**APPROVE TOWNSHIP TREASURER’S BOND**

Mike Sacks made a motion to appoint Selective Insurance holder of Township Treasurer’s Bond in the amount of \$700,000 for Township Treasurer and \$300,000 for Assistant Township Treasurer; Steve Wyka seconded that motion. All in favor.

**APPROVE IRS MILEAGE RATE FOR RE-IMBURSEMENT OF PERSONAL VEHICLE USE BY TOWNSHIP EMPLOYEES FOR 2017**

Mike Sacks made a motion to approve the revised IRS mileage rate of 53.5 cents per mile for re-imbursement of personal vehicle use and all future re-imbursement mileage rates shall be set to follow the IRS rate; Steve Wyka seconded that motion. All in favor.

**SET TOWNSHIP TAX RATES FOR 2017**

Mike Sacks made a motion to set the following tax rates for 2017; Randy Sicher seconded that motion. All in favor.

Real Estate Tax	(1.70 mil)
Debt Service Tax	(.44 mil)
Fire Protection Services	(.75 mil)
Emergency Services Tax	<u>(.16 mil)</u>
	3.05 total

**APPROVE DEPOSITORIES OF TOWNSHIP ACCOUNTS**

Mike Sacks made a motion to approve the following depositories of accounts for 2017; Randy Sicher seconded that motion. All in favor.

PNC Bank: General Fund Checking and Money Market; EAC Checking; Capital Reserve Fund; Sewer & Water Management Fund

PLGIT: State Liquid Fuels Checking; Recreation Impact Fees Checking Fund; Escrow Fund Checking; Traffic Impact Fee Checking Fund; Debt Services Fund Checking; General Fund Checking & Savings; Fire Emergency Services Checking)

**SET TOWNSHIP SERVICE FEES FOR 2017**

Mike Sacks made a motion to set the following service fees for 2017; Steve Wyka seconded that motion. All in favor.

Return Check Fee	(\$35.00)
Administrative Fee	(\$25.00/hour)
Copy Charge	(\$.25 per page)
Zoning/SALDO Books	(\$30.00)
Zoning Maps	(\$5.00)

**SET PAY RATE FOR PLANNING COMMISSION AND ZONING HEARING BOARD MEMBERS**

Mike Sacks made a motion to set the pay rate for meeting attendance of the Planning Commission and Zoning Hearing Board members, as follows; Randy Sicher seconded that motion. All in favor.

Planning Commission (\$35.00 per meeting; \$12.50 per hour to attend conferences, institutes, etc.)  
Zoning Hearing Board (\$35.00 per meeting; \$12.50 per hour to attend conferences, institutes, etc.)  
UCC Appeals Board (\$35.00 per meeting; \$12.50 per hour to attend conferences, institutes, etc.)

**ADOPT TOWNSHIP EMPLOYEE WAGE SCHEDULE FOR 2017**

Randy Sicher made a motion to adopt Resolution No. 2017-1 Establishing Employee Pay Rates for 2017; Mike Sacks seconded that motion. All in favor.

**ADOPT PROFESSIONAL FEE SCHEDULE OF HANOVER ENGINEERING ASSOCIATES, INC.**

Mike Sacks made a motion to adopt Resolution No. 2017-2, Accepting Professional Fee Schedule of Hanover Engineering Associates, Inc. for 2017; Randy Sicher seconded that motion. All in favor.

**ADOPT ONLOT SEWAGE DISPOSAL SYSTEM PERMIT APPLICATION FEES**

Mike Sacks made a motion to adopt Resolution No. 2017-3, Establishing Onlot Sewage Disposal System Permit Application Fees; Steve Wyka seconded that motion. All in favor.

**ADOPT PROFESSIONAL FEE SCHEDULE OF SUMMERS NAGY LAW OFFICES**

Mike Sacks made a motion to accept Resolution No. 2017-4, Accepting Professional Fee Schedule of Summers Nagy Law Offices; Steve Wyka seconded that motion. All in favor.

**ADOPT PROFESSIONAL FEE SCHEDULE OF LTL CONSULTANTS**

Mike Sacks made a motion to accept Resolution No. 2017-5, Accepting Professional Fee Schedule of LTL Consultants; Steve Wyka seconded that motion. All in favor.

**PUBLIC COMMENTS**

None at this time.

**RECORD NOTES**

It was noted the Board of Supervisors approved the 2017/2018 Holiday Office Closing as presented for advertising at the end of 2017.

A discussion was held relative to increasing the escrow fee for making application to the Zoning Hearing Board for a variance, as well as adding an Industrial Building permit application fee, and any other updates that are needed to the Township Fee Schedule.

**ADJOURNMENT**

Mike Sacks made a motion to adjourn at 4:20 p.m.; Randy Sicher seconded that motion. All in favor.

Respectfully submitted,

Jennifer A. Wassell-Bonser  
Township Secretary