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# MONDAY, JANUARY 5, 2026

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Upper Bern Township Reorganization Meeting



JANUARY 5, 2026  
UPPER BERN TOWNSHIP  
25 N. 5th St.

**January 5, 2026**

**UPPER BERN TOWNSHIP  
REORGANIZATION MEETING AGENDA**

**All Items on agenda will need possible action:**

**Attendance**

**Meeting Called to Order**

**Nominate /Appointment of Chairperson**

**Nominate /Appoint Vice Chairperson**

**Executive Session: Personnel Discussion: possible action.**

**Updated 2026 Employee Handbook: Possible action to adopt**

**Appoint Part-Time Secretary/Treasurer and Set Wages**

**Treasurers Bond**

**Nominate/Appoint Roadmaster**

**Nominate/Appointment of Assistant # 1 Roadmaster**

**Nominate/Appointment of Assistant #2 Roadmaster**

**Roadmaster and Assistant Roadmasters can make emergency purchases up to (\$3,500)**

**Hire Township Supervisors to be employed by the Township**

**Appoint Right to Know Officer**

**Chairman of the Vacancy Board**

**Emergency Management Coordinator**

**Set Road Employee Wages**

**Road Employee**

**Road Foreman**

**Seasonal Snow Plow Drivers**

**Appoint Delinquent Tax Collector: Berks County Tax Claim for Real Estate:**

**Township Solicitor**

**Appoint Special Counsel for Love's and Vision Projects Conditional Use Hearings**

**Lead Waste Water Engineer/ Lead Township Engineer/ Lead Planning Commission Engineer/Lead Stormwater Engineer/ Zoning Officer/ Property Maintenance Code Enforcement Officer**

**Traffic Engineer**

**Hydrogeologist**

**Sewage Enforcement Officer**

**Alternate Sewage Enforcement Officer**

**Appoint Building Code Official**

**Nominate /Appoint Member to the Berks County Cooperative Purchasing Counsel**

**Designate as Depository: Tompkins Vist Bank: 2-signatures required**

**Designate as Depository: PLGIT Bank: 2-signatures required\_**

**Township Insurance 2026: Possible approval and payment in before January 31, 2026.**

**Mileage Reimbursement (as per IRS for Business Mileage 2026)**

**Certify Delegates- State, County & National Convention:  
(Authorization for Supervisors to attend 2026 PSATS Convention):**

**Reimbursement for Expenses-** as per Township Code, Section 612, to reimburse for wages and allowable expenses (for state, county and national conventions), and to authorize the Treasurer to pay registration fees and mileage from the General Account.

**Planning Commission Member's Reappointment and \$35.00 meeting pay for attendance at meetings.**

**Zoning Hearing Member's Reappointment:**

**Appoint Alternate Zoning Hearing Board Members for 1-year 2026**

**Payment of Bills**

**Appoint Elected Auditors**

**Appoint Accountant for Audit 2026: (1-2026)**

**Township Fee Schedule 2026- (Resolution 02-2026)**

**Records Destruction 2026- (Resolution 3-2026)**

**Township Tax Rates 2026-(Resolution 4-2026)**

**Business:**

1. Vision Shartlesville, LLC; Schoolhouse Road Land Development Plan expires January 31, 2026 and Conditional Use Hearing extension granted until January 31, 2026. Possible action to extend the plan and set up a date for the hearing.
2. Loves Land Development Plans Expires 2/15/26: Discussion and possible action to extend the plan.
3. Abrams Patel 2, LLC; Conditional Use application expires February 27, 2026: Possible action to set up a hearing date.
4. Community Event: Authorization for a band from 4-7 PM on July 4, 2026 community event at the Shartlesville Park. Possible action.
5. Ditchcreek Sagging Line Repair COSTARS Quote for Review. Possible action.
6. Intergovernmental Agreement for the Establishment of the Berks County Uniform Construction Code Board of Appeals. Upper Bern Township is a member this is an updated agreement.

**Hearing of Visitors****Executive Session****Adjourn**