



MONDAY, JANUARY 5, 2026

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**