LONGSWAMP TOWNSHIP
BOARD OF SUPERVISORS MEETING MINUTES
~ December 9, 2025 ~

Pledge of Allegiance & Roll Call

Meeting called to Order by Chairman, Don Hickman at 7:00 p.m.

Present
- Don Hickman, Chairman
- Mark Hilbert, Vice Chairperson
- Mike Sacks, Supervisor

Present
- Candace Cameron, Secretary/Treasurer
- Allison Fuller, Office Administrator
- Beth Kohl, Solicitor

Present
- Jill Smith, Township Engineer

Absent
- Brad Pflum, Township Zoning Officer

Announcements

Don Hickman announced that:
- This meeting is being recorded principally to aid in the preparation of the minutes and for such other purposes as the Board sees fit. Please state your name and address when addressing the Board, and before speaking please be aware that attending visitors may also be recording the meeting without your knowledge.
- We have 3 Vacancies on the Environmental Advisory Council Committee and 1 vacancy on the Township Historical Commission
- Township Office will be closed from 11:00 a.m. until 2:00 p.m. on Thursday, December 17, 2025

Public Comments on Non-Agenda Items - None

Public Comments on Agenda Items - None

Secretary/Treasurer Report

1. Minutes of November 25, 2025, BOS Business Meeting

Motion by Mike Sacks to approve November 25, 2025, Board of Supervisors Meeting Minutes, seconded by Mark Hilbert All were in favor.

2. Verification of the November 2025 Monthly Bank Account Reconciliations

Motion by Mike to acknowledge the verification review of the November 2025 bank account Reconciliations signed by Don Hickman, as presented. Mark seconded the motion. All were in favor.

3. Treasurer's Report – November 2025: General Funds: **$3,088,254.99;** Additional funds **$558,865.44** Total Funds **$3,647,120.43**.

Motion made by Mike to approve the Treasurer's Report for the month of November 2025 as presented, seconded by Mark All were in favor.

4. Approval of Bills: Current disbursements: **$28,532.07**; Interim disbursements: **$61,013.69;** fund transfers: **$0.00** for the period of November 25, 2025 – December 9, 2025.

Motion made by Mike to approve processing for payment as presented. Mark seconded the motion. Roll call vote taken; Mike Sacks, Yes; Mark Hilbert, Yes; Don Hickman, Yes. All were in favor.

5. Lien Clean-Up Discussion: Candace stated that there is nothing new to report.
6. Township Auditor Engagement Letter for 2025 Financial Audit Appointment of a Certified Public Accountant to Audit Township Financial Records Advertisement: Held for Reorganization Meeting.
7. Proposed 2025 Budgets Advertisement for Public Review: Candace informed the board that the Proposed budget was advertised on --.

Office Administration Report

1. Allisons November 2025 report was reviewed. There are seven properties in Cycle 1 that have for which pumping slips have not been received. These properties have been sent to Beth to file with the courts. On 12/8/25, a slip was received from Berks Septic concerning 147 S. Park Ave., that property owner has been informed of the civil suit initiated against them. Allison inquired how the board would like to handle the estimated $350 in fees incurred by the township for Beth's efforts in reviewing the case, compiling the complaint, and filing it in court. The board determined that the property owner would be responsible for all fees related to Beth's filing to resolve the matter. Additionally, the board directed Allison to place the hauler on a 90-day probationary period for failing to adhere to the procedures for Registered Sewage Haulers within the Township. Her report noted that cycle 2 Pumping is in effect. Deadline 6/30/26, with 64% of properties need to pump. She stated that 22 hauler registration packets have been mailed, each packet includes a letter explaining everything that is required. All packets sent are the same packet even if they have been a registered hauler for many years. Allison also reported that the residential rental unit packets have been sent out and we have received numerous forms back. Her report shows that there are 5 complaints (all which are also listed in Brad's report). Allison requested review of the complaint for 338 Tower Rd which has a lien (in the amount of $933.02) and a now expired permit that has not been released due to the lien not being satisfied. The permit was for a car port that was already installed on the property. Lien amount is. Beth requested that she be given some time to look over the file before the Board decides on next actions to be taken

2. The America 250 Committee: The next America 250 meeting will be held January 20, 2026, at 6:30 PM. Allison noted that Pop up Rock Painting Events will be held at 10:00 a.m. on the 3rd Saturday of January (1/17/26), February (2/21/26) and March (3/21/26). With the final event being incorporated into Swamp Fest 2026 which will be held on June 13, 2026.

Engineer and Planning Commission Report

1. Act 537 Plan Status Update: Jill is working on determining the type of systems that each property has and will be sending her information to Brad at LTL. Jill is still looking into other options although all options are costly. Deadline is February 2026 for which we will need to request an extension.

2. Municipal Maintenance Building Update: The site plan and electrical/mechanical plans are completed. A structural engineering meeting will be held this coming Thursday. Mike asked if they would be reusing the stuff that can be reused and Jill stated that anything that can be, will be reused. The estimated total cost is $2 million to $2.2 million. Plan package will be put together and submitted to the township for LTL to review. There will need to be a waiver for land development and that we should wave the land development plan at one of the upcoming meetings. Jill is looking to put it out to bid for February 2026 for construction to start in May 2026.

3. BHASD Woodshop Expansion & Greenhouse - Request for Letter from Township due exceeding 90 days for Recording of Plan: Final approval on the project is complete, plans are signed and released but the school district did not record them within the 90 days of the plans being signed so they are requesting a letter from the township stating the plans have been approved with a current date on it. The board agreed that Candace will send a letter to the school.

4. Planning Commission's Request to Prepare a Zoning Ordinance Amendment for Data Centers: The planning commission would like the boards authorization to start preparing a zoning amendment related/regarding data centers.

Motion made by Mike to grant the Planning Commission approval to prepare zoning ordinance amendment related/regarding data centers, seconded by Mark. All were in favor.

SEO Report

Sewage Enforcement Officer Report for November 2025 (Cycle 2 Pumping is in effect. Deadline June 30, 2026)

Septic Permits Issued – 0	Final Inspections Completed – 0
Sewage Systems being installed – 2	Soils Testing & Miscellaneous - 2

Zoning and Codes Enforcement

Zoning and Codes Enforcement Officer Report for November 2025

Permits Issued – 3 Building Inspections – 47, 18 of which are final Zoning Issues – 8

Solicitor's Report

7 civil complaints have been filed for sewage management violations. At this time none of the complaints reflect that they have successfully been served.

120 Benfield Rd. Zoning Matter: This matter was appealed by the applicant to the court of common pleas after a successful judgment on behalf of the township. The property is now in compliance. Beth noted that the township has spent a substantial amount of money on this issue. The board stated that they want those fees collected from the property owner in order to withdraw the court filings.

Comcast: Beth is working on getting this agreement together.

Park and Recreation Report

Christmas tree lighting was 12/6/25. More than 20 families attended, and the high school choir led the singing of the songs. Free stocking stuffer giveaways were provided to attendees. Most of the items were donation from 5-Below.

Replacement banners for Swam fest and new banners for America 250 need to be made. Banners are 5'x15' and will cost roughly $900 for the banners and yard signs.

The next Park & Recreation Meeting will be held December 16, 2025, at 8:00 PM. Swamp Fest Banner and America 250 banners.

Human Resource Direct Report - None

Roadmaster Report

Don Hickman reviewed the written report for November 2025.

Winter Preparations: 8 Days	Road Work: 5 days	Storm Inlets: 3 days
Holiday: 1 Days	Court Hearings: 1 day	

Old Business

1. Township Office Roof Replacement/Repair: Tabled until Spring
2. Berks County Hold Harmless: An updated version has been provided to Beth. Beth noted that she reviewed the agreement and is in favor of the board signing the agreement as is.

Motion by Mike Sacks to approve the hold harmless agreement between Longswamp Township and Berks County regarding fire company run cards, seconded by Mark. All were in favor.

3. Ordinance 307 to Provide for an Increase in Compensation for Newly Elected or Re-elected Supervisors: The current rate for the township supervisors is $625/quarter. The Second-Class Township code was updated to provide supervisors with a pay increase to $1,047.50/quarter for newly or reelected supervisors.

Motion made by Mark Hilbert to approve Ordinance 307 provided for an increase in compensation for newly elected or re-elected supervisors, not to exceed $**4,190.00** per year, Don seconded the motion. Mike Sacks was not in favor.

4. Resolution to Raise rate of pay for Elected Township Auditors from $10/hr. to $18/hr.: Beth stated that this would need to be done by Resolution: This is tabled until the Reorganization Meeting.

New Business

1. Tax Collector Request to be exonerated from $49.27 of taxes for 29 Railroad Ave.

Motion by Mike Sacks grant the Longswamp Township Tax Collector to be exonerated from collecting $49.27 of taxes for 29 Railroad Ave., seconded by Mark. All were in favor.

Closing Remarks

Beth explained that a few years ago, the Sunshine Act was revised to mandate that meeting agendas be published 24 hours in advance, with specific exceptions for items not listed. A 2023 court case clarified that while the agenda could still be amended by motion, this was only permissible for minor changes or newly arisen matters within the last 24 hours. However, the court found that this interpretation did not align with the statute's wording. Upon appeal, the Supreme Court affirmed that the statute allows for on-the-spot amendments to the agenda during a meeting, enabling the addition of any item for immediate action.

Jason Robinson, Fire Chief of Topton Fire Company: “I just want to, on behalf of the members, and the fire company, continue to thank Longswamp for the tremendous support of the company and allowing us to cover the area and protect the citizens. It is greatly appreciated and you know it goes a long way when you are talking to other companies and, ‘oh well, we don’t get the support you get.’ Well, if you put the effort out you will and you know we’ve proven that working together works. So, thank you very much.

Adjournment

Motion by Mike Sacks to adjourn, seconded by Mark Hilbert. The meeting adjourned at 8:41 p.m.

Respectfully Submitted by:

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Candace L. Cameron
Township Secretary/Treasurer

Attest: