Maidencreek Township Board of Supervisors
Reorganization Meeting
January 3, 2011

Call Meeting to Order

Appoint a Chairperson Pro Tem and Recording Secretary Pro Tem for the purpose of electing officers for the Township of Maidencreek in 2011.

PUBLIC COMMENT
Open the floor to any comments pertaining to the Reorganization of the Township.

CHAIRPERSON AND VICE CHAIRPERSON POSITIONS FOR 2011
Motion to appoint the Chairperson of the Board of Supervisors. *(currently Claude Beaver)*
Chairperson Pro Tem turns the meeting over to the appointed chairperson.
Motion to appoint the Vice Chairperson of the Board of Supervisors. *(currently Joe Rudderow III)*

POSITIONS FILLED BY MEMBERS OF THE BOARD OF SUPERVISORS
Motion to appoint Board Members to fill the following positions in 2011:

Agricultural Security Area Representative	*(currently Roy Timpe)*
Township Road Master	*(currently Claude Beaver)*
Northern Berks Regional Police Commissioner	*(currently Joe Rudderow III)*
Northern Berks Regional Police Commissioner Alternate	*(currently Claude Beaver)*
Tax Collection Committee Delegate	*(currently Joe Rudderow III)*
Tax Collection Committee 1st Altenate	*(currently Rita Agnetti – she does not wish to be reappointed.)*
Tax Collection Committee 2nd Alternate	*(currently Diane Hollenbach)*

SET MONTHLY MEETING DATES
Motion to set the monthly meeting as the 2nd Thursday of each month at 7:00 PM in the Maidencreek Township Municipal Building.

DESIGNATE PUBLICATION FOR ADVERTISEMENT OF PUBLIC NOTICES
Motion to designate the Reading Eagle as the publication for the advertisement of legal notices.

RESOLUTION 1-2011
Resolution 1-2011 appoints Diane Hollenbach as Township Manager.

RESOLUTION 2-2011
Resolution 2-2011 appoints a Solicitor for 2011 to serve the Board of Supervisors, Planning Commission, and Park and Recreation Board and also sets an hourly rate. *Currently, our solicitor is Orlando Law Office.*

RESOLUTION 3-2011
Resolution 3-2011 appoints a Township Engineering Consultant for 2011 to serve the Board of Supervisors, Planning Commission, and Park and Recreation Board and sets the hourly rate for each service. The Engineer will act as Zoning Officer, Code Enforcement Officer and Building Code Official. *Currently our engineer is Systems Design Engineering, Inc.*

RESOLUTION 4-2011
Resolution 4-2011 appoints Township Sewage Enforcement Officers for 2011 and sets the hourly rate for those services. *Our primary SEO for 2010 was Scott MCCaffrey of Systems Design Engineering, Inc.*

APPOINT PERSONNEL AND ADOPT RESOLUTION 5-2011 RATES OF PAY

Motion to adopt Resolution 5-2011 establishing Personnel Positions and Rates of Pay for 2011.

Motion to appoint personnel to the following positions:

Secretary/Treasurer *(currently Diane Hollenbach)*

Board of Supervisors Recording Secretary *(currently Johanna Mattera)*

Park & Recreation Recording Secretary *(currently Kim Rossetti)*

Planning Commission Recording Secretary *(currently Diane Hollenbach)*

Emergency Management Coordinator - FEMA *(Chris Kline)*

Assistant Emergency Management Coordinator - FEMA *(Keith Shuman)*

Recycling Coordinator *(currently Diane Hollenbach)*

School Crossing Guard *(currently Colleen Donohue)*

Alternate School Crossing Guards *(currently Mark Seidt and William Becker)*

Cleaning Person *(currently Beverly Guistwite)*

Public Works Director *(vacant)*

Public Works Foreman *(currently Keith Shuman)*

Heavy Equipment Operator w/CDL *(currently Gene Rothermel and Keith Shuman)*

Light Equipment Operator w/CDL *(currently David Saint)*

Light Equipment Operator/Mechanic*(currently Keith Guistwite)*

Part Time Equipment Operator *(currently Vernon Hecker)*

Receptionist/Clerk/Typist/Zoning Secretary *(currently Rita Agnetti)*

Personnel Committee *(currently Keith Shuman, Vernon Hecker, Rita Agnetti)*

APPOINT TAX COLLECTION POSITIONS

Appoint personnel/professional collection firms to the following positions:

Real Estate, Amusement Tax Collector *(currently Barbara Hassler)*

Delinquent Real Estate Tax Collector *(County of Berks/Tax Claim Bureau)*

Township Representative to issue Amusement Permits *(currently Diane Hollenbach).*

APPOINT PERSONNEL TO BOARD POSITIONS

1. Motion to appoint _____ to the Maidencreek Township Authority Board with a term expiring on 12/31/15. *(Donald Keim would like to be reappointed to the position. Tony DiBennedetto, Kim Rossetti and Gary Saggio have submitted letters of interest.)*
2. Motion to appoint _____ to the Maidencreek Township Planning Commission with a term expiring on 12/31/14. *(Jeffrey Futchko would like to be reappointed. Robert Orischak has submitted a letter of interest for the position.)*
3. Motion to appoint _____ to the Maidencreek Township Park and Recreation Board with a term expiring on 12/31/15. *(Hether Quillman would like to be reappointed.)*
4. Resolution 6-2011 to appoint _____ to the Maidencreek Township Zoning Hearing Board and _____ as a Zoning Hearing Board Alternate with a term expiring on 12/31/13 *(Jason Valick wishes to be reappointed to the Board. We have not heard anything from Ed Carlson. Dick Thren is willing to serve as Alternate)*

5. Motion to appoint _____ as the Vacancy Board Chairman. *(David Brown would like to be reappointed)*
6. Motion to appoint Claude Beaver, Jim Schoellkopf Jr. and J. Richard Thren to the Joint Planning Commission with a term expiring 12/31/2011.

The Savinos have expressed interest in serving. I sent them a questionnaire and Board position descriptions and asked that they indicate where they want to serve. I have received nothing back yet.

CAPITAL AUTHORIZATIONS, RESOLUTION 7-2010 AND RESOLUTION 8-2010

1. Motion to designate the VIST Bank, Fleetwood Bank, Affinity Bank and Metro Bank as depository for all Township funds and VIST Bank for the collected tax funds of the Maidencreek Township Tax Collector.
2. Motion to authorize Chairman to sign Survey of Financial Condition.
3. Motion to authorize the County of Berks to print and mail joint real estate tax bills with the Township sharing equally in the cost for printing and postage.
4. Motion to authorize any Supervisor to spend $2500.00 for emergency situations and the Manager to spend $600 at any time for daily operational needs during 2010.
5. Motion to authorize the Township Manager to purchase Security Bonds for 2011 for the Secretary/Treasurer in the amount of $500,000.00 and Real Estate Tax Collector in the amount of $500,000.00.
6. Motion to adopt Resolution 7-2011 authorizing the Board to appoint an independent auditor to audit the financial records of 2010.

APPOINT FIRE POLICE PERSONNEL

Motion to appoint personnel to the following positions:

Fire Police Captain Floyd Richards

Fire Police Lieutenant Teresa Franke

Fire Police Sergeant Vacant

Fire Police Personnel Michael Kauffman, Daniel Miller, Sr.

RESOLUTION 8-2011

Motion to adopt Resolution 8-2011 authorizing the Blandon Ambulance Service to provide emergency medical service to Maidencreek Township.

RESOLUTION 9-2011

Motion to adopt Resolution 9-2011 authorizing the Blandon Fire Company to provide emergency medical service to Maidencreek Township.

ADJOURNMENT OF REORGANIZATION MEETING