Maidencreek Township Board of Supervisors
Reorganization Meeting
January 6, 2014

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 2014.

Chairman Pro Tem to take roll call to determine a quorum.

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

CHAIRPERSON AND VICE CHAIRPERSON POSITIONS FOR 2014
Motion to appoint the Chairperson of the Board of Supervisors. *(2013- Joseph Rudderow III)*
Chairperson Pro Tem turns the meeting over to the appointed chairperson.
Motion to appoint the Vice Chairperson of the Board of Supervisors. *(2013 – David Franke)*

POSITIONS FILLED BY MEMBERS OF THE BOARD OF SUPERVISORS
Motion to appoint Board Members to fill the following positions in 2014:

Agricultural Security Area Representative	*(2013 Joseph RudderowIII)*
Township Road Master	*(2013 Claude Beaver)*
Northern Berks Regional Police Commissioner	*(2013 Joe Rudderow III)*
Northern Berks Regional Police Commissioner Alternate	*(2013 Claude Beaver)*
Tax Collection Committee Delegate	*(2013 David Franke)*
Tax Collection Committee 1st Altenate	*(2013 Diane Hollenbach)*
PSATS Convention Voting Delegate	

SET MONTHLY MEETING DATES AND APPROVE THE HOLIDAY SCHEDULE
Motion to set the monthly meeting as the 2nd Thursday of each month at 7:00 PM in the Maidencreek Township Municipal Building and approve the Holiday Schedule.

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

RESOLUTION 1-2014
Appoints Diane Hollenbach as Township Manager.

RESOLUTION 2-2014
Appoints a Solicitor 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 3-2014
Appoints a Township Engineering Consultant to serve the Board of Supervisors and Planning Commission, and sets the hourly rate for each service. *Currently Systems Design Engineering, Inc.*

RESOLUTION 4-2014
Appoints a Township Engineering Consultant for 2014 to serve the Park and Recreation Board and sets the hourly rate. *Currently Systems Design Engineering, Inc.*

RESOLUTION 5-2014
Appoints a Township Engineering Consultant to serve as Zoning Officer, Code Enforcement Officer and Building Code Official. *Currently Systems Design Engineering, Inc.*

UNIFORM CONSTRUCTION CODE APPEALS BOARD
Authorize Maidencreek Township to participate in the Berks Coutnywide UCC Appeals Board.

RESOLUTION 6-2014
Appoints Township Sewage Enforcement Officers and sets the hourly rate for those services. *Our primary SEO was Scott MCCaffrey of Systems Design Engineering, Inc.*

APPOINT PERSONNEL AND ADOPT RESOLUTION 7-2014 RATES OF PAY
Motion to adopt Resolution 7-2014 establishing Personnel Positions and Rates of Pay for 2014.
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 Katelyn Fox)*

Planning Commission Recording Secretary *(currently Diane Hollenbach)*

Emergency Management Coordinator - FEMA *(Chris Kline)*

Assistant Emergency Management Coordinator - FEMA *vacant*

Open Records Officer *(currently Diane Hollenbach)*

Alternate Open Records Officer *(currently vacant – suggest Katelyn Fox)*

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)*

Operations Director *(vacant)*

Public Works Foreman *(currently Keith Shuman)*

Heavy Equipment Operator *(currently David Saint(CDL), Greg Wolfe and Jon Gracely)*

Light Equipment Operator w/CDL *(currently vacant)*

Receptionist/Clerk/Typist (currently Katelyn Fox)

Seasonal Snow Plow Operator *David Brown, Mike Gruber, Tim Machemer, Mike Shirk*

Personnel/Safety Committee *(Keith Shuman, David Saint, Greg Wolfe)*

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).*

Township Representatives to the TCC. *(Currently David Franke and Diane Hollenbach)*

APPOINT PERSONNEL TO BOARD POSITIONS

1. Motion to appoint _____ to the Maidencreek Township Authority Board with a term expiring on 12/31/18. (*Earl Rothermel would like to be reappointed*)

2. Motion to appoint _____ to the Maidencreek Township Planning Commission with a term expiring on 12/31/17. *Matt Davenport would like to be reappointed.)*

3. Motion to appoint _____ to the Maidencreek Township Park and Recreation Board with a term expiring on 12/31/17. *(Mark Seidel would like to be reappointed.)*

4. Resolution 8-2013 appointing members to the Zoning Hearing Board. *(William Riedel wishes to be reappointed to the Board. Joseph Pendelton would like to be appointed alternate)*

5. Motion to set the rate of the Zoning Hearing Board Solicitor.

6. Motion to appoint David Brown as the Vacancy Board Chairman.

7. Resolution 9-2013 to appoint the Joint Planning Commission with a term expiring 12/31/2014. *David Franke, Hether Quillman and Matt Davenport are willing to serve.*

CAPITAL AUTHORIZATIONS, RESOLUTION 10-2014

1. Motion to designate the VIST Bank, Fleetwood Bank, Affinity Bank, National Penn 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 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.
3. 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 2014.
4. Motion to authorize the Township Manager to purchase Security Bonds for 2014 for the Secretary/Treasurer in the amount of $500,000.00 and Real Estate Tax Collector in the amount of $500,000.00.
5. Motion to adopt Resolution 10-2014 authorizing the Board to appoint an independent auditor to audit the financial records of 2013.
6. Motion to appoint Auditors to fill two vacant elected positions – 6 year term and 4 year term. *(Carl Weston and Randy Hauk are willing to serve)*
7. Motion to set the mileage rate at the IRS approved rate of .56 per mile.

RESOLUTION 11-2014

Motion to adopt Resolution 11-2014 authorizing the Blandon Ambulance Service to provide emergency medical service to Maidencreek Township.

RESOLUTION 12-2014

Motion to adopt Resolution 12-2014 authorizing the Blandon Fire Company to provide fire protection and emergency medical service to Maidencreek Township.

APPOINT FIRE POLICE PERSONNEL

Motion to appoint personnel to the following positions:

Fire Police Captain-Floyd Richards, Fire Police Lieutenant-Teresa Franke, Fire Police Personnel- Daniel Miller, Sr.

RESOLUTION 13-2014

Motion to adopt Resolution 13-2014 Fee Schedule.

ADJOURNMENT OF REORGANIZATION MEETING

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CALL THE REGULAR MEETING TO ORDER

MINUTES & FINANCES

Approval of the Meeting Minutes of December 12, 2013
Approval of the Treasurer's Report and Bill List

PUBLIC COMMENT

REPORTS

Engineer

- Village at Summit Crest expiration of review period
- NPDES Permit update
- Village at Maidencreek Escrow Release Request and James Hardie Escrow to be released February 2014

Engineer may be dismissed for the evening.

Manager
Road Master
Police Commissioner & Meeting Updates

UNFINISHED BUSINESS

None

NEW BUSINESS

Update Traffic Ordinance
Park and Recreation 2013 Labor Cost discussion

ADJOURN REGULAR MEETING

Copies of the agenda and Treasurer's Report are on the counter in the lobby for the public to review.

January Meetings

Auditors	January 7, 2014 @7PM
Planning Commission	January 8, 2014 @7p.m.
Park & Recreation	January 9, 2014 @ 7p.m.
Authority	January 9 @ 11a.m
Police Commission	January 13 @ 7p.m.