Maidencreek Township Board of Supervisors
Reorganization Meeting
January 4, 2016

Attendance: Joseph Rudderow III, David Franke, Claude Beaver, Diane Hollenbach – manager
Guests: James Schoellkopf Jr., John Sherman

The meeting was called to order at 7:00 p.m.

A motion was made by David Franke to appoint Diane Hollenbach Chairperson Pro Tem and Recording Secretary Pro Tem for the purpose of electing officers for the Township of Maidencreek in 2016. Joseph Rudderow seconded the motion and hearing no questions on the motion, it passed unanimously. Diane Hollenbach took roll call to determine a quorum. All Supervisors were present.

PUBLIC COMMENT - none

CHAIRPERSON AND VICE CHAIRPERSON POSITIONS FOR 2016
A motion was made by David Franke to appoint Joseph Rudderow III Chairperson of the Board of Supervisors for 2016. Claude Beaver seconded the motion and hearing no questions on the motion, it passed unanimously. Mrs. Hollenbach turned the meeting over to Mr. Rudderow.

A motion was made by David Franke to appoint Claude Beaver the Vice Chairperson of the Board of Supervisors for 2016. Joseph Rudderow seconded the motion and hearing no questions on the motion, it passed unanimously.

POSITIONS FILLED BY MEMBERS OF THE BOARD OF SUPERVISORS
A motion was made by David Franke to appoint Joseph Rudderow III as Agricultural Security Area Representative for 2016. Claude Beaver seconded the motion and hearing no questions on the motion, it passed unanimously.

A motion was made by David Franke to table the appointment of a Road Master. Joseph Rudderow seconded the motion and hearing no questions on the motion, it passed unanimously.

A motion was made by Claude Beaver to appoint Joseph Rudderow III as Northern Berks Regional Police Commissioner for 2016. David Franke seconded the motion and hearing no questions on the motion, it passed unanimously.

A motion was made by David Franke to appoint Claude Beaver as Northern Berks Regional Police Commission Alternate for 2016. Joseph Rudderow seconded the motion and hearing no questions on the motion, it passed unanimously.

A motion was made by David Franke to appoint Diane Hollenbach as PSATS Voting Delegate for 2016. Claude Beaver seconded the motion and hearing no questions on the motion, it passed unanimously.

SET MONTHLY MEETING DATES AND APPROVE THE HOLIDAY SCHEDULE
A motion was made by David Franke 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. Claude Beaver seconded the motion and hearing no questions on the motion, it passed unanimously.

DESIGNATE PUBLICATION FOR ADVERTISEMENT OF PUBLIC NOTICES
A motion was made by David Franke to designate the Reading Eagle as the publication for the advertisement of legal notices in 2016. Claude Beaver seconded the motion and hearing no

questions on the motion, it passed unanimously.

RESOLUTION 1-2016

A motion was made by Claude Beaver to adopt Resolution 1-2016 appointing Diane Hollenbach as Township Manager and set compensation for the position. David Franke seconded the motion and hearing no questions on the motion, it passed unanimously.

RESOLUTION 2-2016

A motion was made by David Franke to adopt Resolution 2-2016 appointing Orlando Law Offices as Solicitor to serve the Board of Supervisors, Planning Commission, and Park and Recreation Board and set an hourly rate for 2016. Claude Beaver seconded the motion and hearing no questions on the motion, it passed unanimously.

RESOLUTION 3-2016

A motion was made by David Franke to adopt Resolution 3-2016 appointing Systems Design Engineering as Township Engineering Consultant to serve the Board of Supervisors and set the hourly rate for each service for 2016. Claude Beaver seconded the motion and hearing no questions on the motion, it passed unanimously.

RESOLUTION 4-2016

A motion was made by David Franke to adopt Resolution 4-2016 appointing Great Valley Consultants as Township Engineering Consultant to serve the Planning Commission and set the hourly rate for this service. Claude Beaver seconded the motion and hearing no questions on the motion, it passed unanimously.

RESOLUTION 5-2016

A motion was made by David Franke to adopt Resolution 5-2016 appointing Systems Design Engineering Township Sewage Enforcement Officer and set the hourly rate for those services in 2016. Claude Beaver seconded the motion and hearing no questions on the motion, it passed unanimously.

RESOLUTION 6-2016

A motion was made by David Franke to adopt Resolution 6-2016 appointing Great Valley Consultants as Zoning Officer, Building Code Official and Code Enforcement Officer for 2016. Claude Beaver seconded the motion and hearing no questions on the motion, it passed unanimously.

UNIFORM CONSTRUCTION CODE APPEALS BOARD

A motion was made by David Franke authorizing Maidencreek Township to participate in the Berks Countywide UCC Appeals Board in 2016. Claude Beaver seconded the motion and hearing no questions on the motion, it passed unanimously.

APPOINT PERSONNEL AND ADOPT RESOLUTION FOR RATES OF PAY FOR EMPLOYEES

A motion was made by David Franke to adopt Resolution 7-2016 establishing Personnel Positions and Rates of Pay for 2016. Claude Beaver seconded the motion and hearing no questions on the motion, it passed unanimously.

A motion was made by David Franke to appoint personnel to the following positions:

Secretary/Treasurer - *Diane Hollenbach*
Part Time Assistant Secretary - *Debbie Didyoung*
Board of Supervisors Recording Secretary -*Diane Hollenbach*
Park & Recreation Recording Secretary - *Katelyn Fox*

Planning Commission Recording Secretary - *Shannon Daly*
Emergency Management Coordinator - FEMA -*Chris Kline*
Open Records Officer - *Diane Hollenbach*
Alternate Open Records Officer - *Katelyn Fox*
Recycling Coordinator - *Diane Hollenbach*
School Crossing Guard - *Colleen Donohue*
Alternate School Crossing Guards - *Mark Seidt and William Becker*
Cleaning Person - *Beverly Guistwite*
Public Works Foreman - *Keith Shuman*
Heavy Equipment Operator - *Greg Wolfe*
Light Equipment Operator - *Andrew Letsche*
Receptionist/Clerk/Typist - *Katelyn Fox*
Seasonal Snow Plow Op. - *David Brown, Tim Machemer, Mike Shirk, Jon Gracely*
Personnel/Safety Committee - *Keith Shuman, Andrew Letsche, Greg Wolfe*

Claude Beaver seconded the motion and hearing no questions on the motion, it passed unanimously.

APPOINT TAX COLLECTION POSITIONS

A motion was made by David Franke to appoint personnel/professional collection firms to the following positions:

Real Estate, Amusement Tax Collector - *Barbara Hassler*
Delinquent Real Estate Tax Collector - *County of Berks/Tax Claim Bureau*
Township Representative to issue Amusement Permits - *Diane Hollenbach.*

Claude Beaver seconded the motion and hearing no questions on the motion, it passed unanimously.

APPOINT PERSONNEL TO BOARD POSITIONS

A motion was made by David Franke to appoint James Nothwehr to the Maidencreek Township Authority Board with a term expiring on 12/31/20. Claude Beaver seconded the motion and hearing no questions on the motion, it passed unanimously.

A motion was made by Claude Beaver to appoint Jack May to the Maidencreek Township Authority Board for the unexpired term of Marie Coraluzzi with the term expiring 12/31/16. David Franke seconded the motion and hearing no questions on the motion, it passed unanimously.

A motion was made by David Franke to appoint James Schoellkopf Jr. to the Maidencreek Township Planning Commission with a term expiring on 12/31/19. Claude Beaver seconded the motion and hearing no questions on the motion, it passed unanimously.

A motion was made by David Franke to appoint Hether Quillman to the Maidencreek Township Park and Recreation Board with a term expiring on 12/31/19. Claude Beaver seconded the motion and hearing no questions on the motion, it passed unanimously.

A motion was made by Claude Beaver to appoint Jon Gracely to the Maidencreek Township Property Maintenance Appeal Board with a term expiring on 12/31/18. David Franke seconded the motion and hearing no questions on the motion, it passed unanimously.

A motion was made by David Franke to adopt Resolution 8-2016 appointing Joseph Pendleton to the Zoning Hearing Board with a term expiring on 12/31/18. Claude Beaver seconded the motion and hearing no questions on the motion, it passed unanimously.

A motion was made by David Franke to set the rate of the Zoning Hearing Board Solicitor, Kozloff

Stoudt at $170/hr. for a shareholder, $149/hr. for associates and $103/hr. for paralegal. Claude Beaver seconded the motion and hearing no questions on the motion, it passed unanimously.

A motion was made by David Franke to appoint David Brown as the Vacancy Board Chairman with a term ending 12/31/2016. Claude Beaver seconded the motion and hearing no questions on the motion, it passed unanimously.

A motion was made by David Franke to adopt Resolution 9-2016 to appoint the Joint Planning Commission with a term expiring 12/31/2016. Claude Beaver seconded the motion and hearing no questions on the motion, it passed unanimously.

CAPITAL AUTHORIZATIONS, RESOLUTION

A motion was made by David Franke to designate Tompkins/VIST Bank, Fleetwood Bank, First Priority Bank, National Penn Bank/BBT and Metro Bank as depositories for all Township funds and Tompkins/VIST Bank for the collected tax funds of the Maidencreek Township Tax Collector. Claude Beaver seconded the motion and hearing no questions on the motion, it passed unanimously.

A motion was made by David Franke 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. Claude Beaver seconded the motion and hearing no questions on the motion, it passed unanimously.

A motion was made by David Franke 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 2016. Claude Beaver seconded the motion and hearing no questions on the motion, it passed unanimously.

A motion was made by David Franke to authorize the Township Manager to purchase Security Bonds for 2016 for the Secretary/Treasurer in the amount of $800,000.00 and Real Estate Tax Collector in the amount of $500,000.00. Claude Beaver seconded the motion and hearing no questions on the motion, it passed unanimously.

A motion was made by David Franke to adopt Resolution 10-2016 authorizing the Board of Supervisors to appoint an independent auditor, Kosmerl and Company to audit the financial records of 2015. Claude Beaver seconded the motion and hearing no questions on the motion, it passed unanimously.

A motion was made by David Franke to set the mileage rate at the IRS approved rate of .54 per mile. Claude Beaver seconded the motion and hearing no questions on the motion, it passed unanimously.

RESOLUTION 11-2016

A motion was made by David Franke to adopt Resolution 11-2016 authorizing the Blandon Ambulance Service to provide emergency medical service to Maidencreek Township. Claude Beaver seconded the motion and hearing no questions on the motion, it passed unanimously.

RESOLUTION 12-2016

A motion was made by David Franke to adopt Resolution 12-2016 authorizing the Blandon Fire Company to provide fire protection and emergency medical service to Maidencreek Township. Claude Beaver seconded the motion and hearing no questions on the motion, it passed unanimously.

APPOINT FIRE POLICE PERSONNEL

A motion was made by Claude Beaver to appoint personnel to the following positions: Fire Police Captain-Floyd Richards, Fire Police Lieutenant-Teresa Franke, Fire Police Personnel - Daniel Miller, Sr., James Schoellkopf, Jr. Joseph Rudderow III seconded the motion and hearing no questions on the motion, it passed unanimously.

A motion was made by David Franke to authorize the Manager to take the termination action as directed by the Board of Supervisors in regards to personnel. Joseph Rudderow III seconded the motion. Claude Beaver abstained. Motion carried.

The Board instructed the manager to do the first round of interviews for the equipment operator position and to recommend three to five candidates for the Board of Supervisors to interview.

Since there was no further business, a motion was made by David Franke, seconded by Claude Beaver, to adjourn the January 4, 2016 Reorganization Meeting at 7:36 pm. Hearing no questions on the motion, all members voted, "Aye." Motion carried.

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Township Secretary, January 5, 2016

Maidencreek Township Board of Auditors
January 5, 2016 @ 7 p.m.

Attending: Joan Garza, Michael Paules, John Sherman
Guests: Diane Hollenbach, Manager

The Board of Auditor meeting was called to order at 7 p.m. in the Maidencreek Township Municipal Building.

Reorganization of the Board of Auditors
A motion was made by Joan Garza to appoint John Sherman as Chairman of the Board of Auditors for 2016. Michael Paules seconded the motion and hearing no questions, the motion passed unanimously.

A motion was made by John Sherman to appoint Michael Paules as Vice Chairman of the Board of Auditors for 2016. Joan Garza seconded the motion and hearing no questions, the motion passed unanimously.

A motion was made by Michael Paules to appoint Joan Garza as Secretary of the Board of Auditors for 2016. Joan Garza seconded the motion and hearing no questions, the motion passed unanimously.

Rate of Pay for a Working Supervisor
A motion was made by Michael Paules to set the fulltime rate of pay for a working supervisor for 2016 at $29.20 per hour. Joan Garza seconded the motion and hearing no questions, the motion passed unanimously.

A motion was made by Michael Paules to set the part time rate of pay for a working supervisor for 2016 at $18.70 per hour. Joan Garza seconded the motion and hearing no questions, the motion passed unanimously.

Holiday, Vacation, Personal Days, Sick Days
A motion was made by Michael Paules to set holidays for a fulltime working supervisor the same eleven holidays outlined in the 2015-2017 collective bargaining agreement for a uniformed employee. Joan Garza seconded the motion and hearing no questions, the motion passed unanimously.

A motion was made by Michael Paules to set vacation for a fulltime working supervisor the same as outlined in the 2015-2017 collective bargaining agreement for a uniformed employee. Joan Garza seconded the motion and hearing no questions, the motion passed unanimously.

A motion was made by Michael Paules to set personal holidays for a fulltime working supervisor at one for each year of service with a maximum of 4. Joan Garza seconded the motion and hearing no questions, the motion passed unanimously.

A motion was made by Michael Paules to grant three sick days to a fulltime working supervisor. Joan Garza seconded the motion and hearing no questions, the motion passed unanimously.

Pension
A motion was made by Joan Garza to table the question of pension benefits for a full time working supervisor. Michael Paules seconded the motion and hearing no questions, the motion passed unanimously.

Severance
A motion was made by Michael Paules to grant no severance to a working supervisor. Joan Garza seconded the motion and hearing no questions, the motion passed unanimously.

Questions from the Board - none

Having no other business, a motion was made by Joan Garza, seconded by Michael Paules to adjourn the January 5, 2016 meeting of the Board of Auditors. Meeting adjourned 7:30 p.m.

Township Secretary January 5, 2016