Maidencreek Township Board of Supervisors
Reorganization Meeting
January 3, 2023

Call Meeting to Order

Appoint a Chair Pro Tempore for the purpose of electing officers for the Township of Maidencreek in 2023.

Chairman Pro Tempore 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 2023
Motion to appoint the Chair of the Board of Supervisors.
Chair Pro Tempore turns the meeting over to the appointed chair.

Motion to appoint the Vice Chairperson of the Board of Supervisors.

POSITIONS FILLED BY MEMBERS OF THE BOARD OF SUPERVISORS
Motion to appoint Board Members to fill the following positions in 2023:

- Agricultural Security Area Representative
- Northern Berks Regional Police Commissioner
- Northern Berks Regional Police Commissioner Alt
- 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 1-2023
Appoints a Solicitor to serve the Board of Supervisors, Planning Commission, and Park and Recreation Board and also sets an hourly rate. *Currently, E. Kenneth Nyce Law.*[1]

RESOLUTION 2-2023
Appoints a Township Engineering Consultant to serve the Board of Supervisors, Planning Commission and Park and Recreation and sets the hourly rate for each service. *Currently Systems Design Engineering, Inc.*

RESOLUTION 3-2023
Appoints Hunter L. Ahrens as Township Manager and sets compensation.

RESOLUTION 4-2023
Appoints Township Sewage Enforcement Officers and sets the hourly rate for those services. *Our primary SEO is Scot McCaffery of Systems Design Engineering, Inc.*

RESOLUTION 5-2023
Appoints a Zoning Officer, Building Code Official and Code Enforcement Officer. *Currently Systems Design Engineering.*

[1] Maidencreek Township continues to utilize Siana Law for Labor Counsel Services

UNIFORM CONSTRUCTION CODE APPEALS BOARD

Authorize Maidencreek Township to participate in the Berks Countywide UCC Appeals Board.

APPOINT PERSONNEL AND ADOPT RESOLUTION 6-2023 FOR RATES OF PAY FOR EMPLOYEES

Motion to adopt Resolution establishing Personnel Positions and Rates of Pay for 2023.

Motion to appoint personnel to the following positions:

Township Secretary *(currently Christina Hafer)*
Township Treasurer (currently Hunter Ahrens)
Clerk/Receptionist/Typist *(currently Vacant)*
Recording Secretaries for Township Boards *(Hunter Ahrens and Christina Hafer)*
Emergency Management Coordinator - FEMA *(Chris Kline)*
Assistant Emergency Management Coordinator - FEMA *(David Franke)*
Open Records Officer *(currently Hunter Ahrens)*
Alternate Open Records Officer *(currently Christina Hafer)*
Recycling Coordinator *(currently Hunter Ahrens)*
School Crossing Guard *(currently Colleen Donohue)*
Cleaning Person *(currently Beverly Guistwite)*
Park and Recreation Cleaning Person *(currently Colleen Donohue and Tyler Quillman)*
Public Works Foreman *(currently Keith Shuman)*
Heavy Equipment Operator *(currently Andrew Letsche and Brian Wise)*
Light Equipment Operator *(currently Tyler Nolt, Michael Stern, and Earl Weber)*
Personnel/Safety Committee *(Michael Stern, Brian Wise, Earl Weber)*

APPOINT TAX COLLECTION POSITIONS

Appoint personnel/professional collection firms to the following positions:

Real Estate, Amusement Tax Collector *(Tammy Gilfert)*
Real Estate Deputy Tax Collector *(currently Pat Lupia)*
Delinquent Real Estate Tax Collector *(County of Berks/Tax Claim Bureau)*
Township Representative to issue Amusement Permits *(currently Hunter Ahrens)*.

APPOINT PERSONNEL TO BOARD POSITIONS

1. RESOLUTION 13-2023 appointing Dan Novakovich to the Maidencreek Township Authority Board with a term expiring on 12/31/27. (*Dan Novakovich would like to be reappointed*)

2. RESOLUTION 14-2023 appointing Jason Peters to the Maidencreek Township Authority Board with a term expiring on 12/31/23. (*Currently Vacant*)

3. Motion to appoint _____ to the Maidencreek Township Planning Commission with a term expiring on 12/31/26. (*Jason Bailey, P.E. would like to be reappointed.)*

4. Motion to appoint _____ to the Maidencreek Township Park and Recreation Board with a term expiring on 12/31/27. *(Brad Congelio would like to be reappointed)*

5. **RESOLUTION 7-2023** appointing member (Ana Konopitskaya) the Zoning Hearing Board.

6. Motion to Accept Kozloff Stoudt at the Appointed Zoning Hearing Board Solicitor and set the rate of the Zoning Hearing Board Solicitor at $190/hr. for a shareholder, $170/hr. for associates and $120/hr. for paralegal.

7. Motion to appoint _____ as the Vacancy Board Chairman term ending 12/31/2023.

8. **RESOLUTION 8-2023** to appoint the Joint Planning Commission with a term expiring 12/31/2023.

CAPITAL AUTHORIZATIONS, RESOLUTION

1. Motion to designate the Tompkins/VIST Bank, First Priority Bank now Mid Penn Bank, Truist Bank and PLIGIT as depository for all Township funds and Tompkins/VIST Bank for the collected tax funds of the Maidencreek Township Tax Collector.

2. Motion to authorize any Supervisor to spend $2500.00 for emergency situations and the Manager to spend $2,000 a week for daily operational needs during 2023.

3. Motion to authorize the Township Manager to purchase Security Bonds for 2023 for the Secretary/Treasurer in the amount of $800,000.00 and Real Estate Tax Collector in the amount of $500,000.00.

4. Motion to adopt **RESOLUTION 9-2023** authorizing the Board to appoint an independent auditor, Herbein + Company, Inc. to audit the financial records of 2022.

5. Motion to set the mileage rate at the IRS approved rate of .656 per mile.

RESOLUTION 10-2023

Motion to adopt Resolution 10-2023 designating Northern Berks Emergency Medical Service to provide emergency medical service and transport service to Maidencreek Township.

RESOLUTION 11-2023

Motion to adopt Resolution 11-2023 designating the Blandon Fire Company to provide fire protection and emergency medical assistance to Maidencreek Township.

APPOINT FIRE POLICE PERSONNEL

Motion to appoint personnel to the following positions:
Captain-Floyd Richards, Lieutenant- James Schoellkopf Jr. Officers - Daniel Miller, Sr., Hunter Richard Paris

RESOLUTION 12-2023

Motion to adopt Resolution 12-2023 establishing a Comprehensive Fee Schedule Resolution for various fees, permits, and miscellaneous costs imposed by Maidencreek Township.

Motion to issue a Request for Proposals for Depositories to Consolidate Depositories for Township Funds

ADJOURNMENT OF REORGANIZATION MEETING