Maidencreek Township Board of Supervisors
Reoganization Meeting
January 6, 2025

Attending: David Franke, Joshua Meck, Eric Bauman, Diane Hollenbach, Christina Hafer

Guests: Aaron Rogers, Donna Culp, Gavin Milligan, and other guests.

David Franke called January 6, 2025, Reorganization Meeting to order at 4:30 p.m. at the Maidencreek Township Municipal Building with the Pledge to the Flag.

A motion was made by Joshua Meck to appoint Diane Hollenbach as Chairperson Pro Tem and Christina Hafer as Recording Secretary Pro Tem to elect officers for the Township of Maidencreek in 2025. Eric Bauman seconded the motion and hearing no questions on the motion, it passed unanimously.

Diane Hollenbach determined all board members were present.

PUBLIC COMMENT - None

CHAIRPERSON AND VICE CHAIRPERSON POSITIONS FOR 2024

A motion was made by David Franke to appoint Joshua Meck as Chairperson of the Board of Supervisors for 2025. Eric Bauman seconded the motion and hearing no questions on the motion, it passed unanimously.

Diane Hollenbach turned the meeting over to Joshua Meck.

A motion was made by David Franke to appoint Eric Bauman as the Vice Chairperson of the Board of Supervisors for 2025. Joshua Meck 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 Joshua Meck as Northern Berks Regional Police Department Commissioner. Eric Bauman seconded the motion and hearing no questions on the motion, it passed unanimously.

A motion was made by Joshua Meck to appoint David Franke as Northern Berks Regional Police Department Commissioner Alternate. Eric Bauman seconded the motion and hearing no questions on the motion, it passed unanimously.

A motion was made by David Franke to appoint Joshua Meck as Agricultural Security Area Representative, Joshua Meck as Township Road Master, and Diane Hollenbach as PSATS Convention Voting Delegate. Eric Bauman 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 6:00 PM in the Maidencreek Township Municipal Building and approve the Holiday Schedule. Eric Bauman seconded the motion and hearing no questions on the motion, it passed unanimously.

DESIGNATE PUBLICATION FOR THE 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. Eric Bauman seconded the motion and hearing no questions on the motion, it passed unanimously.

RESOLUTION 1-2025

A motion was made by David Franke to adopt Resolution 1-2025 to appoint Diane Hollenbach as Township Manager. Eric Bauman seconded the motion and hearing no questions on the motion, it passed unanimously.

RESOLUTION 2-2025

A motion was made by David Franke to adopt Resolution 2-2025 to appoint E. Kenneth Nyce Law Offices as the Solicitor to serve the Board of Supervisors, Planning Commission, and Park and Recreation Board and set the hourly rate. Eric Bauman seconded the motion and hearing no questions on the motion, it passed unanimously.

RESOLUTION 3-2025

A motion was made by David Franke to adopt Resolution 3-2025 appointing Systems Design Engineering, Inc. as Township Engineering Consultant to serve the Board of Supervisors, Planning Commission, and Park and Recreation and set the hourly rate for each service. Eric Bauman seconded the motion and hearing no questions on the motion, it passed unanimously.

RESOLUTION 4-2025

A motion was made by David Franke to adopt Resolution 4-2025 appointing Scot McCaffrey of Systems Design Engineering, Inc. as the Township Sewage Enforcement Officer and alternates and set the hourly rate for those services. Eric Bauman seconded the motion and hearing no questions on the motion, it passed unanimously.

RESOLUTION 5-2025

A motion was made by David Franke to adopt Resolution 5-2025 appointing Systems Design Engineering, Inc. as the Zoning Officer, Building Code Official, and Code Enforcement Officer. Eric Bauman 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. Eric Bauman seconded the motion and hearing no questions on the motion, it passed unanimously.

APPOINT PERSONNEL AND ADOPT RESOLUTION 6-2025 FOR RATES OF PAY FOR EMPLOYEES

RESOLUTION 6-2025

A motion was made by David Franke to adopt Resolution 6-2025 establishing Personnel Positions and Rates of Pay for 2025. Eric Bauman 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 Treasurer, Christina Hafer as Secretary and Recording Secretary, Chris Kline as Emergency Management Coordinator (FEMA), David Franke as Assistant Emergency Management Coordinator (FEMA), Christina Hafer as Open Records Officer, Diane Hollenbach as Alternate Open Records Officer, Colleen Donohue as School Crossing Guard, Mark Seidt as Alternate School Crossing Guard, Keith Shuman as Public Works Foreman, Brian Wise, Tyler Nolt, Mike Stern, Christopher Weiss and Julie Dietrich as Laborers. Eric Bauman 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 Tammy Gilfert as the Real Estate and Amusement Tax Collector, Pat Lupia as Real Estate Deputy Tax Collector, County of Berks/Tax Claim Bureau as Delinquent Real Estate Tax Collector, and Diane Hollenbach as Township representative to issue Amusement Permits. Eric Bauman 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 reappoint Dawn Geschwindt to the Maidencreek Township Authority Board with a term expiring on 12/31/2029. Eric Bauman seconded the motion and hearing no questions on the motion, it passed unanimously.

A motion was made by David Franke to reappoint Randall Hauk to the Maidencreek Township Planning Commission with a term expiring on 12/31/2028. Eric Bauman seconded the motion and hearing no questions on the motion, it passed unanimously.

A motion was made by David Franke to reappoint Aaron Rogers to the Maidencreek Township Planning Commission with a term expiring on 12/31/2028. Eric Bauman seconded the motion and hearing no questions on the motion, it passed unanimously.

A motion was made by David Franke to reappoint Christine Shuman to the Maidencreek Township Park and Recreation Board with a term expiring on 12/31/2028. Eric Bauman seconded the motion and hearing no questions on the motion, it passed unanimously.

RESOLUTION 7-2025

A motion was made by David Franke to adopt Resolution 7-2025 appointing member I. Richard Wick to the Zoning Hearing Board. Eric Bauman 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 $200/hour for a shareholder, $180/hour for associates, and $128/hour for a paralegal. Eric Bauman seconded the motion and hearing no questions on the motion, it passed unanimously.

A motion was made by David Franke to appoint Ron Kemmerer as the Vacancy Board Chairman term expiring 12/31/2025. Eric Bauman seconded the motion and hearing no questions on the motion, it passed unanimously.

RESOLUTION 8-2025

A motion was made by David Franke to adopt Resolution 8-2025 to appoint the Joint Planning Commission with a term expiring 12/31/2025. Eric Bauman 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 the Tompkins Bank, Fleetwood Bank, Truist Bank, and PLIGIT as the depository for all Township funds and Tompkins Bank for the collected tax funds of the Maidencreek Township Tax Collector. Eric Bauman 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 emergencies and the Manager to spend $2000.00 a week for daily operational needs during 2025. Eric Bauman 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 2025 for the Secretary/Treasurer in the amount of $1,000,000.00 and the Real Estate Tax Collector in the amount of $500,000.00. Eric Bauman seconded the motion and hearing no questions on the motion, it passed unanimously.

RESOLUTION 9-2025

A motion was made by David Franke to adopt Resolution 9-2025 authorizing the Board to appoint an independent auditor, Herbein and Company, to audit the financial records of 2024. Eric Bauman 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 .70 per mile. Eric Bauman seconded the motion and hearing no questions on the motion, it passed unanimously.

RESOLUTION 10-2025

A motion was made by David Franke to adopt Resolution 10-2025 designating Northern Berks Emergency Medical Service to provide emergency medical service and transport service to Maidencreek Township. Eric Bauman seconded the motion and hearing no questions on the motion, it passed unanimously.

RESOLUTION 11-2025

A motion was made by David Franke to adopt Resolution 11-2025 designating the Blandon Fire Company to provide fire protection and emergency medical assistance to Maidencreek Township. Eric Bauman seconded the motion and hearing no questions on the motion, it passed unanimously.

APPOINT FIRE POLICE PERSONNEL

A motion was made by David Franke to appoint personnel to the following positions: Captain James Schoellkopf Jr., Lieutenant, Hunter Richard Paris, and Officer, Daniel L. Miller. Floyd Richards retired at the end of 2024. Eric Bauman seconded the motion and hearing no questions on the motion, it passed unanimously.

Having no further business, a motion was made by David Franke to adjourn the January 6, 2025, Reorganization meeting. Eric Bauman seconded the motion. The meeting adjourned at 4:43 p.m.

Respectfully submitted,

Christina Hafer
Township Secretary