

**Maidencreek Township Board of Supervisors  
Reorganization Meeting  
January 3, 2012 – 7:30 PM**

Attending: Claude Beaver, David Franke, Joseph Rudderow III, Mark Kitzmiller - System Design Engineering, Inc., Diane Hollenbach – General Manager, Johanna Mattera -Recording Secretary

Guests: Zach Moore, Chris Kline, Daniel Miller, Sr.

Claude Beaver called the January 3, 2012 Reorganization Meeting of the Maidencreek Township Board of Supervisors to order at 7:31 p.m.

A motion was made by Joseph Rudderow III, seconded by David Franke, to appoint Claude Beaver as Chairperson Pro Tem and Diane Hollenbach as Secretary Pro Tem for the purpose of electing officers for the Township of Maidencreek in 2012. All members voted, "Aye." Motion carried.

**PUBLIC COMMENT** - none

**CHAIRPERSON AND VICE CHAIRPERSON POSITIONS**

A motion was made by Claude Beaver, seconded by David Franke, to nominate Joseph Rudderow III as Chairperson of the Maidencreek Township Board of Supervisors in 2012. Hearing no questions on the motion, all members voted, "Aye." Motion carried.

A motion was made by Joseph Rudderow III, seconded by David Franke, to nominate Claude Beaver as Vice Chairperson of the Maidencreek Township Board of Supervisors in 2012. Hearing no questions on the motion, all members voted, "Aye." Motion carried.

**POSITIONS FILLED BY MEMBERS OF THE BOARD OF SUPERVISORS**

A motion was made by Claude Beaver, seconded by David Franke, to appoint Joseph Rudderow III as Agricultural Security Area Representative for Maidencreek Township in 2012. Hearing no questions on the motion, all members voted, "Aye." Motion carried.

A motion was made by David Franke, seconded by Joseph Rudderow III, to appoint Claude Beaver as Township Road Master for Maidencreek Township in 2012. Hearing no questions on the motion, all members voted, "Aye." Motion carried.

A motion was made by Joseph Rudderow III, seconded by David Franke, to appoint Claude Beaver as Northern Berks Regional Police Commissioner for Maidencreek Township in 2012. Hearing no questions on the motion, all members voted, "Aye." Motion carried.

A motion was made by Claude Beaver, seconded by David Franke, to appoint Joseph Rudderow III as Northern Berks Regional Police Commissioner Alternate for Maidencreek Township in 2012. Hearing no questions on the motion, all members voted, "Aye." Motion carried.

A motion was made by Claude Beaver, seconded by Joseph Rudderow III, to appoint David Franke as Tax Collection Committee Delegate for Maidencreek Township in 2012. Hearing no questions on the motion, all members voted, "Aye." Motion carried.

A motion was made by Claude Beaver, seconded by David Franke, to appoint Diane Hollenbach as Tax Collection Committee 1<sup>st</sup> Alternate Delegate for Maidencreek Township in 2012. Hearing no questions on the motion, all members voted, "Aye." Motion carried. The position of Tax Collection Committee 2<sup>nd</sup> Alternate will remain vacant.

**SET MONTHLY MEETING DATES**

A motion was made by Claude Beaver, seconded by David Franke, to set the meeting dates for the 2012 Board of Supervisors meetings as the 2<sup>nd</sup> Thursday of each month at 7:00 PM at the Maidencreek Township Municipal Building. Hearing no questions on the motion, all members voted, "Aye." Motion carried.

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**DESIGNATE PUBLICATION FOR ADVERTISEMENT OF PUBLIC NOTICES**

A motion was made by Claude Beaver, seconded by David Franke, to designate the Reading Eagle as the publication for the advertisement of legal notices. Hearing no questions on the motion, all members voted "Aye". Motion carried.

**RESOLUTION 1-2012**

A motion was made by Claude Beaver, seconded by David Franke, to adopt Resolution 1-2012 appointing Diane Hollenbach as Township Manager. Hearing no questions on the motion, all members voted "Aye". Motion carried.

**RESOLUTION 2-2012**

A motion was made by Claude Beaver, seconded by David Franke, to adopt Resolution 2-2012 appointing Orlando Law Office as Solicitor for 2012 to serve the Board of Supervisors, Planning Commission and Park and Recreation Board. The Chairman asked if there were any questions from the floor or Board. Mr. Franke asked if there is a secondary solicitor the Township uses. Ms. Hollenbach advised only when necessary such as special counsel for labor issues. Hearing no questions on the motion, all members voted, "Aye." Motion carried.

**RESOLUTION 3-2012**

A motion was made by Claude Beaver, seconded by David Franke, to adopt Resolution 3-2012 appointing System Design Engineering, Inc as Township Engineering Consultant for 2012 to serve the Board of Supervisors, Planning Commission and sets the hourly rate for each service. Hearing no questions on the motion, all members voted, "Aye." Motion carried.

**RESOLUTION 4-2012**

A motion was made by Claude Beaver, seconded by David Franke, to adopt Resolution 4-2012 appointing Systems Design Engineering, Inc. to serve the Park and Recreation Board for 2012 and sets the hourly rate for those services. Hearing no questions on the motion, all members voted, "Aye". Motion carried.

**RESOLUTION 5-2012**

A motion was made by Claude Beaver, seconded by David Franke, to adopt Resolution 5-2012 appointing Systems Design Engineering, Inc. to serve as Zoning Officer, Code Enforcement Officer and Building Code Official for 2012. Hearing no questions on the motion, all members voted, "Aye". Motion carried.

**RESOLUTION 6-2012**

A motion was made by Claude Beaver, seconded by David Franke, to adopt Resolution 6-2012 appointing Scott McCaffrey of Systems Design Engineering, Inc. to serve as primary Township Sewage Enforcement Officer, appoints alternate SEOs and sets the hourly rate for those services for 2012. Hearing no questions on the motion, all members voted, "Aye". Motion carried.

**APPOINT PERSONNEL AND ADOPT RESOLUTION 7-2012 RATES OF PAY**

A motion was made by David Franke, seconded by Claude Beaver, to adopt Resolution 7-2012 establishing Personnel Positions and Rates of Pay for 2012 and to appoint personnel to the following positions with exception to not appoint a Part time Equipment Operator:

- Secretary/Treasurer – Diane Hollenbach
- Board of Supervisors Recording Secretary – Johanna Mattera
- Park & Recreation Recording Secretary – Kim Rossetti
- Planning Commission Recording Secretary – Diane Hollenbach
- Emergency Management Coordinator – FEMA – Chris Kline
- Open Records Officer – Diane Hollenbach
- Recycling Coordinator – Diane Hollenbach
- Clerk – non-union as needed – Kim Rossetti
- School Crossing Guard – Colleen Donohue
- Alternate School Crossing Guards – Mark Seidt and William Becker
- Cleaning Person – Beverly Guistwite
- Public Works Foreman – Keith Shuman

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Heavy Equipment Operator w/CDL – Gene Rothermel and Keith Shuman  
Light Equipment Operator w/CDL – David Saint  
Light Equipment Operator/Mechanic - Keith Guistwite  
Seasonal Snow Plow Operator – Benji Adam, Claude Beaver, Damon Deysher,  
Jon Gracely, Tim Mills and Leonard Christ  
Personnel Committee – David Saint, Keith Guistwite and Kim Rossetti. Hearing no questions on the motion, all members voted “Aye”. Motion carried.

**APPOINT TAX COLLECTION POSITIONS**

A motion was made by Claude Beaver, seconded by David Franke, to appoint Barbara Hassler as Real Estate and Amusement Tax Collector. Hearing no questions on the motion, all members voted, "Aye." Motion carried.

A motion was made by Claude Beaver, seconded by David Franke, to appoint Berks/Tax Claim Bureau as Delinquent Real Estate Tax Collector. Hearing no questions on the motion, all members voted, "Aye." Motion carried.

A motion was made by Claude Beaver, seconded by David Franke to appoint Diane Hollenbach as Township Representative to issue Amusement Permits. Hearing no questions on the motion, all members voted, "Aye." Motion carried.

**APPOINT PERSONNEL TO BOARD POSITIONS**

A motion was made by Claude Beaver, seconded by David Franke, to appoint Jeff Gallagher to the Maidencreek Township Authority Board with a term expiring on 12/31/16. Hearing no questions on the motion, Claude Beaver and David Franke voted, "Aye." Joseph Rudderow voted, “No.” Motion carried.

A motion was made by Claude Beaver, seconded by David Franke, to appoint Jim Schoellkopf Jr. to the Maidencreek Township Planning Commission with a term expiring on 12/31/15. Hearing no questions on the motion, all members voted, “Aye”. Motion carried.

A motion was made by Claude Beaver, seconded by David Franke, to appoint Zack Moore to the Maidencreek Township Planning Commission with a term expiring on 12/31/14 to fulfill the unexpired term of Bob Orischak. Hearing no questions on the motion, all members voted, “Aye”. Motion carried.

A motion was made by Claude Beaver, seconded by David Franke to appoint Robert Ramsey to the Maidencreek Park & Recreation Board with a term expiring on 12/31/16. Hearing no questions on the motion, all members voted, “Aye”. Motion carried.

**RESOLUTION 8-2012**

A motion was made by Claude Beaver, seconded by David Franke, to adopt Resolution 8-2012 reappointing Jan Williams to the Zoning Hearing Board with a term expiring 12/31/14 and appointing William Riedel to fulfill the unexpired term of Jason Valick on the Zoning Hearing Board with the term expiring on 12/31/2013. Hearing no questions on the motion, all members voted, “Aye”. Motion carried.

A motion was made by Claude Beaver, seconded by David Franke, to set the rate of the Zoning Hearing Board Solicitor limited to \$500 per hearing. Hearing no questions on the motion, all members voted, “Aye”. Motion carried.

A motion was made by Claude Beaver, seconded by David Franke, to appoint David Brown as the Vacancy Board Chairman. Hearing no questions on the motion, all members voted, “Aye”. Motion carried.

**RESOLUTION 9-2012**

A motion was made by Joseph Rudderow III, seconded by David Franke, to adopt Resolution 9-2012 to appoint Claude Beaver, Jim Schoelkopf Jr. and Matt Davenport to the Joint Planning Commission with a term expiring 12/31/2012. Hearing no questions on the motion, the members voted as follows; Joseph Rudderow III and David Franke “Aye” and Claude Beaver “Abstained”. Motion carried.

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**CAPITAL AUTHORIZATIONS, RESOLUTION 10-2012**

A motion was made by Claude Beaver, seconded by David Franke, to designate VIST Bank, Fleetwood Bank, Affinity Bank and Metro Bank as depository for Township funds and VIST Bank for the collected taxes of the Maidencreek Township. Hearing no questions on the motion, all members voted, "Aye". Motion carried.

A motion was made by David Franke, seconded by Claude Beaver, 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. Hearing no questions on the motion, all members voted, "Aye". Motion carried.

A motion was made by Claude Beaver, seconded by David Franke, to authorize any Supervisor to spend \$2,500.00 for emergency situations and the Manager to spend \$600 at any time for daily operational needs during 2012. Hearing no questions on the motion, all members voted, "Aye". Motion carried.

A motion was made by Claude Beaver, seconded by David Franke, to authorize the Township Manger to purchase Security Bonds for 2012 for the Secretary/Treasurer in the amount of \$500,000.00 and Real Estate Tax Collector in the amount of \$500,000.00. Hearing no questions on the motion, all members voted, "Aye". Motion carried.

**RESOLUTION 10-2012**

A motion was made by Claude Beaver, seconded by David Franke, to adopt Resolution 10-2012 appointing Kosmerl & Co. to audit the financial records of 2011. Hearing no questions on the motion, all members voted, "Aye". Motion carried.

**APPOINT FIRE POLICE PERSONNEL**

A motion was made by Claude Beaver, seconded by Joseph Rudderow III, to appoint personnel to the following positions:

- Fire Police Captain – Floyd Richards
- Fire Police Lieutenant – Teresa Franke
- Fire Police Sergeant – Vacant
- Fire Police Personnel – Daniel Miller, Sr., Annette Becker

Hearing no questions on the motion, all members voted as follows; Claude Beaver and Joseph Rudderow III "Aye" and David Franke "Abstain". Motion carried.

**RESOLUTION 11-2012**

A motion was made by Claude Beaver, seconded by David Franke, to adopt Resolution 11-2012 authorizing the Blandon Ambulance Service to provide emergency medical service to Maidencreek Township. Hearing no questions on the motion, all members voted, "Aye." Motion carried.

**RESOLUTION 12-2012**

A motion was made by Claude Beaver, seconded by David Franke, to adopt Resolution 12-2012 authorizing the Blandon Fire Company to provide fire protection and emergency medical service to Maidencreek Township. Hearing no questions on the motion, all members voted, "Aye." Motion carried.

Since there was no further business, a motion was made by David Franke, seconded by Claude Beaver to adjourn the January 3, 2012 Reorganization Meeting at 7:57 pm. Hearing no questions on the motion, all members voted, "Aye." Motion carried.

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Recording Township Secretary, January 3, 2012

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Township Secretary, January 3, 2012