

**Maidencreek Township Board of Supervisors
Reorganization Meeting
January 2, 2018**

Attendance: Joseph Rudderow III, Claude Beaver, Heidi Fiedler, Diane Hollenbach – manager
Guests: Cody Rhoads, Brian Horner, Jim Cecchini

The meeting was called to order at 9:00 a.m. Supervisor Heidi Fiedler was sworn into office.

A motion was made by Claude Beaver to appoint Joseph Rudderow III Chairperson Pro Tem for the purpose of electing officers for the Township of Maidencreek in 2018. Heidi Fiedler seconded the motion and hearing no questions on the motion, it passed unanimously.

A motion was made by Claude Beaver to appoint Diane Hollenbach Recording Secretary Pro Tem for the purpose of electing officers for the Township of Maidencreek in 2018. Heidi Fiedler seconded the motion and hearing no questions on the motion, it passed unanimously.

Joseph Rudderow III took roll call to determine a quorum. All members were present.

PUBLIC COMMENT

Brian Horner wished everyone a Happy New Year.

CHAIRPERSON AND VICE CHAIRPERSON POSITIONS FOR 2018

A motion was made by Joseph Rudderow III to appoint Claude Beaver Chairperson of the Board of Supervisors for 2018. Heidi Fiedler seconded the motion and hearing no questions on the motion, it passed unanimously. Mr. Rudderow III turned the meeting over to Mr. Beaver.

A motion was made by Claude Beaver to appoint Joseph Rudderow III the Vice Chairperson of the Board of Supervisors for 2018. Heidi Fiedler 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 Joseph Rudderow III to appoint Heidi Fiedler as Agricultural Security Area Representative for 2018. Claude Beaver seconded the motion and hearing no questions on the motion, it passed unanimously.

Township Road Master remained vacant.

A motion was made by Claude Beaver to appoint Joseph Rudderow III as Northern Berks Regional Police Commissioner for 2018. Joseph Rudderow III seconded the motion and hearing no questions on the motion, it passed unanimously.

A motion was made by Claude Beaver to appoint Diane Hollenbach as Northern Berks Regional Police Commission Alternate for 2018. Joseph Rudderow III seconded the motion and hearing no questions on the motion, it passed unanimously.

A motion was made by Joseph Rudderow III to appoint Diane Hollenbach as PSATS Voting Delegate for 2018. Heidi Fiedler 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 Heidi Fiedler 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. Joseph Rudderow III 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 Heidi Fiedler to designate the Reading Eagle as the publication for the advertisement of legal notices in 2018. Joseph Rudderow III seconded the motion and hearing no questions on the motion, it passed unanimously.

RESOLUTION 1-2018

A motion was made by Joseph Rudderow III to adopt Resolution 1-2018 appointing Diane Hollenbach as Township Manager and setting compensation for the position. Heidi Fiedler seconded the motion and hearing no questions on the motion, it passed unanimously.

RESOLUTION 2-2018

A motion was made by Heidi Fiedler to send out Requests for Proposals (RFP) for Township Solicitor. Mr. Rudderow III asked if the Reorganization meeting had been advertised to take care of any other business besides reorganization. Mrs. Hollenbach answered that it had not. Mr. Rudderow III stated that he did not believe this was part of reorganization and that a RFP for solicitor could be discussed at the regular January meeting. Ms. Fiedler suggested that the Board authorize the RFP, check with the solicitor and if he recommends it, reauthorize the RFP at next week's meeting. Mr. Beaver suggested tabling the issue until January 11th. The motion died for a lack of a second.

A motion was made by Joseph Rudderow III to table discussion on issuing a Request for Proposal for Township Solicitor. Claude Beaver seconded the motion and hearing no questions on the motion, it passed unanimously.

A motion was made by Joseph Rudderow III to adopt Resolution 2-2018 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 2018. Heidi Fiedler seconded the motion and hearing no questions on the motion, it passed unanimously.

RESOLUTION 3-2018

A motion was made by Heidi Fiedler to table discussion on issuing a Request for Proposal for Township Engineer. Joseph Rudderow III seconded the motion and hearing no questions on the motion, it passed unanimously.

A motion was made by Joseph Rudderow III to adopt Resolution 3-2018 appointing Systems Design Engineering as Township Engineering Consultant to serve the Board of Supervisors and Planning Commission and set the hourly rate for each service for 2018. Heidi Fiedler seconded the motion and hearing no questions on the motion, it passed unanimously.

RESOLUTION 4-2018

A motion was made by Heidi Fiedler to adopt Resolution 4-2018 appointing Systems Design Engineering Township Sewage Enforcement Officer and set the hourly rate for those services in 2018. Joseph Rudderow III seconded the motion and hearing no questions on the motion, it passed unanimously.

RESOLUTION 5-2018

A motion was made by Heidi Fiedler to adopt Resolution 5-2018 appointing Great Valley Consultants as Zoning Officer, Building Code Official and Code Enforcement Officer for 2018. Joseph Rudderow III seconded the motion and hearing no questions on the motion, it passed unanimously.

UNIFORM CONSTRUCTION CODE APPEALS BOARD

A motion was made by Joseph Rudderow III authorizing Maidencreek Township to participate in the Berks Countywide UCC Appeals Board in 2018. Heidi Fiedler seconded the motion and hearing no questions on the motion, it passed unanimously.

APPOINT PERSONNEL AND ADOPT RESOLUTION 6-2018 FOR RATES OF PAY FOR EMPLOYEES

A motion was made by Joseph Rudderow III to adopt Resolution 6-2018 establishing Personnel Positions and Rates of Pay for 2018. Heidi Fiedler seconded the motion and hearing no questions on the motion, it passed unanimously.

A motion was made by Joseph Rudderow III to appoint Diane Hollenbach Secretary/Treasurer for 2018. Heidi Fiedler seconded the motion and hearing no questions on the motion, it passed unanimously.

A motion was made by Joseph Rudderow III to appoint Debbie Didyoung Part Time Assistant Secretary for 2018. Heidi Fiedler seconded the motion and hearing no questions on the motion, it passed unanimously.

A motion was made by Joseph Rudderow III to appoint Diane Hollenbach Board of Supervisors Recording Secretary for 2018. Heidi Fiedler seconded the motion and hearing no questions on the motion, it passed unanimously.

A motion was made by Joseph Rudderow III to appoint Katelyn Gruber Park & Recreation Recording Secretary for 2018. Heidi Fiedler seconded the motion and hearing no questions on the motion, it passed unanimously.

A motion was made by Joseph Rudderow III to appoint Meagan Dompkowski Planning Commission Recording Secretary for 2018. Heidi Fiedler seconded the motion and hearing no

questions on the motion, it passed unanimously.

A motion was made by Joseph Rudderow III to appoint Chris Kline Emergency Management Coordinator - FEMA for 2018. Heidi Fiedler seconded the motion and hearing no questions on the motion, it passed unanimously.

A motion was made by Joseph Rudderow III to appoint David Franke Assistant Emergency Management Coordinator - FEMA for 2018. Heidi Fiedler seconded the motion and hearing no questions on the motion, it passed unanimously.

A motion was made by Joseph Rudderow III to appoint Diane Hollenbach Open Records Officer for 2018. Heidi Fiedler seconded the motion and hearing no questions on the motion, it passed unanimously.

A motion was made by Joseph Rudderow III to appoint Katelyn Gruber Alternate Open Records Officer for 2018. Heidi Fiedler seconded the motion and hearing no questions on the motion, it passed unanimously.

A motion was made by Joseph Rudderow III to appoint Diane Hollenbach Recycling Coordinator for 2018. Heidi Fiedler seconded the motion and hearing no questions on the motion, it passed unanimously.

A motion was made by Joseph Rudderow III to appoint Colleen Donohue School Crossing Guard for 2018. Heidi Fiedler seconded the motion and hearing no questions on the motion, it passed unanimously.

A motion was made by Joseph Rudderow III to appoint Mark Seidt Alternate School Crossing Guard for 2018. Heidi Fiedler seconded the motion and hearing no questions on the motion, it passed unanimously.

A motion was made by Joseph Rudderow III to appoint Beverly Guistwite Cleaning Person for 2018. Heidi Fiedler seconded the motion and hearing no questions on the motion, it passed unanimously.

A motion was made by Joseph Rudderow III to appoint Keith Shuman Public Works Foreman for 2018. Heidi Fiedler seconded the motion and hearing no questions on the motion, it passed unanimously.

A motion was made by Joseph Rudderow III to appoint Greg Wolfe, Andrew Letsche, and Brian Wise Heavy Equipment Operators for 2018. Heidi Fiedler seconded the motion and hearing no questions on the motion, it passed unanimously.

A motion was made by Joseph Rudderow III to appoint Tyler Nolt Light Equipment Operator for 2018. Heidi Fiedler seconded the motion and hearing no questions on the motion, it passed unanimously.

A motion was made by Joseph Rudderow III to appoint Katelyn Gruber Receptionist/Clerk/Typist for 2018. Heidi Fiedler seconded the motion and hearing no questions on the motion, it passed unanimously.

A motion was made by Joseph Rudderow III to appoint David Brown, Tim Macheimer, Mike Shirk, Tim Mills, Patrick Donovan and Owen Heller Seasonal Snow Plow Operators for 2018. Heidi Fiedler seconded the motion and hearing no questions on the motion, it passed unanimously.

A motion was made by Joseph Rudderow III to appoint Keith Shuman, Brian Wise and Katelyn Gruber Personnel/Safety Committee for 2018. Heidi Fiedler seconded the motion and hearing no questions on the motion, it passed unanimously.

APPOINT TAX COLLECTION POSITIONS

A motion was made by Joseph Rudderow III to appoint Barbara Hassler as real estate and amusement tax collector. Heidi Fiedler seconded the motion and hearing no questions on the motion, it passed unanimously.

A motion was made by Joseph Rudderow III to appoint Thomas Hassler as deputy real estate tax collector. Heidi Fiedler seconded the motion and hearing no questions on the motion, it passed unanimously.

A motion was made by Joseph Rudderow III to appoint the County of Berks Tax Claim Bureau as delinquent real estate tax collector. Heidi Fiedler seconded the motion and hearing no questions on the motion, it passed unanimously.

A motion was made by Joseph Rudderow III to appoint Diane Hollenbach as the Township Representative to issue Amusement Permits. Heidi Fiedler seconded the motion and hearing no questions on the motion, it passed unanimously.

APPOINT PERSONNEL TO BOARD POSITIONS

A motion was made by Joseph Rudderow III to appoint Dan Novakovich to the Maiden Creek Township Authority Board with a term expiring on 12/31/22. Heidi Fiedler seconded the motion and hearing no questions on the motion, it passed unanimously.

A motion was made by Joseph Rudderow III to appoint Matt Davenport to the Maiden creek Township Planning Commission with a term expiring on 12/31/21. Heidi Fiedler seconded the motion and hearing no questions on the motion, it passed unanimously.

A motion was made by Joseph Rudderow III to appoint Kevin Dunn to the Maiden creek Township Park and Recreation Board with a term expiring on 12/31/22. Heidi Fiedler seconded the motion and hearing no questions on the motion, it passed unanimously.

A motion was made by Heidi Fiedler to adopt Resolution 7-2018 appointing Jan Williams to the Zoning Hearing Board and I Richard Wick as an alternate to the Zoning Hearing Board. Joseph Rudderow III seconded the motion and hearing no questions on the motion, it passed unanimously.

A motion was made by Heidi Fiedler 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. Joseph Rudderow III seconded the motion and hearing no questions on the motion, it passed unanimously.

A motion was made by Heidi Fiedler to appoint David Brown as the Vacancy Board Chairman with a term ending 12/31/2018. Joseph Rudderow III seconded the motion and hearing no questions on the motion, it passed unanimously.

A motion was made by Joseph Rudderow III to adopt Resolution 8-2018 to appoint the Joint Planning Commission with a term expiring 12/31/2018. Heidi Fiedler seconded the motion and hearing no questions on the motion, it passed unanimously.

CAPITAL AUTHORIZATIONS, RESOLUTION

A motion was made by Joseph Rudderow III to designate Tompkins/VIST Bank, Fleetwood Bank, First Priority Bank, BBT and PLGIT as depositories for all Township funds and Tompkins/VIST Bank for the collected tax funds of the Maiden creek Township Tax Collector. Heidi Fiedler seconded the motion and hearing no questions on the motion, it passed unanimously.

A motion was made by Joseph Rudderow III to retain signers Joseph Rudderow III, Claude Beaver and Diane Hollenbach, remove David Franke and add Heidi Fiedler as a signer on the following Township accounts: **BB& T** General Fund Checking ending 6474, Payroll Checking ending 6482 and Fire Tax Checking ending 2196, **Tompkins VIST Bank** General Fund Savings ending 4677, Recreation Checking ending 0085, Recreation Savings ending 5071, Tri Centennial Savings ending 1771, Golden Manor III Escrow ending 8262 and Master Escrow ending 3621, **PLGIT** General Fund Savings ending 3018, **First Priority Bank** Recreation Checking ending 4214, State Liquid Fuel Checking ending 4180, Certificate of Deposit 9003539, **Fleetwood Bank** TreeTops Developer's Escrow ending 9952. Heidi Fiedler seconded the motion and hearing no questions on the motion, it passed unanimously.

A motion was made by Joseph Rudderow III 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. Heidi Fiedler seconded the motion and hearing no questions on the motion, it passed unanimously.

A motion was made by Joseph Rudderow III to authorize any Supervisor to spend \$2500.00 for emergency situations during 2018. Heidi Fiedler seconded the motion and hearing no questions on the motion, it passed unanimously.

Heidi Fiedler commented that she was not comfortable with the \$750 per day spending allowance for the Township Manager. Diane Hollenbach explained that she does not spend this everyday but when the Road Crew needs things like oil, filters, stone, salt between meetings, those things are purchased. The amount spent depends on the season of the year and the projects being done. Joseph Rudderow III asked Ms. Fiedler what she was proposing. After some discussion, the Board settled on \$1000.00 per week.

A motion was made by Heidi Fiedler to authorize the Manager to spend \$1000.00 a week at any time for daily operational needs during 2018. Joseph Rudderow III seconded the motion and hearing no questions on the motion, it passed unanimously.

A motion was made by Heidi Fiedler to authorize the Township Manager to purchase Security Bonds for 2018 for the Secretary/Treasurer in the amount of \$800,000.00 and Real Estate Tax Collector in the amount of \$500,000.00. Joseph Rudderow III seconded the motion and hearing no questions on the motion, it passed unanimously.

A motion was made by Heidi Fiedler to adopt Resolution 9-2018 authorizing the Board of Supervisors to appoint an independent auditor, Kosmerl and Company to audit the financial records of 2017. Joseph Rudderow III seconded the motion and hearing no questions on the motion, it passed unanimously.

A motion was made by Joseph Rudderow III to set the mileage rate at the IRS approved rate of .545 per mile. Heidi Fiedler seconded the motion and hearing no questions on the motion, it passed unanimously.

RESOLUTION 10-2018

A motion was made by Heidi Fiedler to adopt Resolution 10-2018 designating Northern Berks Emergency Medical Service to provide emergency medical service and transport service to Maiden creek Township. Joseph Rudderow III seconded the motion and hearing no questions on the motion, it passed unanimously.

RESOLUTION 11-2018

A motion was made by Heidi Fiedler to adopt Resolution 11-2018 designating the Blandon Fire Company to provide fire protection and emergency medical service to Maiden creek Township. Joseph Rudderow III seconded the motion and hearing no questions on the motion, it passed unanimously.

APPOINT FIRE POLICE PERSONNEL

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

Since there was no further business, a motion was made by Joseph Rudderow III, seconded by Heidi Fiedler to adjourn the January 2, 2018 Reorganization Meeting at 9:43 a.m. Hearing no questions on the motion, all members voted, "Aye." Motion carried.

Township Secretary, January 3, 2018