

MAIDENCREEK TOWNSHIP BOARD OF SUPERVISORS

2003 REORGANIZATION MEETING

JANUARY 6, 2003 - 7:00 PM

PRESENT: Roy Timpe - Supervisor, Gloria Kemmerer - Supervisor, Robert Kopfer – Supervisor, Eugene Orlando – Solicitor, Bruce Heilman – Engineer, Ruth Manmiller – Recording Secretary, Terry Manmiller – Operations Director

GUESTS: Cindy Stump, Fay Isamoyer, Ronald Kemmerer, David Anspach, Joseph Rudderow III, Hether Quillman, Krista Timpe, Danny Miller – Blandon Fire Co. Chief, Claude Beaver, James Schoellkopf, Jr., Bill Wiedemann, Barbara Hassler – Tax Collector, John O’Neil, Larry Kunkel, Lori Hershberger, Jason Martin, Diane Hollenbach.

Roy Timpe called the 2003 Reorganization Meeting to order at 7:00 PM in the Maidencreek Township Building and asked everyone to rise for the pledge to the flag.

Gloria Kemmerer made a motion, and seconded by Robert Kopfer, appointing Roy Timpe Chairman Pro Tem and Ruth Manmiller Recording Secretary Pro Tem for the purpose of electing officers for Township of Maidencreek in 2003.

Roy Timpe welcomed the guests to the 2003 Reorganization Meeting and opened the floor to any comments or concerns pertaining to the pending reorganization for Maidencreek Township. Hearing no comments the Board proceed with the following appointments for 2003.

Gloria Kemmerer nominated Roy Timpe as Chairman and Robert Kopfer at Vice Chairman. Hearing no other nominations, the nominees were elected by acclamation.

Roy Timpe made a motion, and seconded by Gloria Kemmerer, to conduct the 2003 Maidencreek Township Board of Supervisors Meetings on the second and third Thursday of each month at 7:00 PM. All Board members voted, “Aye.” Motion carried.

Resolution 1-2003

Gloria Kemmerer made a motion, and seconded by Robert Kopfer, appointing the law firm of Orlando & Strahn to serve at the pleasure of the Board for 2003 and establishing the Township Solicitor’s fees, which are listed in Resolution 1-2003. All Board members voted, “Aye.” Motion carried.

Resolution 2-2003

Gloria Kemmerer made a motion, and seconded by Roy Timpe, appointing Systems Design Engineering, Inc. to serve at the pleasure of the Board as the Township Engineering Consultant for 2003 and establishing the Township Engineer’s rates, which are listed in Resolution 2-2003. Roy Timpe voted, “Aye.” Gloria Kemmerer voted, “Aye.” Robert Kopfer abstained. Motion carried.

Resolution 3-2003

Gloria Kemmerer made a motion, and seconded by Roy Timpe, appointing Carl A. Wolfe, Jr. as Primary Township SEO, and appointing the following Alternate Township SEO’s for 2003 to serve at the pleasure of the Board and approving the SEO’s fees listed in Resolution 3-2003.

- Alternate SEO - Michael G. Pohronezny, Jr.
- Alternate SEO - Thomas S. Unger
- Alternate SEO - Allan W. Madeira
- Alternate SEO - Thomas Bagenstose
- Alternate SEO - Mark A. Kitzmiller
- Alternate SEO - Scott A. Steffey

.Roy Timpe voted, “Aye.” Gloria Kemmerer voted, “Aye.” Robert Kopfer abstained. Motion carried.

Robert Kopfer made a motion, and seconded by Gloria Kemmerer, adopting the following positions in block for 2003:

Township EIT/OPT Representative	Robert Kopfer
Township EIT/OPT Alternate Representative	Gloria Kemmerer
Agriculture Security Area Representative	Robert Kopfer
Township Road Master	Robert Kopfer
Northern Berks Regional Police Commissioner	Roy Timpe
Northern Berks Regional Police Alternate Commissioner	Gloria Kemmerer

The Recording Secretary was instructed to poll the Board: Mr. Kopfer, “Aye.” Mrs. Kemmerer, “Aye.” Mr. Timpe, “Aye.”

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Motion carried.

Roy Timpe made a motion, and seconded by Robert Kopfer, authorizing any Supervisor and/or the Operations Director to spend \$2,500.00 for emergency situations and the Operations Director to spend \$400.00 at any time for daily operational needs during 2003. The Recording Secretary was instructed to poll the Board: Mr. Kopfer, "Aye." Mrs. Kemmerer, "Aye." Mr. Timpe, "Aye." Motion carried.

Gloria Kemmerer made a motion, and seconded by Robert Kopfer, authorizing the Township Secretary to purchase the following Security Bonds for 2003:

Secretary-Treasurer	\$200,000.00
Tax Collector-Real Estate	\$500,000.00

The Recording Secretary was instructed to poll the Board: Mr. Kopfer, "Aye." Mrs. Kemmerer, "Aye." Mr. Timpe, "Aye." Motion carried.

Roy Timpe made a motion, and seconded by Robert Kopfer, to appoint the following to fill the following positions during 2003:

Secretary – Treasurer	Diane Hollenbach
Recording Secretary (Compensation set at \$110.00 per meeting)	Ruth Manmiller
Receptionist/Clerk/Typist	Julie Guistwite *
Parks & Recreation Board Secretary (Compensation set at \$110.00 per meeting)	Diane Hollenbach
Township Planning Commission Solicitor	Orlando & Strahn Law Firm
Township Planning Commission Consultant	Systems Design Engineering, Inc.
Township Planning Commission Recording Secretary (Compensation set at \$110.00 per meeting)	Diane Hollenbach (Regina Sanders will take 1/03 PC min)
Building /Zoning/Subdivision Regulations Officer	Terry Manmiller
Zoning Hearing Board Solicitor	Herbein & Associates
Plumbing Inspector (Compensation set at \$30.00 per inspection)	Roy J. Dreibilbis
EIT/OPT Tax Collector	Berks EIT Bureau
Real Estate, Amusement, and Per Capita Tax Collector	Barbara Hassler
Delinquent Tax Collector	G. H. Harris
Delinquent Real Estate Tax Collector	County of Berks/Tax Claim Bureau
School Crossing Guard	Daniel Keller
Cleaning Person	Beverly Guistwite
FEMA Coordinator	Terry L. Manmiller
FEMA Coordinator, Assistant	Keith Shuman
PEMA Coordinator	Daniel Miller
Vacancy Board Chairman	Joseph Rudderow III
Personnel Committee	Keith Shuman, Diane Hollenbach, Vernon Hecker

The Recording Secretary was instructed to poll the Board: Mr. Kopfer, "Aye." Mrs. Kemmerer abstained voting on positions that pertained to Diane Hollenbach and voted "Aye" to all other positions. Mr. Timpe, "Aye." Motion carried.

* Julie Guistwite was selected after the Board of Supervisors, the Operations Director, and Diane Hollenbach conducted interviews to fill the vacant Receptionist/Clerk position with prospective individuals who submitted resumes.

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Gloria Kemmerer made a motion, and seconded by Robert Kopfer, approving the following appointments to serve as volunteer fire police for Maiden creek Township in 2003:

Fire Police Captain	Ralph Shuman
Fire Police Lieutenant	Floyd Richards
Fire Police Sergeant	Ron Santoro
Fire Police Personnel	Donald Becker, Greg Young, Daniel Miller,

The Recording Secretary was instructed to poll the Board: Mr. Kopfer, "Aye." Mrs. Kemmerer, "Aye." Mr. Timpe, "Aye." Motion carried.

Robert Kopfer made a motion, and seconded by Gloria Kemmerer, approving the appointment of Patricia Hecker to serve on the Maiden creek Township Authority Board, term expiring 12/31/2007. The Recording Secretary was instructed to poll the Board: Mr. Kopfer, "Aye." Mrs. Kemmerer, "Aye." Mr. Timpe, "No." Motion carried. Mrs. Kemmerer stated that Jeffrey Gallagher asked to be considered for the Maiden creek Township Authority Board vacancy.

Gloria Kemmerer made a motion, and seconded by Robert Kopfer, approving the appointment of Randy Wolfe to serve on the Maiden creek Township Planning Commission Board, term expiring 12/31/2006. The Recording Secretary was instructed to poll the Board: Mr. Kopfer, "Aye." Mrs. Kemmerer, "Aye." Mr. Timpe, "Aye." Motion carried.

Gloria Kemmerer made a motion, and seconded by Robert Kopfer, approving the appointment of Hether Quillman to serve on the Maiden creek Township Park & Recreation Board, term expiring 12/31/2005. The Recording Secretary was instructed to poll the Board: Mr. Kopfer, "Aye." Mrs. Kemmerer, "Aye." Mr. Timpe, "Aye." Motion carried.

Gloria Kemmerer made a motion, and seconded by Robert Kopfer, approving the appointment of David I. Brown to serve on the Maiden creek Township Park & Recreation Board, term expiring 12/31/2005. The Recording Secretary was instructed to poll the Board: Mr. Kopfer, "Aye." Mrs. Kemmerer, "Aye." Mr. Timpe, "Aye." Motion carried.

Gloria Kemmerer made a motion, and seconded by Robert Kopfer, approving the appointment of David Anspach to serve on the Maiden creek Township Park & Recreation Board, term expiring 12/31/2004. The Recording Secretary was instructed to poll the Board: Mr. Kopfer, "Aye." Mrs. Kemmerer, "Aye." Mr. Timpe, "Aye." Motion carried.

Gloria Kemmerer made a motion, and seconded by Roy Timpe, approving the appointment of Martha Heydt to serve on the Maiden creek Township Park & Recreation Board, term expiring 12/31/2004. The Recording Secretary was instructed to poll the Board: Mr. Kopfer, "No." Mrs. Kemmerer, "Aye." Mr. Timpe, "Aye." Motion carried.

Robert Kopfer made a motion, and seconded by Gloria Kemmerer, approving the appointment of William Reidel to serve on the Maiden creek Township Zoning Hearing Board, term expiring 12/31/2005. The Recording Secretary was instructed to poll the Board: Mr. Kopfer, "Aye." Mrs. Kemmerer, "Aye." Mr. Timpe, "Aye."

Gloria Kemmerer made a motion, and seconded by Robert Kopfer, approving the appointment of Jan Williams to serve as an alternate on the Maiden creek Township Zoning Hearing Board, term expiring 12/31/2005. The Recording Secretary was instructed to poll the Board: Mr. Kopfer, "Aye." Mrs. Kemmerer, "Aye." Mr. Timpe, "Aye."

Gloria Kemmerer made a motion, and seconded by Robert Kopfer, approving the following benefits for all full time employees:

- A. After 30 days of employment –
 1. Standard Hospitalization
 2. \$50,000.00 Life Insurance Policy

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3. \$1,400.00 Medical Reimbursement for expenses actually paid for by the employee for services rendered only in that calendar year for dental care, vision care, prescription/medications and/or outpatient doctor charges not covered by the health care plan for the employee, employee's spouse and employee's dependent children.
4. Eight paid Holidays as follows:

New Year's Day	Good Friday	Memorial Day
Independence Day	Labor Day	Thanksgiving Day
December 24	Christmas Day	
5. Four paid Personal Days
6. Vacation as follows:

- Vacation leave as follows for employees hired **prior to 1/1/97**:

<u>Years</u>	<u>Hours</u>
1 year	40 hours
2 years	70 hours
3 years	80 hours
4 years	100 hours
5 years	120 hours
15 years	160 hours

- Vacation leave as follows for employees hired **after 1/1/97**:

<u>Years</u>	<u>Days</u>	<u>Hours</u>
0-1 years	0	0
1-2 years	5	40 hours
3-7 years	10	80 hours
8-14 years	15	120 hours
15 years	20	160 hours

Vacation days are to be used in increments of full days or half days – only

7. Rental Uniforms will be supplied for full time road crew personnel.
8. Workweek commences 12:01AM Saturday and concludes 12:00 midnight the following Friday.
9. Time and one half for work over 40 hours per week, which may include bereavement, vacation days, and or holidays.
10. Double time will be paid for work conducted on holidays other than Personal days
11. Above mentioned benefits are not to conflict with Maiden creek Township Labor Agreement

The Recording Secretary was instructed to poll the Board: Mr. Kopfer, "Aye." Mrs. Kemmerer abstained voting on benefits that pertained to Diane Hollenbach and voted "Aye" to all other employees' benefits. Mr. Timpe, "Aye." Motion carried.

Resolution 4-2003

Gloria Kemmerer made a motion, and seconded by Roy Timpe, establishing Personnel Changes and Rates of Pay for 2003 as listed in Resolution 4-2003. The Recording Secretary was instructed to poll the Board: Mr. Kopfer, "Aye." Mrs. Kemmerer abstained voting on Personnel Changes and Pay Rates that pertained to Diane Hollenbach and voted "Aye" to all other employees' Personnel Changes and Pay Rates. Mr. Timpe, "Aye." Motion carried.

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Gloria Kemmerer made a motion, and seconded by Robert Kopfer, appointing the following persons to fill the following positions in 2003:

Operations Director	Terry Manmiller
Heavy Equipment Operator	Keith Shuman
Heavy Equipment Operator	Gene Rothermel
Seasonal Heavy Equipment Operators	Tim Mills, David I. Brown, Michael Delong
Light Equipment Operator	Vacant
Seasonal Light Equipment Operators	Gary Walters, Vernon Hecker, Gary Reeser, David Saint, Michael Daubert
Seasonal Laborer	Vacant
Secretary – Treasurer	Diane Hollenbach
Heavy Equipment Operator Leader .50 cents over regular rate of pay	Keith Shuman
Receptionist/Clerk Typist	Julie Guistwite
School Crossing Guard	Daniel Keller
Cleaning Person	Beverly Guistwite

The Recording Secretary was instructed to poll the Board: Mr. Kopfer, “Aye.” Mrs. Kemmerer abstained voting on positions that pertained to Diane Hollenbach and voted “Aye” for all other positions. Mr. Timpe, “Aye.” Motion carried.

Resolution 5-2003

Gloria Kemmerer made a motion, and seconded by Robert Kopfer, confirming the authorization to draw down on the \$50,000.00 Line of Credit at The First National Bank in Leesport and/or the \$75,000.00 Line of Credit at the First National Bank in Fleetwood when necessary, as established in Resolution 5-2003. The Recording Secretary was instructed to poll the Board: Mr. Kopfer, “Aye.” Mrs. Kemmerer, “Aye.” Mr. Timpe, “Aye.” Motion carried.

Robert Kopfer made a motion, seconded by Gloria Kemmerer, instructing the Secretary –Treasurer to deposit all Township Funds for 2003 at The First National Bank in Leesport and/or The First National Bank in Fleetwood. The Recording Secretary was instructed to poll the Board: Mr. Kopfer, “Aye.” Mrs. Kemmerer, “Aye.” Mr. Timpe, “Aye.” Motion carried.

Gloria Kemmerer made a motion, seconded by Robert Kopfer, to set the following rates for use of township equipment in 2003:

Grass Mower	\$125.00 plus operator’s wages
Trucks	\$125.00 plus operator’s wages
Front-end Loader	\$125.00 plus operator’s wages
Sweeper	\$125.00 plus operator’s wages
Roller	\$125.00 plus operator’s wages
Tar Buggy	\$125.00 plus operator’s wages
Case Backhoe	\$125.00 plus operator’s wages

The Recording Secretary was instructed to poll the Board: Mr. Kopfer, “Aye.” Mrs. Kemmerer, “Aye.” Mr. Timpe, “Aye.” Motion carried.

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Resolution 6-2003

Robert Kopfer made a motion, and seconded by Gloria Kemmerer, authorizing the Board to appoint an independent auditor to audit the financial records for the year 2003. The Recording Secretary was instructed to poll the Board: Mr. Kopfer, "Aye." Mrs. Kemmerer, "Aye." Mr. Timpe, "Aye." Motion carried.

Gloria Kemmerer made a motion, and seconded by Robert Kopfer, authorizing the Operations Director and/or the Road Master to hire an individual to blow snow (Large scale for Township Roadways) if necessary, not to exceeding \$125.00 an hour. The Recording Secretary was instructed to poll the Board: Mr. Kopfer, "Aye." Mrs. Kemmerer, "Aye." Mr. Timpe, "Aye." Motion carried.

Roy Timpe adjourned the meeting at 8:00 PM.

Respectfully submitted,

Ruth M. Manmiller
Recording Secretary

CC: Board of Supervisors
Diane Hollenbach, Maiden creek Township Board of Supervisors, Secretary
Terry Manmiller, Operations Director
Eugene Orlando, Orlando and Strahn Law Firm, Solicitor
Thomas Unger, Systems Design Engineering, Inc., Township Engineer
Ed Kopicki, Systems Design Engineering, Inc., Township Planning Commission Engineer
Planning Commission
Park and Recreation Board
Zoning Hearing Board and Alternates
Paul Herbein, Zoning Hearing Board Solicitor
Maiden creek Township Authority
Robert Hobough, Esq., Maiden creek Township Authority Solicitor
Joann Schaeffer, Maiden creek Township Authority Secretary
Barbara Hassler, Tax Collector
Daniel Miller, Blandon Fire Co. Chief
Chief Scott W. Eaken, Northern Berks Regional Police

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