

Maidencreek Township Board of Supervisor Meeting  
August 17, 2006, 7:00 PM

Present: Roy Timpe, Robert Kopfer, Claude Beaver, Personnel Committee: Keith Shuman, Vernon Hecker, Diane Hollenbach – Recording Secretary

Guests: Joe Rudderow III, Tony DeAngelis, Carl Weston, Mary Dymeck, Hether Quillman, Nick Timpe, Krista Timpe, Barry Higo

Roy Timpe called the August 17, 2006 meeting of the Maidencreek Township Board of Supervisors to order at 7:03 PM in the Maidencreek Township Municipal Building.

**Personnel Rules and Regulations**

Proposed Changes to the Personnel Rules and Regulations

**101 GENERAL**

A.Purpose

- 1.This document shall be known and may be cited as the Maidencreek Township Employee Handbook & Personnel Rules and Regulations, and shall apply to all employees, elected and appointed officials, henceforth known as "personnel", of the Township except police officers, who shall be under the jurisdiction of separate rules and regulations as referenced in the Administrative Code.
  
- 2.This document is designed to be a summary of personnel policies and practices as they apply to all Maidencreek Township personnel, unless otherwise provided in a valid and enforceable collective bargaining agreement. These policies apply to all areas of employment, including recruitment, appointment, hiring, training and development, promotion, transfer, termination, layoff, compensation benefits, and all other conditions and privileges of employment in accordance with applicable federal, state and local laws, unless otherwise provided in a valid and enforceable collective bargaining agreement.
  
- 3.This document does not constitute a contract of employment.

B.Document Modification

- 1.Circumstances may arise requiring changes in the policies, practices and benefits described in this document. Accordingly, Maidencreek Township reserves the right to amend the contents as it deems appropriate.
  
- 2.Should any provision in this document be found to be unenforceable or invalid, such finding does not invalidate the entire document, but only that particular provision.
  
- 3.This document replaces and supersedes any and all other Maidencreek Township Personnel Rules and Regulations, or other Maidencreek Township policies, whether written or verbal, except valid and enforceable collective bargaining agreements.

C.Employer Objectives

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Maidencreek Township desires to serve the taxpayers by creating a harmonious working relationship among all personnel. In pursuit of this goal, the Township has created the following personnel relations objectives:

1. Select qualified people on the basis of skill, training, ability, attitude and character regardless of age, sex, color, race, creed, national origin, religion, marital status, citizenship status, ancestry, sexual orientation, affectional preference, physical or mental disability, veteran status, or any other classification protected by law.
2. Review wages, benefits and working conditions regularly with the objective of being competitive in these areas consistent with sound business practices.
3. Promote personnel on the basis of their ability and merit.
4. Provide eligible personnel with Paid Time Off (PTO), holidays and health and welfare benefits consistent with the policy contained herein.
5. Assure personnel an opportunity to discuss any issue or problem with their direct supervisor or the Board of Supervisors, and take prompt and remedial action in response to complaints brought to the attention of supervisory personnel to the extent practicable.
6. Provide a workplace that is comfortable, orderly and safe.

**D. Employee Responsibility**

Maidencreek Township in order to serve the taxpayers, needs all their personnel's help in making each working day as satisfying and rewarding as possible by:

1. Knowing duties, accepting direction and performing all tasks promptly, correctly and pleasantly.
2. Cooperating with the Board of Supervisor and fellow personnel, maintaining a good team attitude.
3. Having positive interaction with fellow personnel and those whom Maidencreek Township serves. All Township personnel shall consider themselves a "Township ambassador" during their working hours as they interface with residents of the Township.
4. Being responsible for their own actions and maintaining standards of performance and behavior that reflects Maidencreek Township's status in the community. It is each person's responsibility to make sure they understand the standard of performance and behavior expected, and to conduct themselves accordingly.

**102 DEFINITIONS**

Appointed Official

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Elected Official

Personnel – Township employees, elected officials and officials appointed by the Board of Supervisors.

Regular Full time employee – An employee who has completed his/her designated probationary period, who had received a regular appointment to a regular full-time position, and **who works at least 1750 hours per year.**

Regular Part-time employee – An employee who has completed his/her designated probationary period, who has received a regular appointment to regular part-time position, and **works less than 1750 hour per year.**

**104 APPOINTMENTS AND PROMOTIONS**

**Equal Opportunity Employer** Maidencreek Township's continuing policy is to afford Equal Employment Opportunity to qualified individuals regardless of their race, color, sex, religion, age, creed, marital status, national origin, ancestry, physical or mental disability, sexual orientation, affectional preference, veteran status or citizenship status, or any other classification protected by law. This policy of equal opportunity encompasses all aspects of the employment relationships, including applications and initial employment, promotion and transfer, selection for training opportunities, wage/salary administration, recruiting, hiring, reassignments, sponsored training, compensation, benefits, layoff and rehires, termination of employment, retirement, seniority, employee benefit plan policies and other terms and conditions of employment as provided by law.

**Hiring Procedure.**

1.Immigration Law Compliance. All offers of employment are contingent on verification of your right to work in the United States. On your first day of work you will be asked to provide original documents verifying your right to work and, as required by federal law, to sign a Federal Form I-9, Employment Eligibility Verification Form. If you at any time cannot verify your right to work in the United States, Maidencreek Township may be required to terminate your employment and take such other action as required by law.

**Personnel Records.** Personnel records shall be established for all personnel and maintained in the custody of the Township Secretary. Public information shall include only the employee's name, job title, salary and fringe benefits. All other information in the file shall be available only to the following persons: office personnel as officially required, members of the Board of Supervisors as authorized by the Board as a body, the individual employee at reasonable times or the employee's designated representative, the employee's supervisor, legal authorities when required by a subpoena, in which case the employee shall be notified of the information provided. The following information shall be a permanent part of the file and kept up-to-date:

1. Employee's most recent employment application,
2. Employee notifications regarding hiring, promotion, demotion, suspension, dismissal or other substantial change in employment or pay status,

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3. Authorizations for deductions from pay, beneficiary designation,
4. Awards, certificates, and recognitions, job related qualifications and licenses,
5. Form I-9, form W-4, Social Security number,
6. Most recent job description,
7. Emergency information including: home address, home telephone number, person to contact in case of emergency

The following information shall be temporary and shall be removed from the file and destroyed as indicated:

1. Leave and attendance records – two years old,
2. Performance evaluation reports – five years old,
3. Letters of warning or reprimand – in a sealed envelope to be opened only by the Board of Supervisors and to remain in the file indefinitely.

**Executive Session – 7:16 P.M. to 7:20 P.M.**

**Statements of Financial Interest** – Public employees responsible for contracting, procurement, administering or monitoring grants and subsidies, planning, zoning, inspecting, licensing, auditing are required to submit statements of financial interest to the governing body of Maidencreek Township by May 1<sup>st</sup> annually, until the year after leaving the service of the Township of Maidencreek. These statements are available for public inspection.

**Pay Checks**. The pay period is bi-weekly and starts Saturday and ends on Friday. Changes will be made and announced in advance whenever holidays or closings interfere with the normal pay schedule. Paychecks will include earnings for all work performed through the end of the previous pay period. Your pay is subject to all deductions required by law, federal tax, social security payment, and state and local income taxes, as applicable. The amount of the deductions will depend on your earnings and on the information you furnish on your W-4 form regarding the number of exemptions you claim. If you wish to modify this number, please request a new W-4 form from the office. Only the employee may modify your W-4 form.

**Promotion and Transfers**. Vacancies within the Township service will be filled by promotion of incumbent Township employees if appropriate. All promotional procedure shall be governed by these regulations.

1. **Promotional Probationary Period**. The length of the promotional probationary period shall be **90 days** except for any position whose duties, in the opinion of the Board of Supervisors, are of such a nature that no predetermined promotional probationary period is feasible, and who may be assigned, at the time when the position is filled, a promotional probationary period which the Board of Supervisors considered suitable.

**Employee Absenteeism**. An unexcused absence is defined as a failure to report and remain at work as scheduled without giving proper notification to their supervisor. This includes late arrival at work and leaving early. If an employee is absent for three consecutive days without providing notice, he or

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she will be subject to disciplinary action up to and including termination. If notice is given, and Maidencreek Township does not think the absence is justified, it will be considered unexcused. If an employee is absent for three consecutive days or more, their supervisor may request written documentation from the employee's doctor stating that the employee is able to resume normal work duties before being allowed to return to work.

**Performance Appraisals.** - All new employees will receive a performance appraisal and review of their performance from their immediate supervisor on completion of their 90 days of service. All Maidencreek Township employees will be reviewed upon their request. This review shall be comprised of several factors, including: evaluation by supervisor; the quality and quantity of your work, strengths and areas for improvement, attitude and willingness to work, initiative and teamwork, attendance, customer service orientation, problem solving, ongoing professional growth and development. Any employee may request an executive session with the Board of Supervisors after following the chain of command.

## 107 BENEFITS

**Anniversary Date.** The first day an employee reports to work becomes their "official" anniversary date. Employees hired on a temporary basis and converted to permanent status, anniversary date will be the first day that they were paid by Maidencreek Township as a regular, full-time employee. The anniversary date is used to compute various conditions of employment and benefits described in this Employee Handbook, unless otherwise provided in a valid and enforceable collective bargaining agreement.

**Training Period.** The first 90 days of employment are considered an employee's training period. Employee's whose performance is not satisfactory may be terminated at any time during the training period. An employee is eligible for benefits on the 91<sup>st</sup> day of employment.

### **Vacation Leave.**

**Personal/Sick Days.** Full time employees shall have thirty-two (32) hours of personal/sick days. For a personal or sick day to be utilized notification must be provided to Township prior to the start of the work day. If notification of use of a personal/sick day is not provided to the Township prior to the start of the work day, the employee will not be compensated for that time. **16 hours of personal/sick day time may be used in hour increments.**

**Leaves of Absence.** Leaves of Absence with or without pay shall be decided at the discretion of the Board of Supervisors. All requests for leaves of absence shall be submitted in writing to the Board of Supervisors. Time off for any reason during a working day will count first against your allotted paid time off. Failure to return to work as scheduled from an approved leave of absence or to inform the Board of Supervisors in writing of the need for an extension of the leave of absence, will be considered a voluntary resignation of employment.

**Holidays.** Full time Township employees shall be provided the following nine and one half paid holidays:

New Years Day

Good Friday

Memorial Day

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Fourth of July Labor Day  
**Day after Thanksgiving**  
**½ day New Year's Eve**

Thanksgiving Day  
Christmas Eve Day    Christmas Day

**Hospitalization & Major Medical Insurance.** All regular full time employees are covered by hospitalization and medical insurance. The program shall be administered by an insurance carrier determined by the Board of Supervisors.

**Worker's Compensation.** All employees are covered by worker's compensation insurance program for injury and illness sustained on the job. The program shall be administered by an insurance carrier determined by the Board of Supervisors. The program provides for payment of medical expenses required as a result of work related accidents or illness and payment of a percentage of the employee's wages due to absence as a result of such accident or illness. The Township, as specified in Pennsylvania law, requires employees to choose a physician from a list determined by the township for treatment if any benefits are to be paid through workman's compensation. A written release from the doctor to return to regular duty is required.

**Disability Income.** All regular full time employees are covered by a short term and long term disability insurance. The program shall be administered by an insurance carrier determined by the Board of Supervisors.

**Life Insurance.** All regular full time employees are covered by \$50,000.00 life insurance policy while employed by Maidencreek Township. The program shall be administered by an insurance carrier determined by the Board of Supervisors.

**Pension.** All regular full time employees shall become a part of the Maidencreek Township Non uniform Pension Plan as described in Resolution 2000-18 and the Maidencreek Township Non Uniform Pension Plan, itself.

**Unemployment Compensation.** Depending upon the circumstances, employees may be eligible for unemployment compensation upon termination of employment. Eligibility for unemployment compensation is determined by the Division of Unemployment Insurance of the Pennsylvania Department of Labor.

**Social Security.** The United States Government operates a system of mandated insurance known as Social Security. Maidencreek Township contributes a set amount of your weekly wages to the trust fund from which benefits are paid. As your employer, Maidencreek Township deducts this amount from each paycheck you receive. In addition, Maidencreek Township matches your contribution dollar for dollar, thereby paying one-half of the cost of your Social Security benefits.

**National Guard or Military Leave.** Personnel that are a member of a National Guard or Reserve Unit, may take the time required for training. Leave is normally for two weeks, but in exceptional cases may be as long as seventeen calendar days. Leave of this nature is unpaid. However, employees may elect to use paid time off. Personnel may also take military leave in accordance

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with applicable law if inducted into or enlisted in the Armed Forces of the United States or are called to active duty as a member of a Reserve Unit. Personnel shall inform their supervisor of their absence for National Guard or Military Reserve Leave, as far in advance as possible.

According to this policy, and consistent with state and federal law, time spent on military leave will be counted as continuous service for the purpose of computing service awards and determining your eligibility for various benefits plans. However, unless otherwise provided in a valid and enforceable collective bargaining agreement, some benefits may be affected by leave, as follows:

**Job Reinstatement**

Following a military leave and application for reinstatement, every effort will be made to reinstate personnel to the same job or job level they would have reached had military leave not occurred. This is in accordance with applicable federal and state laws. If no such position is available, the Board of Supervisors will attempt to place them in a similar assignment with another department. If this is impossible, their original division must re-employ them on an overstaff basis until an appropriate position is available with the division or elsewhere in the Company.

**Fire and Ambulance Calls.** Employees who are active members of the Blandon Volunteer Fire Company or the Blandon Ambulance Association are permitted to respond to fire calls as long as there is no undue interruption of the immediate task or job being performed at the time in the opinion of the Public Works Director. Employees responding to an emergency call will be paid for their normally scheduled hours while serving in their emergency capacity.

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**MISCELLANEOUS**

**Maidencreek Building Regulations.** Only vehicles owned by the Township or Township personnel are permitted in the garage or driveway.

**Regulations pertaining to all Township equipment.** Only Township employees, contractors, personnel on Township business and officials are permitted in Township vehicles unless authorized by the Board of Supervisors, but in cases of emergencies, Township employees may use their discretion and inform the Supervisors at the next opportunity.

The use of employer paid postage for personal correspondence is prohibited.

**Telephone Policy.** Personal calls of short duration, i.e., 2 to 3 minutes, may be received and made at an employee's desk or work station. No long distance personal calls will be tolerated unless prior permission to make such a call is received, and the necessity is apparent. Personal telephone call privileges are subject to change or termination at any time. For instance if you are found spending more than just limited time on personal calls, this privilege may be withdrawn.

**Internet and Email Policy.** Use The e-mail system is provided at the expense of Maidencreek Township to assist in carrying out the business of the municipality. The e-mail system permits authorized users to communicate with each other internally and with selected outside individuals,

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business, and other service providers that Maidencreek Township, at its sole discretion, decides should be connected to the system.

Maidencreek Township considers the e-mail system to be for business use only. While it is possible that employees may decide to send personal messages, Maidencreek Township assumes no responsibility for their content or for maintaining their privacy, and municipal employees have no expectation that such privacy will be maintained.

In order to ensure that the system functions properly and that Maidencreek Township and/or its employees are not liable for improper use of Internet and other connections, Maidencreek Township considers all messages sent, received or stored as business messages, and thus, property of Maidencreek Township. Conducting business unrelated to Maidencreek Township, other than incidental personal traffic, is expressly prohibited. Because of our intent to operate within the law, Maidencreek Township reserves the right to access, review, copy, or delete all e-mail messages for any purpose and to disclose them to any party (inside or outside Maidencreek Township) as it deems appropriate. This includes the right to install software that monitors e-mail and Internet usage.

No e-mail messages or information should be created, sent, or forwarded which may reasonably be deemed to be intimidating, hostile or offensive in nature, or which is discriminatory on the basis of race, color, religion, sex, national origin, sexual orientation, disability, or any other basis that is unlawful under applicable state and federal law. Nor should any obscene, profane, abusive, or offensive language be transmitted. Any violation of this policy is grounds for disciplinary action up to and including discharge.

No e-mail or other electronic communication may be sent which hides the identity of the sender or represents the sender as someone else. All messages communicated on Maidencreek Township e-mail system should contain the sending employee's name. Maidencreek Township bears no responsibility for any consequences resulting from any employee who uses the e-mail system for any fraudulent, or other illicit purpose, or contrary to the provisions of this Policy.

Privileged Communications Some of the messages sent, received or stored in the e-mail system may be privileged communications between Maidencreek Township and its attorneys, or other entities. Upon receipt of any such message, do not forward it or its contents to others inside Maidencreek Township without the authorization of all parties. Never forward such messages or contents to any outsiders. To the extent practicable, all efforts should be made to send such privileged communications in an encrypted form.

Viewing and Protecting E-Mail Messages In order to guard further against dissemination and disclosure of Proprietary Information, employees should exercise caution when accessing their messages in the presence of others. E-mail windows should not be left open on the screen when the computer is unattended. Users shall not allow any other person to use their name and password to gain access to an e-mail system. Passwords are required and should be changed regularly.



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Maidencreek Township reserves the right to impose guidelines requiring mandatory password changes and encryption measures to provide additional measures of security.

Copyrighted Information Use of the e-mail system to copy and/or transmit any documents, software or other information protected by the copyright laws, without proper authorization by the copyright owner, is prohibited. Copyright protection applies to any document, photo, software, or information unless it is specifically marked as public, not copyrighted, or freeware. In the absence of any specific copyright markings, material or information should be considered copyright protected. Maidencreek Township assumes no responsibility for reviewing, ascertaining or policing copyrighted material that may be transmitted to or from the e-mail system by employees.

E-Mail Etiquette Please bear in mind that your e-mail messages may be read by someone other than the addressee, and may even have to be disclosed to outside parties including courts in connection with litigation. Accordingly, please take care to ensure that your messages are courteous, professional, businesslike, and tasteful.

Voice Mail, Facsimile, & EDI Systems To the extent applicable, all above policy provisions related to e-mail systems shall apply to any voice mail, facsimile, or EDI (Electronic Data Interchange) system owned by Maidencreek Township. Restrictions on access of these systems by others will only apply where password controlled access is established (i.e.; it is permissible for someone to leave a message in your voice mailbox, but other persons should not be given password access to your voice mailbox). EDI is defined as any electronic exchange of data, including modem-to-modem transfers.

Municipality Internet, Intranet and Extranet Guidelines As with e-mail, Maidencreek Township provides Internet access solely to facilitate the conduct of Maidencreek Township business as a public service provider. Access to the Internet may be limited at Maidencreek Township's sole discretion. This includes the use of filtering software to bar access to certain addresses. Employees are expected to use the Internet, Intranet, and Extranet at all times in the manner that benefits Maidencreek Township. The downloading and installation of software programs onto a Maidencreek Township computer without prior approval from [NAME & TITLE] is prohibited. Maidencreek Township accordingly will not allow its employees to (1) support the recreational use of the Internet, Intranet and/or Extranet, (2) provide access to news groups or other Internet sources that are not clearly work-related, or (3) provide assistance to users attempting to do (1) and (2) on their own. In addition, setting up Internet services such as World Wide Web (WWW), Home Pages, File Transfer Protocol (FTP), GOPHER, SMTP gateways, etc. on any computer connected to a Maidencreek Township network requires prior approval from the Board of Supervisors.

The following activities on the Internet, Intranet and/or Extranet are specifically prohibited and may result in disciplinary action up to and including discharge:

Using the Internet, Intranet or Extranet for personal gain or for commercial activity unrelated to Maidencreek Township. Sending Privileged Information or Maidencreek Township Restricted

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Information. Sending material that is threatening, intimidating, hostile, offensive, or discriminatory on the basis of race, color, religion, sex, national origin, sexual orientation, disability, or any other basis prohibited by applicable law. In addition, the receipt of such material and/or showing such materials to co-workers is strictly prohibited. Copying or otherwise converting protected electronic information. Violating copyright or trademark laws. Making any unauthorized attempt to break into another organization's computer system. Using the Internet, Intranet or Extranet for any activities not specified here that are in violation of Federal, state, or local law.

Joe Rudderow suggested that the Township Boards and employees be given email addresses to conduct Township business. This way the Township will be able to comply with requests for public access to records for email and be certain that the Sunshine Act is not being violated through email. Roy Timpe stated that it would not be possible and would be more costly.

**Smoking Policy.** In order to comply with the Clean Air Act and other state, and federal laws governing smoking in the workplace, smoking is prohibited in the following areas: township meeting rooms, any township office, kitchen areas and restrooms, any township vehicle or equipment when shared with another employee except with the consent of employees riding in the vehicle, and any area where smoking is prohibited for safety reasons.

**Political Activity. Proposed Language** -Township employees and persons appointed to their positions by Township Boards, Commissions and Authorities, may neither be appointed to nor retained in service as a result of their political activities and affiliations. Employees will not participate in any political activity during the hours when they are on duty at their township positions. Employees will not use the authority of their position to influence any other person's political actions. Nothing herein contained shall affect the right of employees to hold membership in and support a political party, to vote as they choose, to express publicly or privately their opinion on all political subjects and candidates, to maintain political neutrality and to actively participate in political meetings as private citizens after work hours and off township premises.

Roy Timpe disagreed with this section's revision. Claude Beaver had heard a story of Supervisors that worked on the roadcrew and spent township money to have the best trucks for their use and was leery about a Township employee being a Supervisor. Roy Timpe stated that he felt anyone working or appointed to a board should resign before running because their appointed board position gives them an unfair advantage during the campaign, publicity wise, and after the election, if they lose, they would still have a position. Mary Dymeck pointed out that the Board should want to encourage the good, qualified people that have experience and serve the township in appointed position to run for elected office. Mrs. Dymeck also stated that the way the rules are now, the incumbent gets to stay and the appointed board member are penalized. Keith Shuman argued that this rule is restricting the rights of the employees that work here. Bob Kopfer felt the rule should not be changed but Claude Beaver favored making changes and will return to a future meeting with suggestions for revision.

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**Outside Employment.** Employees may not engage in outside employment which might in any way hinder their objectives and impartial performance of their public duties, embarrass the Township government, or impair their efficiency on the job. *Outside work shall not be performed during hours when an employee is on duty at their township position* – this phrase must be looked at further, since the road crew is technically always on call.

**Review.** This document shall be reviewed on an annual basis by a committee comprised of the Board of Supervisors and three (3) employees elected by a majority of the Township employees and appointed by the Board of Supervisors.

### **NON HARASSMENT POLICY**

Maidencreek Township strives to provide a work environment that is pleasant, professional, and free from intimidation, hostility or other offenses which might interfere with work performance. Harassment of any sort - verbal, physical, visual - will not be tolerated.

**What is Harassment?** Workplace harassment can take many forms. It may be, but is not limited to, words, signs, offensive jokes, cartoons, pictures, posters, e-mail jokes or statements, pranks, intimidation, physical assaults or contact, or violence. Harassment is not necessarily sexual in nature. It may also take the form of other vocal activity including derogatory statements not directed to the targeted individual but taking the place within their hearing. Other prohibited conduct includes written material such as notes, photographs, cartoons, articles of a harassing or offensive nature, and taking retaliatory action against an employee for discussing or making a harassment complaint.

**Responsibility.** All employees, regardless of their position(s), have a responsibility for keeping our work environment free of harassment. Any employee who becomes aware of an incident of harassment, whether by witnessing the incident or being told of it, must report it to their immediate supervisor or the Board of Supervisors. When management becomes aware of the existence of harassment, it is obligated by law to take prompt and appropriate action, whether or not the victim wants Maidencreek Township to do so.

**Reporting.** Any incidents of harassment must be immediately reported to their immediate supervisor or the Board of Supervisors. Upon receiving a report of harassment, an appropriate investigation and disciplinary action will be taken, if appropriate. All reports will be promptly investigated with due regard for the privacy of everyone involved. However, confidentiality cannot be guaranteed. Any employee found to have harassed a fellow employee or subordinate will be subject to severe disciplinary action up to and including termination. Maidencreek Township will also take any additional action necessary to appropriately remedy the situation. Retaliation of any sort will not be permitted. No adverse employment action will be taken for any employee making a good faith report of alleged harassment.

### **Drug and Alcohol Policy**

Worknet reviewed the Drug and Alcohol policy and suggested some clerical changes to the document.

### **2007 Budget – General Fund**

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Roy Timpe stated that he was hoping to set goals and targets for spending and revenue for the 2007 budget. Mr. Timpe felt the pieces missing were the recycling cost and electricity cost increase. Mr. Timpe proposed the following revenue and costs for 2007 based on his knowledge:

1. Real Estate taxes will increase by \$11,000.
2. Earned Income Tax will increase by \$60,000.
3. The police budget for Maidencreek should show no increase.
4. Add another \$16,000 for electric.
5. Add \$2000 to 2006 cost for fuel.
6. Keep the roadwork budget the same.
7. Budget \$100,000 for recycling and the Board always has the option of having recycling pick up occur once per month instead of every other week.

Hether Quillman explained that the cost of asphalt will rise even higher as more gas is squeezed from a barrel of oil and less asphalt is produced. Mr. Timpe stated that since the State is unlikely to increase the State Liquid Fuel allocation to Townships, the Pennsylvania roadways will all deteriorate as less road work is done. Keith Shuman pointed out that West Shore Drive needs attention as the road is moving. Diane Hollenbach added that Evansville Road was on this year's list to pave and could not be done because the cost was over the budget. Mr. Timpe felt that the road budget should remain the same as in 2006.

Mr. Timpe then stated that the target for the 2007 General Fund Budget is to cut taxes by 1/8 of a mill. Mr. Timpe suggested that the Township not put as much money away in the operating reserve fund because the line of credit can be used in cases of emergency. Emergency and disaster costs would also most likely be covered by grants from FEMA and PEMA.

Mary Dymeck asked if the Township instead of decreasing taxes could pay to increase police patrols to make the Township safer. Mr. Timpe responded that Maidencreek Township already pays 48 percent of the Northern Berks Regional Police budget and only gets one vote on the Police Commission.

Joe Rudderow asked what the operating reserve fund was. Diane Hollenbach stated that the operating reserve fund was to be used for: emergencies involving the health, safety and welfare of the township, counterbalance potential budget deficits from shortfalls in anticipated revenue, or provide for anticipated operating expenditures related to planned growth of existing projects or establishment of new projects. Mr. Rudderow pointed out that the lines of credit would have the Township pay a 7 to 8 percent interest rate while the operating reserve fund accrued interest.

Diane Hollenbach stated that the tax cut would not result in much of a savings and most residents will not even notice. There are road projects that could be done, and the police costs will increase every year and the Board may put themselves in the position of having to raise taxes in two to three years.

### **2007 Budget – Park and Recreation Fund**

Mr. Timpe stated that he remembered Ron Kemmerer asking the Board if the Park and Rec Tax would be reduced, and it was his recollection that the Supervisors stated that the ½ mill tax increase for Park and Recreation would be reduced when the Park was complete. Mr. Timpe felt that the Community Park improvements were coming to an end. Bathrooms, concession, and paving the parking lot need completing in the Community Park and the electric building must be upgraded at the Blandon Fire Company. Mary Dymeck asked about a Community Center. Mr. Timpe stated that the Township should make sure that there is enough money for the concession and bathrooms, put a little money away for future maintenance of large items in case someone burns down the pavilion and have enough for regular

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maintenance. Diane Hollenbach asked if Park and Recreation would be able to do any new projects. Mr. Timpe stated that Park and Rec should finish what is planned and then throttle back on projects. Joe Rudderow asked if fee in lieu of open space increases were looked into. Mrs. Hollenbach stated that the current amount corresponds with a formula in the Subdivision and Land Development Plan and the SALDO would need to be changed to change the amount of fee in lieu of collected from developers. Mrs. Hollenbach pointed out that residential development will be slowing in the near future.

Claude Beaver stated that he felt obligated to cut the Park and Recreation tax as he remembers the past Board promising to reduce the tax when the park is completed. Roy Timpe added that if the County reassesses everyone, he feels that the Board should adjust the millage to make the reassessment neutral.

Roy Timpe stated that the target is to cut 1/8 of a mill from the Park and Recreation Budget. Hether Quillman asked the Board if it is their wish not to have a community center. Roy Timpe stated that it should be built by private individuals who purchase shares. Diane Hollenbach pointed out that then only people who could afford it could use it. Claude Beaver encouraged Park and Rec to continue to put money away for a Community Center. Mr. Timpe and Mr. Beaver both stated that they lost votes over taxes. Diane Hollenbach stated that people do not understand that the Township tax is very small and that their school tax is the large tax.

Since there was no further business, a motion was made by Roy Timpe to adjourn the August 17, 2006 meeting of the Maidencreek Township Board of Supervisors. All members voted, "Aye." Motion carried. Meeting adjourned at 10:15 P.M.

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Transcribing Secretary

Cc: Board of Supervisors  
Eugene Orlando, Roland & Schlegel, Solicitor  
Thomas Unger, Systems Design Engineering, Inc., Township Engineer  
Ed Kopicki, Systems Design Engineering, Inc., Planning Commission Engineer  
Planning Commission  
Park & Recreation Board  
Zoning Hearing Board and Alternates  
Paul Herbein, Zoning Hearing Board Solicitor  
Maidencreek Township Authority  
Patrick Donovan, Maidencreek Township Authority General Manager  
JoAnn Schaeffer, Maidencreek Township Authority Secretary  
Robert Hobaugh, Jr. Esq., Stevens & Lee, Maidencreek Township Authority Solicitor  
Greg Unger, Systems Design Engineering, Inc., Maidencreek Twp Authority Engineer    Barbara Hassler, Tax Collector  
Daniel Miller, Blandon Fire Company Chief  
Chief Scott W. Eaken, Northern Berks Regional Police