

**MAIDENCREEK TOWNSHIP BOARD OF SUPERVISORS
REORGANIZATION MEETING**

JANUARY 7, 2002

PRESENT: Roy Timpe - Supervisor, Terry Rarick - Supervisor, Robert Kopfer – Supervisor, Richard Orwig – Solicitor, Mark Kitzmiller – Engineer, Ruth Manmiller – Recording Secretary, Terry Manmiller – Operations Manager

GUESTS: Cindy Stump, Fay Isamoyer,Caroll Kopfer, Harold Burgert, Tina Poole, Chris Jacobson, Trisha Jacobson, Ronald Kemmerer, Gloria Kemmerer, David Anspach, Joesph Ruddrew III, Colleen DeLong, Michael DeLong, Hether Quillman, Anthony Ho, Krista Timpe, Dean Focht, David Stump, Regina Sanders, Scott Eaken, Richard Thren, Danny Miller – Fire Chief, Claude Beaver, James Schoellkopf, Robert Hanna, and Reporter.

Roy Timpe called the 2002 Reorganization Meeting to order at 6:30 PM in the Maidencreek Township Building.

Terry Rarick made a motion, seconded by Robert Kopfer, to appoint Roy Timpe Chairman Pro Tem and Ruth Manmiller Recording Secretary Pro Tem for the purpose of electing officers for Township of Maidencreek in 2002.

Roy Timpe welcomed the guests to the 2002 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 2002.

Terry Rarick nominated Roy Timpe as Chairman and Robert Kopfer at Vice Chairman. Hearing no other nominations, the nominees were elected by acclamation. All Board members voted “Aye.”

Roy Timpe made a motion, seconded by Terry Rarick, to designate the second Thursday of each month at 7:00 PM for Board of Supervisors meetings in 2002. All Board members voted, “Aye.”

Robert Kopfer nominated Richard Beckman to serve at the pleasure of the Board, as the Solicitor for Maidencreek Township Board of Supervisors in 2002. He did not receive a second. Terry Rarick made a motion, seconded by Roy Timpe, to approve **Resolution 1-2002** appointing the law firm of O’Pake - Orwig to serve at the pleasure of the Board for 2002 and establishing the Township Solicitor’s fees, which are listed in Resolution 1-2002. Robert Kopfer voted, “No.”

Robert Kopfer nominated Great Valley Consultants to serve at the pleasure of the Board, as Engineer for Maidencreek Township 2002. He did not receive a second. Terry Rarick made a motion, seconded by Roy Timpe, to approve **Resolution 2-2002** appointing Systems Design Engineering, Inc. to serve at the pleasure of the Board as the Township Engineering Consultant for 2002 and establishing the rates, which are listed in Resolution 2-2002. Robert Kopfer voted, “No.”

Terry Rarick made a motion, seconded by Robert Kopfer, to approve **Resolution 3-2002** appointing Carl A. Wolfe, Jr. as Primary Township SEO, appointing the following Alternate Township SEO’s for 2002 to serve at the pleasure of the Board and approving fees listed in Resolution 3-2002. All Board members voted “Aye.”

Alternate SEO - Michael G. Pohronezny, Jr.

Alternate SEO - Thomas S. Unger

Alternate SEO - Allan W. Madeira

Alternate SEO - Thomas M. Benusa

Alternate SEO - Mark A. Kitzmiller

Terry Rarick made a motion, seconded by Robert Kopfer, to adopt the following positions in block for 2002:

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

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

**MAIDENCREEK TOWNSHIP BOARD OF SUPERVISORS
REORGANIZATION MEETING
JANUARY 7, 2002**

Terry Rarick made a motion, seconded by Robert Kopfer, authorizing any Road Superintendent and/or Operations Director to spend \$1,000.00 for emergency situations and the Operations Director to spend \$400.00 at any time for daily operational needs. The Recording Secretary was instructed to poll the Board: Mr. Kopfer, "Aye." Mr. Rarick, "Aye." Mr. Timpe, "Aye."

Terry Rarick made a motion, seconded by Robert Kopfer, authorizing the purchase of the following Security Bonds,

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

The Recording Secretary was instructed to poll the Board: Mr. Kopfer, "Aye." Mr. Rarick, "Aye." Mr. Timpe, "Aye."

Terry Rarick made a motion, seconded by Robert Kopfer, to appoint the following persons/firms to serve at the pleasure of the Board during 2002:

Secretary – Treasurer	Regina Sanders
Recording Secretary (Compensation set at \$110.00 per meeting)	Ruth Manmiller
Receptionist/Clerk/Typist	Diane Hollenbach
Parks & Recreation Board Secretary (Compensation set at \$110.00 per meeting)	Diane Hollenbach
Township Planning Commission Solicitor	O’Pake and Orwig Law Firm
Township Planning Commission Consultant	Systems Design Engineering, Inc.
Township Planning Commission Recording Secretary (Compensation set at \$110.00 per meeting)	Regina Sanders
Building /Zoning/Subdivision Regulations Officer	Terry Manmiller
Zoning Hearing Board Solicitor	Paul Herbine
Plumbing Inspector (Compensation set at \$30.00 per inspection)	Roy J. Dreibilbis
EIT/OPT Tax Collector	Berks EIT Bureau
Amusement, Delinquent, and Per Capita Tax Collector	Barbara Hassler
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 Ruddrew III

The Recording Secretary was instructed to poll the Board: Mr. Kopfer, "Aye." Mr. Rarick, "Aye." Mr. Timpe, "Aye."

Terry Rarick made a motion, seconded by Robert Kopfer, to approve the following appointments to serve as volunteer fire police for Maiden creek Township:

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

The Recording Secretary was instructed to poll the Board: Mr. Kopfer, "Aye." Mr. Rarick, "Aye." Mr. Timpe, "Aye."

**MAIDENCREEK TOWNSHIP BOARD OF SUPERVISORS
REORGANIZATION MEETING**

JANUARY 7, 2002

Terry Rarick made a motion, seconded by Robert Kopfer, to approve the appointment of Elaine Berish to serve on the Maidencreek Township Authority Board, term expiring 12/31/2006. The Recording Secretary was instructed to poll the Board: Mr. Kopfer, "Aye." Mr. Rarick, "Aye." Mr. Timpe, "Aye."

Terry Rarick made a motion, seconded by Roy Timpe, to approve the appointment of Joseph Ruddrew III to serve on the Maidencreek Township Planning Commission Board, term expiring 12/31/2003. The Recording Secretary was instructed to poll the Board: Mr. Kopfer, "Aye." Mr. Rarick, "Aye." Mr. Timpe, "Aye."

Terry Rarick made a motion, seconded by Robert Kopfer, to approve the appointment of David Brown to serve on the Maidencreek Township Planning Commission Board, term expiring 12/31/2005. The Recording Secretary was instructed to poll the Board: Mr. Kopfer, "Aye." Mr. Rarick, "Aye." Mr. Timpe, "Aye."

The Board tabled appointments for the Park & Recreation Board.

Robert Kopfer made a motion, seconded by Terry Rarick, to approve the appointments of Linda Glass to serve on the Maidencreek Township Board of Auditors, term expiring 12/31/2005. The Recording Secretary was instructed to poll the Board: Mr. Kopfer, "Aye." Mr. Rarick, "Aye." Mr. Timpe, "Aye."

Robert Kopfer made a motion, seconded by Terry Rarick, to approve the appointments of Larry Kunkel to serve on the Maidencreek Township Board of Auditors, term expiring 12/31/2003. The Recording Secretary was instructed to poll the Board: Mr. Kopfer, "Aye." Mr. Rarick, "Aye." Mr. Timpe, "Aye."

Terry Rarick made a motion, seconded by Robert Kopfer, to approve the appointment of Jason Valick to serve on the Maidencreek Township Zoning Hearing Board, term expiring 12/31/2003. The Recording Secretary was instructed to poll the Board: Mr. Kopfer, "Aye." Mr. Rarick, "Aye." Mr. Timpe, "Aye."

Terry Rarick made a motion, seconded by Roy Timpe, to approve the appointment of Ed Carlson to serve as an alternate on the Maidencreek Township Zoning Hearing Board, term expiring 12/31/2003. The Recording Secretary was instructed to poll the Board: Mr. Kopfer, "Aye." Mr. Rarick, "Aye." Mr. Timpe, "Aye."

Terry Rarick made a motion, seconded by Robert Kopfer, to approve the following benefits for all full time employees:

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

 - Diane Hollenbach – Shall receive the above listed eight paid holidays in the pay period it occurs.
 5. Four paid Personal Day

**MAIDENCREEK TOWNSHIP BOARD OF SUPERVISORS
REORGANIZATION MEETING
JANUARY 7, 2002**

6. Vacation

- 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. Work week 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.” Mr. Rarick, “Aye.” Mr. Timpe, “Aye.”

Terry Rarick made a motion, seconded by Robert Kopfer, to establish **Resolution 4-2002**, for Personnel Changes and Rates of Pay for 2002. The Recording Secretary was instructed to poll the Board: Mr. Kopfer, “Aye.” Mr. Rarick, “Aye.” Mr. Timpe, “Aye.”

Terry Rarick made a motion, seconded by Robert Kopfer, to appoint the following persons to serve at the pleasure of the Board for the following positions in 2002:

Operations Director	Terry Manmiller
Heavy Equipment Operator	Keith Shuman
Heavy Equipment Operator	Gene Rothermel
Seasonal Heavy Equipment Operators	Russell Stoudt, Patrick Donovan, Michael Delong
Light Equipment Operator	Vacant

**MAIDENCREEK TOWNSHIP BOARD OF SUPERVISORS
REORGANIZATION MEETING**

JANUARY 7, 2002

Seasonal Light Equipment Operators	Gary Walters, Vernon Hecker, Gary Reeser, David Saint
Seasonal Laborer	Vacant
Secretary – Treasurer	Regina Sanders
Heavy Equipment Operator Leader	Vacant .50 cents over regular rate of pay
Receptionist/Clerk Typist	Diane Hollenbach
School Crossing Guard	Daniel Keller
Cleaning Person	Beverly Guistwite

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

Terry Rarick made a motion, seconded by Robert Kopfer, 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 to be used when necessary, as established in **Resolution 5-2002**. The Recording Secretary was instructed to poll the Board: Mr. Kopfer, “Aye.” Mr. Rarick, “Aye.” Mr. Timpe, “Aye.”

Terry Rarick made a motion, seconded by Robert Kopfer, to instruct the Secretary –Treasurer to deposit Township Funds for 2002 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.” Mr. Rarick, “Aye.” Mr. Timpe, “Aye.”

Terry Rarick made a motion, seconded by Robert Kopfer, to set the following rates for use of township equipment in 2002:

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

All Board members voted, “Aye.”

Terry Rarick made a motion, seconded by Robert Kopfer, to adopt **Resolution 6-2002** authorizing the Board to appoint an independent auditor to audit the financial records for the year 2002. All Board members voted, “Aye.”

Terry Rarick made a motion, seconded by Roy Timpe, appointing Reinsel & Co. to audit the Maiden creek Township financial records for 2000. All Board members voted, “Aye.”

*** Rate of Compensation of \$15.81 for any Supervisor working with the Road Crew was set by the Auditors on 1/8/02**

Terry Rarick adjourned the meeting at 7:14 PM.

**MAIDENCREEK TOWNSHIP BOARD OF SUPERVISORS
REORGANIZATION MEETING
JANUARY 7, 2002**

Respectfully submitted,

Ruth M. Manmiller
Recording Secretary

CC: Board of Supervisors

Regina Sanders, Maiden creek Township Board of Supervisors, Secretary

Terry Manmiller, Operations Director

Richard Orwig, Solicitor – O’Pake – Orwig Law Firm

Thomas Unger - Systems Design Engineering, Inc.

Planning Commission Board members

Park and Recreation Board members

Diane Hollenbach, Park and Recreation Secretary

Zoning Hearing Board members

Paul Herbein, Zoning Hearing Board Solicitor

Tax Collector

Maiden creek Township Authority Board members

Maiden creek Township Authority Board Solicitor

Joann Schaeffer, Maiden creek Township Authority Secretary

**MAIDENCREEK TOWNSHIP BOARD OF SUPERVISORS
REORGANIZATION MEETING
JANUARY 7, 2002**