

**Maidencreek Township Board of Supervisors
Reorganization Meeting
January 5, 2004 – 7:00 PM**

Attending: Roy Timpe, Robert Kopfer, Gloria Kemmerer, Tom Unger of Systems Design Engineering, Inc., Terry Manmiller – Operation Director, Diane Hollenbach – Recording Secretary

Guests: Joseph Rudderow III, Walter Greth, Fay Isamoyer, Cindy Stump, Jacob Hayward, Trisha Moser, Ronald Kemmerer, Sr., Jason Belovich, John Belovich, Larry Kunkel, Ed Carlson

Roy Timpe called the January 5, 2004 Reorganization Meeting of the Maidencreek Township Board of Supervisors to order at 7:00 p.m. in the Maidencreek Township municipal building and asked everyone to rise for the pledge to the flag.

Mr. Timpe stated that Gloria Kemmerer has been elected Supervisor with a term from January of 2004 until the reorganization meeting of January of 2010. Mr. Timpe also expressed the Board's gratitude to Ruth Manmiller for recording the Board of Supervisors meetings in the past. Mrs. Manmiller tendered her resignation as recording secretary to the Board of Supervisors in December of 2003.

A motion was made by Gloria Kemmerer, seconded by Robert Kopfer, to appoint Roy Timpe as Chairperson Pro Tem for the purpose of electing officers for the Township of Maidencreek in 2004. All members voted, "Aye." Motion carried.

A motion was made by Gloria Kemmerer, seconded by Robert Kopfer, to appoint Diane Hollenbach as Recording Secretary Pro Tem for the purpose of electing officers for the Township of Maidencreek in 2004. All members voted, "Aye." Motion carried.

PUBLIC COMMENT - none

CHAIRPERSON AND VICE CHAIRPERSON POSITIONS

A motion was made by Gloria Kemmerer, seconded by Robert Kopfer, to nominate Roy Timpe as Chairperson and Robert Kopfer as Vice Chairperson of the Maidencreek Township Board of Supervisors in 2004. Hearing no other nominations, the nominees were elected by acclamation. Mr. Timpe resumed the meeting as Chairman.

POSITIONS FILLED BY MEMBERS OF THE BOARD OF SUPERVISORS

A motion was made by Gloria Kemmerer, seconded by Robert Kopfer, to appoint Robert Kopfer as Township EIT/OPT Representative for Maidencreek Township in 2004. All members voted, "Aye." Motion carried.

A motion was made by Robert Kopfer, seconded by Gloria Kemmerer, to appoint Gloria Kemmerer as Township EIT/OPT Alternate Representative for Maidencreek Township in 2004. All members voted, "Aye." Motion carried.

A motion was made by Gloria Kemmerer, seconded by Robert Kopfer, to appoint Robert Kopfer as Agricultural Security Area Representative for Maidencreek Township in 2004. All members voted, "Aye." Motion carried.

A motion was made by Gloria Kemmerer, seconded by Robert Kopfer, to appoint Robert Kopfer as Township Road Master for Maidencreek Township in 2004. All members voted, "Aye." Motion carried.

A motion was made by Robert Kopfer, seconded by Gloria Kemmerer, to appoint Roy Timpe as Northern Berks Regional Police Commissioner for Maidencreek Township in 2004. All members voted, "Aye." Motion carried.

A motion was made by Robert Kopfer, seconded by Gloria Kemmerer, to appoint Gloria Kemmerer as Northern Berks Regional Police Commissioner Alternate for Maidencreek Township in 2004. All members voted, "Aye." Motion carried.

SET MONTHLY MEETING DATES

A motion was made by Gloria Kemmerer, seconded by Robert Kopfer, to set the meeting dates for 2004 Board of Supervisors meetings as the 2nd and 3rd Thursday of each month at 7:00 PM at the Maidencreek Township Municipal Building. All members voted, "Aye." Motion carried.

RESOLUTION 1-2004

A motion was made by Gloria Kemmerer, seconded by Robert Kopfer, to adopt Resolution 1-2004 appointing Orlando and Strahn as solicitor for the Maidencreek Township Board of Supervisors in 2004. All members voted, "Aye." Motion carried.

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RESOLUTION 2-2004

A motion was made by Gloria Kemmerer, seconded by Robert Kopfer, to adopt Resolution 2-2004 appointing Systems Design Engineering as engineering consultant for the Maidencreek Township Board of Supervisors in 2004. All members voted, "Aye." Motion carried.

RESOLUTION 3-2004

A motion was made by Gloria Kemmerer, seconded by Robert Kopfer, to adopt Resolution 3-2004 appointing the following sewage enforcement officers for Maidencreek Township in 2004: Carl Wolfe, Michael G. Pohronezny, Jr., Allen Madeira, Thomas S. Unger, Thomas Bagenstose, Mark Kitzmiller, and Scott Steffy. All members voted, "Aye." Motion carried.

APPOINT TAX COLLECTION POSITIONS

A motion was made by Gloria Kemmerer, seconded by Robert Kopfer, to appoint Berks EIT Bureau as EIT/OPT Collector for Maidencreek Township in 2004. All members voted, "Aye." Motion carried.

A motion was made by Gloria Kemmerer, seconded by Robert Kopfer, to appoint Barbara Hassler as Real Estate, Amusement Tax and Per Capita Tax Collector for Maidencreek Township in 2004. All members voted, "Aye." Motion carried.

A motion was made by Gloria Kemmerer, seconded by Robert Kopfer, to appoint GH Harris as Delinquent Per Capita Tax Collector for Maidencreek Township in 2004. All members voted, "Aye." Motion carried.

A motion was made by Gloria Kemmerer, seconded by Robert Kopfer, to appoint the County of Berks Tax Claim Bureau as Delinquent Real Estate Tax Collector for Maidencreek Township in 2004. All members voted, "Aye." Motion carried.

APPOINT PERSONNEL AND ADOPT RESOLUTION 4-2004 RATES OF PAY

A motion was made by Robert Kopfer, seconded by Roy Timpe, to appoint Diane Hollenbach as Secretary/Treasurer for Maidencreek Township in 2004. Robert Kopfer and Roy Timpe voted, "Aye." Gloria Kemmerer abstained. Motion carried.

A motion was made by Robert Kopfer, seconded by Roy Timpe, to appoint Terry Manmiller as Building/Zoning/Subdivision Regulations Officer for Maidencreek Township in 2004. The Chairman asked the secretary to poll the Board. Mr. Kopfer – Aye, Mr. Timpe – Aye, Mrs. Kemmerer – Nay. Motion carried.

A motion was made by Robert Kopfer, seconded by Gloria Kemmerer, to appoint Terry Manmiller and Diane Hollenbach as Co-Recycling Coordinators for Maidencreek Township in 2004. All members voted, "Aye." Motion carried.

A motion was made by Robert Kopfer, seconded by Gloria Kemmerer, to appoint Herbein & Associates as the Maidencreek Township Zoning Hearing Board Solicitor for 2004. All members voted, "Aye." Motion carried.

A motion was made by Gloria Kemmerer, seconded by Robert Kopfer, to appoint Roy Dreibelbis as Plumbing Inspector for Maidencreek Township in 2004. All members voted, "Aye." Motion carried.

A motion was made by Gloria Kemmerer, seconded by Robert Kopfer, to appoint Daniel Keller as School Crossing Guard and Judy Rothermel as alternate School Crossing Guard in 2004. All members voted, "Aye." Motion carried.

A motion was made by Gloria Kemmerer, seconded by Robert Kopfer, to appoint Beverly Guistwite as Cleaning Person for the Township Building in 2004. All members voted, "Aye." Motion carried.

A motion was made by Gloria Kemmerer, seconded by Robert Kopfer, to appoint Tim Mills, Michael Delong, David I Brown, Gary Reeser, Ken Schnader and David Kopfer as Seasonal Light Equipment Operators for Snow Plowing for 2004. All members voted, "Aye." Motion carried.

A motion was made by Gloria Kemmerer, seconded by Robert Kopfer, to adopt Resolution 4-2004 establishing Personnel Changes and Rates of Pay for Maidencreek for 2004. All members voted, "Aye." Motion carried. Please note that all other full time and part time personnel and their benefits are set by the Maidencreek Township Union Contract.

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APPOINT VARIOUS BOARD POSITIONS

A motion was made by Robert Kopfer, seconded by Roy Timpe, to appoint Diane Hollenbach as Maidencreek Township Board of Supervisors Recording Secretary for 2004. Robert Kopfer and Roy Timpe voted, "Aye." Gloria Kemmerer abstained. Motion carried.

A motion was made by Gloria Kemmerer, seconded by Robert Kopfer, to appoint Julie Guistwite as Maidencreek Township Park & Recreation Recording Secretary for 2004. All members voted, "Aye." Motion carried.

A motion was made by Gloria Kemmerer, seconded by Robert Kopfer, to appoint Systems Design Engineering, Inc. as the Maidencreek Township Park & Recreation Engineering Consultant for 2004. All members voted, "Aye." Motion carried.

A motion was made by Robert Kopfer, seconded by Roy Timpe, to appoint Diane Hollenbach as Maidencreek Township Planning Commission Recording Secretary for 2004. Robert Kopfer and Roy Timpe voted, "Aye." Gloria Kemmerer abstained. Motion carried.

A motion was made by Gloria Kemmerer, seconded by Robert Kopfer, to appoint Orlando & Strahn as Maidencreek Township Planning Commission Solicitor for 2004. All members voted, "Aye." Motion carried.

A motion was made by Gloria Kemmerer, seconded by Robert Kopfer, to appoint Systems Design Engineering, Inc. as the Maidencreek Township Planning Commission Engineering Consultant for 2004. All members voted, "Aye." Motion carried.

A motion was made by Gloria Kemmerer, seconded by Robert Kopfer, to appoint Joseph Rudderow III as Maidencreek Township Vacancy Board Chairperson for 2004. All members voted, "Aye." Motion carried.

A motion was made by Robert Kopfer, seconded by Gloria Kemmerer, to appoint Keith Shuman, Vernon Hecker and Diane Hollenbach to the Maidencreek Township Personnel Committee for 2004. All members voted, "Aye." Motion carried.

APPOINT PERSONNEL TO BOARD POSITIONS

A motion was made by Gloria Kemmerer, seconded by Roy Timpe, to reappoint Earl Rothermel to the Maidencreek Township Authority Board with a term expiring on 12/31/08. All members voted, "Aye." Motion carried.

A motion was made by Gloria Kemmerer, seconded by Robert Kopfer, to reappoint Joseph Rudderow III to the Maidencreek Township Planning Commission with a term expiring on 12/31/07. All members voted, "Aye." Motion carried.

A motion was made by Gloria Kemmerer, seconded by Robert Kopfer, to reappoint Keith Shuman to the Maidencreek Township Park and Recreation Board with a term expiring on 12/31/06. All members voted, "Aye." Motion carried.

A motion was made by Gloria Kemmerer, seconded by Robert Kopfer, to reappoint Mary Dymek to the Maidencreek Township Park and Recreation Board with a term expiring on 12/31/06. All members voted, "Aye." Motion carried.

A motion was made by Gloria Kemmerer, seconded by Robert Kopfer, to reappoint Raymond Shuman to the Maidencreek Township Zoning Hearing Board with a term expiring on 12/31/06. All members voted, "Aye." Motion carried.

CAPITAL AUTHORIZATIONS, RESOLUTION 5-2004 AND RESOLUTION 6-2004

A motion was made by Robert Kopfer, seconded by Gloria Kemmerer, to authorize any Supervisor or the Operations Director to spend \$2500.00 for emergency situations and the Operations Director to spend \$400.00 at any time for daily operational needs during 2004. All members voted, "Aye." Motion carried.

A motion was made by Robert Kopfer, seconded by Gloria Kemmerer, to authorize the Operations Director or Roadmaster to hire an independent contractor to blow snow on a large scale for Township Roadways as needed with a cost not to exceed \$125.00 per hour. All members voted, "Aye." Motion carried.

A motion was made by Gloria Kemmerer, seconded by Robert Kopfer, to authorize the Township Secretary/Treasurer to purchase Security Bonds for 2004 for Secretary/Treasurer in the amount of \$200,000.00 and a bond for the Real Estate Tax Collector in the amount of \$500,000.00. All members voted, "Aye." Motion carried.

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A motion was made by Gloria Kemmerer, seconded by Robert Kopfer, to adopt Resolution 5-2004 confirming authorization to draw down on the \$50,000 Line of Credit at the Leesport Bank and the \$75,000.00 Line of Credit at the First National Bank in Fleetwood when necessary. All members voted, "Aye." Motion carried.

A motion was made by Robert Kopfer, seconded by Gloria Kemmerer, to instruct Secretary/Treasurer to deposit all Township Funds for 2004 at the First National Bank in Fleetwood and/or Leesport Bank. All members voted, "Aye." Motion carried.

A motion was made by Gloria Kemmerer, seconded by Robert Kopfer, to designate the Leesport Bank as depository for the collected tax funds of the Maidencreek Township Tax Collector. All members voted, "Aye." Motion carried.

A motion was made by Gloria Kemmerer, seconded by Robert Kopfer, to adopt Resolution 6-2004 authorizing the Board to appoint Kosmerl & Company as independent auditor to audit the financial records of 2003. All members voted, "Aye." Motion carried.

A motion was made by Robert Kopfer, seconded by Gloria Kemmerer, to set the following hourly rates for use of Township equipment in 2004:

| | |
|------------------|---|
| Grass Mower | \$125.00 per hour plus operator's wages |
| Trucks | \$125.00 per hour plus operator's wages |
| Front End Loader | \$125.00 per hour plus operator's wages |
| Sweeper | \$125.00 per hour plus operator's wages |
| Roller | \$125.00 per hour plus operator's wages |
| Tar Buggy | \$125.00 per hour plus operator's wages |
| Case Backhoe | \$125.00 per hour plus operator's wages |

All members voted, "Aye." Motion carried.

APPOINT EMERGENCY RESPONSE PERSONNEL

A motion was made by Gloria Kemmerer, seconded by Robert Kopfer, to appoint Terry Manmiller as FEMA Coordinator for Maidencreek Township in 2004. All members voted, "Aye." Motion carried.

A motion was made by Gloria Kemmerer, seconded by Robert Kopfer, to appoint Keith Shuman as FEMA Coordinator Assistant for Maidencreek Township in 2004. All members voted, "Aye." Motion carried.

A motion was made by Gloria Kemmerer, seconded by Robert Kopfer, to appoint Daniel Miller, Sr. as PEMA Coordinator for Maidencreek Township in 2004. All members voted, "Aye." Motion carried.

APPOINT FIRE POLICE PERSONNEL

A motion was made by Gloria Kemmerer, seconded by Robert Kopfer, to appoint personnel to the following positions:

| | |
|------------------------|--|
| Fire Police Captains | Ralph Shuman and Floyd Richards |
| Fire Police Lieutenant | Donald Becker, Sr. |
| Fire Police Sergeant | Ron Santoro |
| Fire Police Personnel | Steve Pencak, Greg Young, Daniel Miller, Sr. |

All members voted, "Aye." Motion carried.

RESOLUTION 7-2004 and RESOLUTION 8-2004

A motion was made by Gloria Kemmerer, seconded by Robert Kopfer, to table the adoption of Resolutions 7-2004 and Resolution 8-2004 recognizing the Bandon Ambulance and Bandon Volunteer Fire Company as the emergency service providers of Maidencreek Township per the Solicitor's request for more time to review the language in the resolutions. All members voted, "Aye." Motion carried.

Joe Rudderow asked if tabling the motions would impede the Fire Company and Ambulance from responding to calls in the Township. Mr. Timpe replied that this would not affect emergency services response to emergencies in the Township.

Since there was no further business, a motion was made by Robert Kopfer, seconded by Gloria Kemmerer, to adjourn the January 5, 2004 Maidencreek Township Reorganization Meeting. All members voted, "Aye." Motion carried. Meeting adjourned at 7:35 p.m.

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Recording Secretary

Cc: Board of Supervisors
Terry Manmiller, Operations Director
Eugene Orlando, Orlando & Strahn, 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 Township Authority Engineer
Barbara Hassler, Tax Collector
Daniel Miller, Blandon Fire Company Chief
Chief Scott W. Eaken, Northern Berks Regional Police