

**Maidencreek Township Board of Supervisors
Reorganization Meeting
January 3, 2017**

Attendance: Joseph Rudderow III, David Franke, Diane Hollenbach – manager, Thomas Unger – Systems Design Engineering, Inc.

Guests: Matt Zimmerman

The meeting was called to order at 7:03 p.m.

A motion was made by Joseph Rudderow III to appoint Diane Hollenbach Chairperson Pro Tem and Recording Secretary Pro Tem for the purpose of electing officers for the Township of Maidencreek in 2017. David Franke seconded the motion and hearing no questions on the motion, it passed unanimously.

Diane Hollenbach took roll call to determine a quorum. David Franke and Joseph Rudderow III were present. Claude Beaver was absent.

PUBLIC COMMENT - none

CHAIRPERSON AND VICE CHAIRPERSON POSITIONS FOR 2017

A motion was made by David Franke to appoint Joseph Rudderow III Chairperson of the Board of Supervisors for 2017. Joseph Rudderow III seconded the motion and hearing no questions on the motion, it passed unanimously. Mrs. Hollenbach turned the meeting over to Mr. Rudderow III.

A motion was made by Joseph Rudderow III to appoint David Franke the Vice Chairperson of the Board of Supervisors for 2017. David Franke 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 David Franke to appoint Joseph Rudderow III as Agricultural Security Area Representative for 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 appoint David Franke as a nonworking Road Master for 2017. David Franke seconded the motion and hearing no questions on the motion, it passed unanimously.

A motion was made by David Franke to appoint Joseph Rudderow III as Northern Berks Regional Police Commissioner for 2017. Joseph Rudderow III seconded the motion and hearing no questions on the motion, it passed unanimously.

A motion was made by David Franke to appoint Claude Beaver as Northern Berks Regional Police Commission Alternate for 2017. Joseph Rudderow III questioned that since the meetings are on a Monday morning and Mr. Beaver has stated he can't make morning meetings, if Mrs. Hollenbach would consider being the alternate. David Franke withdrew his motion.

A motion was made by David Franke to appoint Diane Hollenbach as Northern Berks Regional Police Commission Alternate for 2017. Joseph Rudderow III seconded the motion and hearing no questions on the motion, it passed unanimously.

A motion was made by David Franke to appoint Diane Hollenbach as PSATS Voting Delegate for 2017. Joseph Rudderow III 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 David Franke to set the monthly meeting as the 2nd Thursday of each month at 7:00 PM in the Maiden Creek 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 David Franke to designate the Reading Eagle as the publication for the advertisement of legal notices in 2017. Joseph Rudderow III seconded the motion and hearing no questions on the motion, it passed unanimously.

RESOLUTION 1-2017

A motion was made by David Franke to adopt Resolution 1-2017 appointing Diane Hollenbach as Township Manager and setting compensation for the position. Joseph Rudderow III seconded the motion and hearing no questions on the motion, it passed unanimously.

RESOLUTION 2-2017

A motion was made by David Franke to adopt Resolution 2-2017 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 2017. Joseph Rudderow III seconded the motion and hearing no questions on the motion, it passed unanimously.

RESOLUTION 3-2017

A motion was made by David Franke to adopt Resolution 3-2017 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 2017. Joseph Rudderow III seconded the motion and hearing no questions on the motion, it passed unanimously.

RESOLUTION 4-2017

A motion was made by David Franke to adopt Resolution 4-2017 appointing Systems Design Engineering Township Sewage Enforcement Officer and set the hourly rate for those services in 2017. Joseph Rudderow III seconded the motion and hearing no questions on the motion, it passed unanimously.

RESOLUTION 5-2017

A motion was made by David Franke to adopt Resolution 5-2017 appointing Great Valley Consultants as Zoning Officer, Building Code Official and Code Enforcement Officer for 2017. 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 David Franke authorizing Maiden Creek Township to participate in the Berks Countywide UCC Appeals Board in 2017. Joseph Rudderow III seconded the motion and hearing no questions on the motion, it passed unanimously.

APPOINT PERSONNEL AND ADOPT RESOLUTION FOR RATES OF PAY FOR EMPLOYEES

A motion was made by David Franke to adopt Resolution 6-2017 establishing Personnel Positions and Rates of Pay for 2017. Joseph Rudderow III seconded the motion and hearing no questions on the motion, it passed unanimously.

A motion was made by David Franke to appoint personnel to the following positions:

Secretary/Treasurer - *Diane Hollenbach*

Part Time Assistant Secretary - *Debbie Didyoung*
Board of Supervisors Recording Secretary -*Diane Hollenbach*
Park & Recreation Recording Secretary - *Katelyn Gruber*
Emergency Management Coordinator - FEMA -*Chris Kline*
Open Records Officer - *Diane Hollenbach*
Alternate Open Records Officer - *Katelyn Gruber*
Recycling Coordinator - *Diane Hollenbach*
School Crossing Guard - *Colleen Donohue*
Alternate School Crossing Guard - *Mark Seidt*
Cleaning Person - *Beverly Guistwite*
Public Works Foreman - *Keith Shuman (CDL B)*
Heavy Equipment Op. - *Greg Wolfe, Andrew Letsche (CDL A, Mechanic), Brian Wise (CDL A)*
Light Equipment Operator – *Tyler Nolt*
Receptionist/Clerk/Typist - *Katelyn Gruber*
Seasonal Snow Plow Op. - *David Brown, Tim Machemer, Mike Shirk, Tim Mills, Patrick Donovan and Owen Heller*
Personnel/Safety Committee - *Keith Shuman, Andrew Letsche, Greg Wolfe*

Joseph Rudderow III seconded the motion and hearing no questions on the motion, it passed unanimously.

A motion was made by David Franke to appoint Meagan Dompkowski as Planning Commission Recording Secretary. Joseph Rudderow III seconded the motion and hearing no questions on the motion, it passed unanimously.

APPOINT TAX COLLECTION POSITIONS

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

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

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

APPOINT PERSONNEL TO BOARD POSITIONS

A motion was made by David Franke to appoint Jack May to the Maiden creek Township Authority Board with a term expiring on 12/31/21. Joseph Rudderow III seconded the motion and hearing no questions on the motion, it passed unanimously.

A motion was made by David Franke to appoint Randy Hauk to the Maiden creek Township Planning Commission with a term expiring on 12/31/20. Joseph Rudderow III seconded the motion and hearing no questions on the motion, it passed unanimously.

A motion was made by David Franke to appoint Joel High to the Maiden creek Township Planning

Commission with a term expiring on 12/31/20. Joseph Rudderow III seconded the motion and hearing no questions on the motion, it passed unanimously.

A motion was made by David Franke to appoint Jeremy Breidenstein to the Maidencreek Township Park and Recreation Board with a term expiring on 12/31/20. Joseph Rudderow III seconded the motion and hearing no questions on the motion, it passed unanimously.

A motion was made by David Franke to adopt Resolution 7-2017 appointing Joseph Pendleton and William Riedel 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 David Franke to set the rate of the Zoning Hearing Board Solicitor, Kozloff Stoult 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 David Franke to appoint David Brown as the Vacancy Board Chairman with a term ending 12/31/2017. 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 adopt Resolution 8-2017 to appoint the Joint Planning Commission with a term expiring 12/31/2017. David Franke seconded the motion and hearing no questions on the motion, it passed unanimously.

CAPITAL AUTHORIZATIONS, RESOLUTION

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

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

A motion was made by David Franke to authorize any Supervisor to spend \$2500.00 for emergency situations and the Manager to spend \$750 at any time for daily operational needs during 2017. Joseph Rudderow III seconded the motion and hearing no questions on the motion, it passed unanimously.

A motion was made by David Franke to authorize the Township Manager to purchase Security Bonds for 2017 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 David Franke to adopt Resolution 9-2017 authorizing the Board of Supervisors to appoint an independent auditor, Kosmerl and Company to audit the financial records of 2016. Joseph Rudderow III seconded the motion and hearing no questions on the motion, it passed unanimously.

A motion was made by David Franke to set the mileage rate at the IRS approved rate of .535 per mile. Joseph Rudderow III seconded the motion and hearing no questions on the motion, it passed unanimously.

RESOLUTION 10-2017

A motion was made by David Franke to adopt Resolution 10-2017 authorizing the Blandon Ambulance

Service to provide emergency medical service to Maiden Creek Township. Joseph Rudderow III seconded the motion. David Franke asked what the procedure would be when the ambulance merger occurred. Diane Hollenbach stated that a new resolution would be adopted naming the new merged ambulance service and hearing no questions on the motion, it passed unanimously.

RESOLUTION 11-2017

A motion was made by David Franke to adopt Resolution 11-2017 authorizing 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. David Franke seconded the motion and hearing no questions on the motion, it passed unanimously.

Since there was no further business, a motion was made by David Franke, seconded by Joseph Rudderow III, to adjourn the January 3, 2017 Reorganization Meeting at 7:27 pm. Hearing no questions on the motion, all members voted, "Aye." Motion carried.

Township Secretary, January 4, 2017