

**Maidencreek Township Board of Supervisors  
Reorganization Meeting  
January 6, 2014 – 7:00 PM**

Attending: Claude Beaver, David Franke, Joseph Rudderow III, Tom Unger - System Design Engineering, Inc., Diane Hollenbach – General Manager, Johanna Mattera -Recording Secretary

Guests: Melissa V Shiner

Joseph Rudderow III called the January 6, 2014 Reorganization Meeting of the Maidencreek Township Board of Supervisors to order at 7:00 p.m.

A motion was made by Joseph Rudderow III, seconded by Claude Beaver, to appoint David Franke as Chairperson Pro Tem and Johanna Mattera as Secretary Pro Tem for the purpose of electing officers for the Township of Maidencreek in 2014. All members voted, "Aye." Motion carried.

**PUBLIC COMMENT** - none

**CHAIRPERSON AND VICE CHAIRPERSON POSITIONS**

A motion was made by Joseph Rudderow III, seconded by Claude Beaver, to nominate David Franke as Chairperson of the Maidencreek Township Board of Supervisors in 2014. Hearing no questions on the motion, members voted as follows; Claude Beaver and Joseph Rudderow III "Aye", David Franke "Abstained". Motion carried.

A motion was made by Claude Beaver, seconded by David Franke, to nominate Joseph Rudderow III as Vice Chairperson of the Maidencreek Township Board of Supervisors in 2014. Hearing no questions on the motion, members voted as follows; Claude Beaver and David Franke "Aye", Joseph Rudderow III "Abstained". Motion carried.

**POSITIONS FILLED BY MEMBERS OF THE BOARD OF SUPERVISORS**

A motion was made by Claude Beaver, seconded by David Franke, to appoint Joseph Rudderow III as Agricultural Security Area Representative for Maidencreek Township in 2014. Hearing no questions on the motion, members voted as follows; Claude Beaver and David Franke "Aye", Joseph Rudderow III "Abstained". Motion carried.

A motion was made by Joseph Rudderow III, seconded by David Franke, to appoint Claude Beaver as Township Road Master for Maidencreek Township in 2014. Hearing no questions on the motion, all members voted as follows; David Franke and Joseph Rudderow III "Aye", Claude Beaver "Abstained". Motion carried.

A motion was made by Joseph Rudderow, seconded by David Franke, to appoint Claude Beaver as Northern Berks Regional Police Commissioner for Maidencreek Township in 2014. Hearing no questions on the motion, members voted as follows; David Franke and Joseph Rudderow III "Aye", Claude Beaver "Abstained". Motion carried.

A motion was made by Joseph Rudderow III, seconded by Claude Beaver, to appoint Diane Hollenbach as Northern Berks Regional Police Commissioner Alternate for Maidencreek Township in 2014. Hearing no questions on the motion, all members voted "Aye". Motion carried.

A motion was made by Claude Beaver, seconded by Joseph Rudderow III, to appoint David Franke as Tax Collection Committee Delegate for Maidencreek Township in 2014. Hearing no questions on the motion, all members voted as follows; Claude Beaver and Joseph Rudderow III "Aye", David Franke "Abstained". Motion carried.

A motion was made by Joseph Rudderow III, seconded by Claude Beaver, to appoint Diane Hollenbach as Tax Collection Committee 1<sup>st</sup> Alternate Delegate for Maidencreek Township in 2014. Hearing no questions on the motion, all members voted, "Aye." Motion carried.

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A motion was made by David Franke, seconded by Claude Beaver, to appoint Joseph Rudderow III as PSATS Convention Voting Delegate for Maidencreek Township in 2014. Hearing no questions on the motion, all members voted as follows; Claude Beaver and David Franke "Aye", Joseph Rudderow III "Abstained". Motion carried.

A motion was made by Claude Beaver, seconded by Joseph Rudderow III, to appoint David Franke as PSATS Convention Alternate Delegate for Maidencreek Township in 2014. Hearing no questions on the motion, all members voted, "Aye." Motion carried.

**SET MONTHLY MEETING DATES AND APPROVE THE HOLIDAY SCHEDULE**

A motion was made by Joseph Rudderow III, seconded by Claude Beaver, to set the meeting dates for the 2014 Board of Supervisors meetings as the 2<sup>nd</sup> Thursday of each month at 7:00 PM at the Maidencreek Township Municipal Building and approve the Holiday Schedule. Hearing no questions on the motion, all members voted, "Aye." Motion carried.

**DESIGNATE PUBLICATION FOR ADVERTISEMENT OF PUBLIC NOTICES**

A motion was made by Claude Beaver, seconded by Joseph Rudderow III, to designate the Reading Eagle as the publication for the advertisement of legal notices. Hearing no questions on the motion, all members voted, "Aye". Motion carried. The Board will also be using the Township Website.

**RESOLUTION 1-2014**

A motion was made by Claude Beaver, seconded by Joseph Rudderow III, to adopt Resolution 1-2014 appointing Diane Hollenbach as Township Manager. Hearing no questions on the motion, all members voted, "Aye". Motion carried.

**RESOLUTION 2-2014**

A motion was made by Claude Beaver, seconded by Joseph Rudderow III, to adopt Resolution 2-2014 appointing Orlando Law Office as Solicitor for 2014 to serve the Board of Supervisors, Planning Commission and Park and Recreation Board and also sets an hourly rate of \$167.00. Hearing no questions on the motion, all members voted, "Aye." Motion carried.

**RESOLUTION 3-2014**

A motion was made by Joseph Rudderow III, seconded by Claude Beaver, to adopt Resolution 3-2014 appointing System Design Engineering, Inc as Township Engineering Consultant for 2014 to serve the Board of Supervisors, Planning Commission and sets the hourly rate of \$106.69 max for the senior engineer for each service. Hearing no questions on the motion, all members voted, "Aye." Motion carried.

**RESOLUTION 4-2014**

A motion was made by Joseph Rudderow III, seconded by Claude Beaver, to adopt Resolution 4-2014 appointing Systems Design Engineering, Inc. to serve the Park and Recreation Board for 2014 and sets the hourly rate of \$106.69 max for the senior engineer for those services. Hearing no questions on the motion, all members voted, "Aye". Motion carried.

**RESOLUTION 5-2014**

A motion was made by Claude Beaver, seconded by Joseph Rudderow III, to adopt Resolution 5-2014 appointing Systems Design Engineering, Inc. to serve as Zoning Officer, Code Enforcement Officer and Building Code Official for 2014. Hearing no questions on the motion, all members voted, "Aye". Motion carried.

**UNIFORM CONSTRUCTION CODE APPEALS BOARD**

A motion was made by Joseph Rudderow III, seconded by Claude Beaver, to authorize Maidencreek Township to participate in the Berks County wide UCC Appeals Board. Hearing no questions on the motion, all members voted, "Aye". Motion carried.

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**RESOLUTION 6-2014**

A motion was made by Claude Beaver, seconded by Joseph Rudderow III, to adopt Resolution 6-2014 appointing Scott McCaffrey of Systems Design Engineering, Inc. to serve as primary Township Sewage Enforcement Officer, appoints alternate SEOs and sets the hourly rate for those services for 2014. Hearing no questions on the motion, all members voted, "Aye". Motion carried.

**APPOINT PERSONNEL AND ADOPT RESOLUTION 7-2014 RATES OF PAY**

A motion was made by Claude Beaver, seconded by Joseph Rudderow III, to adopt Resolution 7-2014 establishing Personnel Positions and Rates of Pay for 2014 and appoint personnel to the following position adding Alternate Open Records Officer to the list.

- Appoint Diane Hollenbach as Secretary/Treasurer
- Appoint Johanna Mattera as Board of Supervisors Recording Secretary
- Appoint Katelyn Fox as Park & Recreation Recording Secretary
- Appoint Diane Hollenbach as Planning Commission Recording Secretary
- Appoint Chris Kline as Emergency Management Coordinator – FEMA
- Assistant Emergency Management Coordinator – FEMA – Vacant
- Appoint Diane Hollenbach as Open Records Officer
- Appoint Katelyn Fox as Alternate Open Records Officer
- Appoint Diane Hollenbach as Recycling Coordinator
- Appoint Colleen Donohue as School Crossing Guard
- Appoint Mark Seidt and William Becker as Alternate School Crossing Guards
- Appoint Beverly Guistwite as Cleaning Person
- Appoint Keith Shuman as Public Works Foreman
- Appoint David Saint (CDL), Greg Wolfe and Jon Gracely as Heavy Equipment Operator.
- Receptionist/Clerk/Typist/Zoning Secretary – Katelyn Fox
- Appoint the following as Seasonal Snow Plow Operators - David Brown, Mike Gruber, Tim Machermer and Mike Shirk

Appoint the following as Personnel/Safety Committee; Keith Shuman, David Saint and Greg Wolfe  
Hearing no questions on the motion, all members voted "Aye". Motion carried.

**APPOINT TAX COLLECTION POSITIONS**

A motion was made by Joseph Rudderow III, seconded by Claude Beaver, to appoint the following tax collection positions: Barbara Hassler as Real Estate and Amusement Tax Collector  
County of Berks/Tax Claim Bureau as Delinquent Real Estate Tax Collector  
Diane Hollenbach as Township Representative to issue Amusement Permits  
Hearing no questions on the motion, all members voted "Aye". Motion carried.

**APPOINT PERSONNEL TO BOARD POSITIONS**

A motion was made by Claude Beaver, seconded by Joseph Rudderow III, to reappoint Earl Rothermel to the Maidencreek Township Authority Board with a term expiring on 12/31/18. Hearing no questions on the motion, all members voted, "Aye." Motion carried.

A motion was made by Claude Beaver, seconded by Joseph Rudderow III, to reappoint Matt Davenport to the Maidencreek Township Planning Commission with a term expiring on 12/31/17. Hearing no questions on the motion, all members voted, "Aye". Motion carried.

A motion was made by Joseph Rudderow III, seconded by Claude Beaver, to reappoint Mark Seidel to the Maidencreek Township Park and Recreation Board with a term expiring on 12/31/17. Hearing no questions on the motion, all members voted, "Aye". Motion carried.

**RESOLUTION 8-2014**

A motion was made by Claude Beaver, seconded by Joseph Rudderow III, to adopt Resolution 8-2014 reappointing William Riedel to the Zoning Hearing Board and Joseph Pendelton as an Alternate . Hearing no questions on the motion, all members voted, "Aye". Motion carried.

A motion was made by Claude Beaver, seconded by Joseph Rudderow III, to set the rate of the Zoning

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Hearing Board Solicitor limited at rate not to exceed \$800 per applicant hearing. Hearing no questions on the motion, all members voted, "Aye". Motion carried.

A motion was made by Joseph Rudderow III, seconded by Claude Beaver, to appoint David Brown as the Vacancy Board Chairman. Hearing no questions on the motion, all members voted, "Aye". Motion carried.

**RESOLUTION 9-2014**

A motion was made by Joseph Rudderow III, seconded by Claude Beaver, to adopt Resolution 9-2014 to appoint David Franke, Hether Quillman and Matt Davenport to the Joint Planning Commission with a term expiring 12/31/2014. Hearing no questions on the motion, the members voted, "Aye". Motion carried.

**CAPITAL AUTHORIZATIONS, RESOLUTION 10-2014**

A motion was made by Claude Beaver, seconded by Joseph Rudderow III, to designate VIST Bank, Fleetwood Bank, Affinity Bank, National Penn and Metro Bank as depository for Township funds and VIST Bank for the collected taxes of the Maidencreek Township. Hearing no questions on the motion, all members voted, "Aye". Motion carried.

A motion was made by Claude Beaver, seconded by Joseph Rudderow III, 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. Hearing no questions on the motion, all members voted, "Aye". Motion carried.

A motion was made by Claude Beaver, seconded by Joseph Rudderow III, to authorize any Supervisor to spend \$2,500.00 for emergency situations and the Manager to spend \$600 at any time for daily operational needs during 2014. Hearing no questions on the motion, all members voted, "Aye". Motion carried.

A motion was made by Joseph Rudderow III, seconded by Claude Beaver, to authorize the Township Manger to purchase Security Bonds for 2014 for the Secretary/Treasurer in the amount of \$500,000.00 and Real Estate Tax Collector in the amount of \$500,000.00. Hearing no questions on the motion, all members voted, "Aye". Motion carried.

**RESOLUTION 10-2014**

A motion was made by Claude Beaver, seconded by Joseph Rudderow III, to adopt Resolution 10-2014 appointing Kosmerl & Co. to audit the financial records of 2013. Hearing no questions on the motion, all members voted, "Aye". Motion carried.

A motion was made by Joseph Rudderow III, seconded by Claude Beaver, to appoint Carl Weston to 6 year term to Maidencreek Township Auditor. Hearing no questions on the motion, all members voted, "Aye". Motion carried.

A motion was made by Joseph Rudderow III, seconded by Claude Beaver, to appoint Randy Hauk to 4 year term Maidencreek Township Auditor. Hearing no questions on the motion, all members voted, "Aye". Motion carried.

A motion was made by Joseph Rudderow III, seconded by Claude Beaver, to set the mileage rate at the IRS approved rate of \$0.56 per mile. Hearing no questions on the motion, all members voted, "Aye". Motion carried.

**RESOLUTION 11-2014**

A motion was made by Joseph Rudderow III, seconded by Claude Beaver, to adopt Resolution 11-2014 authorizing the Blandon Ambulance Service to provide emergency medical service to Maidencreek Township. Hearing no questions on the motion, all members voted, "Aye." Motion carried.

**RESOLUTION 12-2014**

A motion was made by Joseph Rudderow III, seconded by Claude Beaver, to adopt Resolution 12-2014 authorizing the Blandon Fire Company to provide fire protection and emergency medical service to Maidencreek Township. Hearing no questions on the motion, all members voted, "Aye." Motion carried.

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**APPOINT FIRE POLICE PERSONNEL**

A motion was made by Joseph Rudderow III, seconded by Claude Beaver to appoint personnel to the following positions:

- Fire Police Captain – Floyd Richards
- Fire Police Lieutenant – Teresa Franke
- Fire Police Sergeant – vacant
- Fire Police Personnel – Daniel Millers, Sr. (210)

Hearing no questions on the motion, all members voted as follows; Claude Beaver and Joseph Rudderow III “Aye” and David Franke “Abstain”. Motion carried.

**RESOLUTION 13-2014**

A motion was made by Claude Beaver, seconded by Joseph Rudderow III to adopt Resolution 13-2014 Fee Schedule for 2014. Hearing no questions on the motion, all members voted, "Aye". Motion carried.

Since there was no further business, a motion was made by Claude Beaver, seconded by Joseph Rudderow III, to adjourn the January 6, 2014 Reorganization Meeting at 7:20 pm. Hearing no questions on the motion, all members voted, "Aye." Motion carried.

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Recording Township Secretary, January 6, 2014

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Township Secretary, January 6, 2014