

**Maidencreek Township Board of Supervisors
Reorganization Meeting
January 4, 2021**

Attendance: Claude Beaver, Heidi Fiedler, David Franke, Diane Hollenbach – manager
Guests: Keith Shuman, Jen DeCola, Josh Meck, David Brown, Donna Culp, Scott Eaken, Jamie Kilyk, David Reimer, Kim Berger, Katelyn Gruber, Debbie Didyoung, Anthony Spero, Eric Bauman, Heather Schoener, Gregg Falk, Casey Tiderman, Melissa Lengler, Jen Eddinger, Josh Steingraber, Kris Harell, Brian Wise, Greg Wolfe

The meeting was called to order at 9:00 a.m.

A motion was made by David Franke to appoint Diane Hollenbach Chairperson Pro Tem and Recording Secretary Pro Tem for the purpose of electing officers for the Township of Maidencreek in 2021. Claude Beaver seconded the motion and hearing no questions on the motion, it passed unanimously.

PUBLIC COMMENT – none

Roll was called and all board members were present and a quorum was established.

CHAIRPERSON AND VICE CHAIRPERSON POSITIONS FOR 2021

A motion was made by David Franke to appoint Claude Beaver Chairperson of the Board of Supervisors for 2021. Heidi Fiedler seconded the motion and hearing no questions on the motion, it passed unanimously. Diane Hollenbach turned the meeting over to Mr. Beaver.

A motion was made by David Franke to appoint David Franke the Vice Chairperson of the Board of Supervisors for 2021. Claude Beaver 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 Heidi Fiedler as Agricultural Security Area Representative for 2021. Claude Beaver seconded the motion and hearing no questions on the motion, it passed unanimously.

A motion was made by David Franke to keep the position of Township Road Master vacant. Heidi Fiedler seconded the motion and hearing no questions on the motion, it passed unanimously.

A motion was made by David Franke to appoint David Franke as Northern Berks Regional Police Commissioner for 2021. Heidi Fiedler 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 2021. Heidi Fiedler 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 2021. Heidi Fiedler 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 Maidencreek Township Municipal Building and approve the holiday schedule. Heidi Fiedler seconded the motion. 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 2021. Heidi Fiedler seconded the motion and hearing no questions on the motion, it passed unanimously.

RESOLUTION 1-2021

A motion was made by David Franke to adopt Resolution 1-2021 appointing Diane Hollenbach as Township Manager and setting compensation for the position. Heidi Fiedler seconded the motion and hearing no questions on the motion, it passed unanimously.

RESOLUTION 2-2021

A motion was made by David Franke to adopt Resolution 2-2021 appointing Orlando Law Offices as Solicitor to serve the Board of Supervisors, Planning Commission, and Park and Recreation Board and set an hourly rate at \$185 per hour for 2021. Heidi Fiedler seconded the motion and hearing no questions on the motion, it passed unanimously.

RESOLUTION 3-2021

A motion was made by David Franke to adopt Resolution 3-2021 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 2021. Heidi Fiedler seconded the motion and hearing no questions on the motion, it passed unanimously.

RESOLUTION 4-2021

A motion was made by David Franke to adopt Resolution 4-2021 appointing Systems Design Engineering Township Sewage Enforcement Officer and set the hourly rate for those services in 2021. Heidi Fiedler seconded the motion and hearing no questions on the motion, it passed unanimously.

RESOLUTION 5-2021

A motion was made by David Franke to adopt Resolution 5-2021 appointing Great Valley Consultants as Zoning Officer, Building Code Official and Code Enforcement Officer for 2021. Heidi Fiedler 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 Maidencreek Township to participate in the

Berks Countywide UCC Appeals Board in 2021. Heidi Fiedler seconded the motion and hearing no questions on the motion, it passed unanimously.

APPOINT PERSONNEL AND ADOPT RESOLUTION 6-2021 FOR RATES OF PAY FOR EMPLOYEES

A motion was made by David Franke to adopt Resolution 6-2021 establishing Personnel Positions and Rates of Pay for 2021 and appoint the following personnel:

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

Heidi Fiedler 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, Pat Lupia as deputy real estate tax collector, to appoint the County of Berks Tax Claim Bureau as delinquent real estate tax collector and to appoint Diane Hollenbach as the Township Representative to issue Amusement Permits. Heidi Fiedler 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 Jim Nothwehr to the Maiden creek Township Authority Board with a term expiring on 12/31/25. Heidi Fiedler 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 12/31/24. Heidi Fiedler seconded the motion and

hearing no questions on the motion, it passed unanimously.

A motion was made by David Franke to appoint David Brown to the Maiden Creek Township Planning Commission with a term expiring on 12/31/24. Heidi Fiedler seconded the motion and hearing no questions on the motion, it passed unanimously.

A motion was made by David Franke to appoint Tim Mills to the Maiden Creek Township Park and Recreation Board with a term expiring on 12/31/25. Heidi Fiedler seconded the motion and hearing no questions on the motion, it passed unanimously.

A motion was made by David Franke to adopt Resolution 7-2021 appointing Jan Williams to the Zoning Hearing Board until 12/31/2023 and Ana Konopitskaya as Zoning Hearing Board alternate until 12/31/2023. Heidi Fiedler 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 Stoudt at \$180/hr. for a shareholder, \$159/hr. for associates and \$112/hr. for paralegal. Heidi Fiedler 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 12/31/2021. Heidi Fiedler seconded the motion and hearing no questions on the motion, it passed unanimously.

A motion was made by David Franke to adopt Resolution 8-2021 to appoint the Joint Planning Commission with a term expiring 12/31/2021. Heidi Fiedler 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, Mid Penn Bank, Truist Bank and PLIGIT as depositories for all Township funds and Tompkins/VIST Bank for the collected tax funds of the Maiden Creek Township Tax Collector. Heidi Fiedler 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 \$2,500 for emergency situations and the Manager to spend \$2,000 a week for daily operational needs during 2021. Heidi Fiedler 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 2021 for the Secretary/Treasurer in the amount of \$800,000.00 and Real Estate Tax Collector in the amount of \$500,000.00. Heidi Fiedler seconded the motion and hearing no questions on the motion, it passed unanimously.

A motion was made by David Franke to adopt Resolution 9-2021 authorizing the Board of Supervisors to appoint an independent auditor, Herbein CPAs and Consultants to audit the

financial records of 2020. Heidi Fiedler 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 .56 per mile. Heidi Fiedler seconded the motion and hearing no questions on the motion, it passed unanimously.

RESOLUTION 10-2021

A motion was made by David Franke to adopt Resolution 10-2021 designating Northern Berks Emergency Medical Service to provide emergency medical service and transport service to Maiden creek Township. Heidi Fiedler seconded the motion and hearing no questions on the motion, it passed unanimously.

RESOLUTION 11-2021

A motion was made by David Franke to adopt Resolution 11-2021 designating the Blandon Fire Company to provide fire protection and emergency medical service to Maiden creek Township. Heidi Fiedler seconded the motion and hearing no questions on the motion, it passed unanimously.

APPOINT FIRE POLICE PERSONNEL

A motion was made by David Franke to appoint personnel to the following positions: Fire Police Captain-Floyd Richards, Fire Police Lieutenant- James Schoellkopf Jr., Fire Police Personnel - Daniel Miller, Sr and Hunter Richard Paris. Heidi Fiedler 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 Heidi Fiedler to adjourn the January 4, 2021 Reorganization Meeting at 9:18 a.m. Hearing no questions on the motion, all members voted, "Aye." Motion carried.

Township Secretary, January 5, 2021