

**ROCKLAND TOWNSHIP  
BOARD OF SUPERVISORS**

**ORGANIZATION MEETING MINUTES**

**JANUARY 2, 2018**

The Organization Meeting of the Rockland Township Board of Supervisors was held on January 2, 2018 beginning at 7:30PM at the Rockland Township Municipal Building, 41 Deysher Road, Fleetwood, PA 19522. The following Board Members were present: Nathan Ohlinger and David Wartzenuft.

The meeting was called to order at 7:30PM by Township Supervisor, Nathan Ohlinger.

An oath of office was received from newly elected Township Supervisor, David Wartzenuft.

Nathan Ohlinger opened the nominations to appoint a Temporary Chairman and Temporary Secretary for the purpose of electing officers for the Township of Rockland for 2018. On a motion by David Wartzenuft, seconded by Nathan Ohlinger, Nathan Ohlinger was nominated as Temporary Chairman, and Karen Krall was nominated as Temporary Secretary. 2 Yes, 0 No Motion carried.

Nathan Ohlinger, Temporary Chairman, opened the nominations for Chairman of the Board of Supervisors. On a motion by Nathan Ohlinger, seconded by David Wartzenuft, Duane Bennetch was nominated as Chairman of the Board of Supervisors. 2 Yes, 0 No Motion carried.

Nathan Ohlinger, Temporary Chairman opened the nominations for Vice Chairman of the Board of Supervisors. On a motion by David Wartzenuft, seconded by Nathan Ohlinger, Nathan Ohlinger was nominated as Vice Chairman of the Board of Supervisors. 2 Yes, 0 No Motion carried.

Vice Chairman Nathan Ohlinger opened the nomination for Secretary/Treasurer for Rockland Township. On a motion by David Wartzenuft, seconded by Nathan Ohlinger, Karen Krall was nominated to serve as Secretary/Treasurer for Rockland Township. 2 Yes, 0 No Motion carried.

Vice Chairman Nathan Ohlinger opened the nominations for Roadmaster for Rockland Township. On a motion by Nathan Ohlinger, seconded by David Wartzenuft, Michael Pott was nominated to serve as Roadmaster for Rockland Township. 2 Yes, 0 No Motion carried.

Appointment/Reappointment of the Employees of the Rockland Township Road Crew - On a motion by Nathan Ohlinger, seconded by David Wartzenuft, the following individuals were reappointed: Full-time (non-exempt) – Michael Pott, Full-time (non-exempt) – Edward Korn, Full-time (non-exempt) – Thomas Weisner, and Temporary Part-Time – Samuel Readinger. 2 Yes, 0 No Motion carried.

The Board of Supervisors established wages for the Secretary/Treasurer and full-time and part-time road crew employees. On a motion by David Wartzenuft, seconded by Nathan Ohlinger, the Secretary/Treasurer, Karen Krall, shall receive compensation of \$50,000.00 (salaried). 2 Yes, 0 No Motion carried. On a motion by David Wartzenuft, seconded by Nathan Ohlinger, the road crew members shall be compensated as follows: Michael Pott at \$25.90/hr, Edward Korn at \$21.85/hr, Thomas Weisner at \$21.20/hr (until June 2018, then Thomas Weisner's rate will be re-evaluated). 2 Yes, 0 No Motion carried. On a motion by David Wartzenuft, seconded by Nathan Ohlinger, temporary part-time employee, Samuel Readinger, shall be compensated at \$15.75/hour for 2018. 2 Yes, 0 No Motion carried.

On a motion by Nathan Ohlinger, seconded by David Wartzenuft, full-time employees shall receive compensation for the Rockland Township Non-Uniform Pension Plan and insurances as outlined in the Rockland Township Personnel Policy. 2 Yes, 0 No Motion carried.

On a motion by David Wartzenuft, seconded by Nathan Ohlinger, the full-time employees shall receive the following paid holidays according to the Rockland Township Personnel Policy: New Year's Day, Good Friday, Primary Election Day, Election Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, the day after Thanksgiving Day, Christmas Day, and three personal days. 2 Yes, 0 No Motion carried.

On a motion by Nathan Ohlinger, seconded by David Wartzenuft, vacation for full-time employees shall be as specified in the Personnel Policy established by the Board of Supervisors, with the condition that all vacation shall be used in the payroll year or shall be forfeited unless the Board of Supervisors approves carrying forward any remaining vacation to the new payroll year. 2 Yes, 0 No Motion carried.

On a motion by Nathan Ohlinger, seconded by David Wartzenuft, Karen Krall was appointed as the Chief Plan Administrator for the Rockland Township Non-Uniform Pension Plan. 2 Yes, 0 No Motion carried.

Board of Auditor Vacancy – On a motion by David Wartzenuft, seconded by Nathan Ohlinger, Walter Hafer was appointed to fill the Board of Auditor Vacancy until the next municipal election (two-year term with term ending December 2019). 2 Yes, 0 No Motion carried.

On a motion by Nathan Ohlinger, seconded by David Wartzenuft, the Treasurer's Bond shall be set at \$1 million for 2018. 2 Yes, 0 No Motion carried.

On a motion by Nathan Ohlinger, seconded by David Wartzenuft, the depositories for the Township's funds for 2018 shall be BB&T, PLGIT, and First Priority Bank. 2 Yes, 0 No Motion carried.

On a motion by David Wartzenuft, seconded by Nathan Ohlinger, the Treasurer was authorized to transfer money as needed for the following purposes: 1) transfer money biweekly to the Payroll Fund to cover payroll expenses, 2) transfer money to the General Fund checking account and issue checks for payment of operational expenses for invoices received after the Board of Supervisors meeting in order to avoid late fees, 3) transfer money to the General Fund checking account to issue checks serving as health reimbursement to employees, upon receipt of authorization to reimburse from PrimePay. All checks must be signed by the Treasurer and a minimum of two Supervisors. 2 Yes, 0 No Motion carried.

On a motion by Nathan Ohlinger, seconded by David Wartzenuft, the Treasurer was authorized to invest Township monies as directed by the Board of Supervisors. 2 Yes, 0 No Motion carried.

On a motion by David Wartzenuft, seconded by Nathan Ohlinger, the compensation for the elected Tax Collector, Mollie Prey shall be 3.5% per Resolution #2013-04. 2 Yes, 0 No Motion carried.

On a motion by Nathan Ohlinger, seconded by David Wartzenuft, the Board authorized the County of Berks to print and mail joint real estate tax bills for 2018 (with Rockland Township sharing equally in the cost of printing and postage). 2 Yes, 0 No Motion carried.

On a motion by David Wartzenuft, seconded by Nathan Ohlinger, the fee for solicitation permits shall be as set in Resolution #2002-11, which is \$25.00, and solicitation permits shall be issued by the Secretary/Treasurer. 2 Yes, 0 No Motion carried.

On a motion by Nathan Ohlinger, seconded by David Wartzenuft, the Township's Legal Counsel and the Legal Counsel for the Planning Commission shall be Attorney Alfred W. Crump, Jr. at \$195.00/hr. 2 Yes, 0 No Motion carried.

Appointment of the Township Engineer and Engineer for the Planning Commission – On a motion by David Wartzenuft, seconded by Nathan Ohlinger, the Board appointed LTL Consultants, Ltd. as the Township Engineer and Engineer for the Planning Commission for 2018. 2 Yes, 0 No Motion carried. On a motion by David Wartzenuft, seconded by Nathan Ohlinger, the Board approved the January 2018 Rate Schedule from LTL Consultants, Ltd. for engineering services for 2018. 2 Yes, 0 No Motion carried.

Appointment of the Township Sewage Enforcement Officer(s) and Rate Schedule for SEO Services for 2018 – On a motion by David Wartzenuft, seconded by Nathan Ohlinger, the Board approved the appointment of LTL Consultants, Ltd. as the Township Sewage Enforcement Officer(s) for 2018 and approved the following list of Sewage Enforcement Officers to serve Rockland Township: Primary – Kyle Dierolf and Robert Wuerth and Alternate – John Yoder. 2 Yes, 0 No Motion carried. On a motion by David Wartzenuft, seconded by Nathan Ohlinger, the Board approved the January 2018 Rate Schedule from LTL Consultants, Ltd. for sewage

enforcement services for 2018. 2 Yes, 0 No Motion carried. On a motion by David Wartzenuft, seconded by Nathan Ohlinger, Resolution #2018-01 was approved, adopting a fee schedule for Sewage Enforcement Officer's services for 2018. 2 Yes, 0 No Motion carried.

Appointment of the Township Code Enforcement Officer/Zoning Officer - On a motion by David Wartzenuft, seconded by Nathan Ohlinger, the Board appointed Ludgate Engineering Corporation (Jaclyn Hollenbach) as Code Enforcement Officer/Zoning Officer for 2018 at the current rate of \$60.00/hour. 2 Yes 0 No Motion carried.

Appointment of the Township Building Inspector(s)/Building Code Official(s) and Rate Schedule for BI/BCO Services for 2018 – On a motion by Nathan Ohlinger, seconded by David Wartzenuft, the Board approved the appointment of LTL Consultants, Ltd. as Building Code Official/Building Inspector for Rockland Township for 2018 at a rate of \$59.00/hour (and \$73.75/hour for Commercial Building Inspector), per January 2018 Rate Schedule. 2 Yes, 0 No Motion carried. On a motion by Nathan Ohlinger, seconded by David Wartzenuft, the Board tabled the appointment of a second Building Inspector/Building Code Official for 2018. 2 Yes, 0 No Motion carried.

2018 Building Permit and Zoning Permit Fee Schedule – On a motion by David Wartzenuft, seconded by Nathan Ohlinger, Resolution #2018-02 was approved, adopting the 2018 Building Permit and Zoning Permit Fee Schedule 2 Yes, 0 No Motion carried.

Appointment of Chairman of the Vacancy Board - On a motion by Nathan Ohlinger, seconded by David Wartzenuft, Jerome Lendacki was appointed to serve as Chairman of the Vacancy Board for 2018. 2 Yes, 0 No Motion carried.

On a motion by Nathan Ohlinger, seconded by David Wartzenuft, William McFadden was reappointed to serve until December 2022, a 5 year term, on the Planning Commission. 2 Yes, 0 No Motion carried.

Richard Mazich	Term expires December 2021
Nancy Ogden	Term expires December 2020
Herb Meadway	Term expires December 2019
Nathan Roush	Term expires December 2018

On a motion by Nathan Ohlinger, seconded by David Wartzenuft, Robert Sodaitis was reappointed to serve a 3 year term, until December 2020, on the Rockland Township Zoning Hearing Board. 2 Yes, 0 No Motion carried.

Brian Barrell	Term expires December 2019
William Schellenberger	Term expires December 2018
Jenifer Geisinger	Term expires December 2018
Robert Ralston	Term expires December 2018

On a motion by David Wartzenuft, seconded by Nathan Ohlinger, the compensation for the Planning Commission members and Zoning Hearing Board members shall be as follows: Planning Commission, \$35.00 per meeting and Zoning Hearing Board, \$50.00 per hearing (per Resolution #2003-12). 2 Yes, 0 No Motion carried.

Appointment(s) to Park & Recreation Board - On a motion by Nathan Ohlinger, seconded by David Wartzenuft, Lisa Hunter was reappointed to serve on the Park & Recreation Board. 2 Yes, 0 No Motion carried.

On a motion by Nathan Ohlinger, seconded by David Wartzenuft, the Board approved the Township's participation and continued membership in the Countywide Board of Appeals for the Uniform Construction Code for 2018 and designated the Countywide Board of Appeals as the Appeals Board to handle appeals associated with the Uniform Construction Code. 2 Yes, 0 No Motion carried.

On a motion by David Wartzenuft, seconded by Nathan Ohlinger, the fee for submittal of an application for a variance/special exception or appeal to be heard by the Zoning Hearing Board shall be as established in Resolution 2003-12 (\$750.00). 2 Yes, 0 No Motion carried.

On a motion by David Wartzenuft, seconded by Nathan Ohlinger, the filing fee for a Curative Amendment or application for a Zoning Change shall be as set in Resolution 2003-12 (\$1,500.00). 2 Yes, 0 No Motion carried.

On a motion by Nathan Ohlinger, seconded by David Wartzenuft, the fee for a Subdivision/Land Development Plan Submission shall remain as established in Resolution 2010-07. 2 Yes, 0 No Motion carried.

On a motion by Nathan Ohlinger, seconded by David Wartzenuft, Michael Pott was appointed as the Driveway Permit Administrator. 2 Yes, 0 No Motion carried.

On a motion by Nathan Ohlinger, seconded by David Wartzenuft, the fees associated with Driveway Permits shall be as established in Resolution 2003-03. 2 Yes, 0 No Motion carried.

On a motion by David Wartzenuft, seconded by Nathan Ohlinger, the fee for a roadway crossing and encroachment fee shall be \$100.00. 2 Yes, 0 No Motion carried.

On a motion by David Wartzenuft, seconded by Nathan Ohlinger, Alton Zentner was appointed to serve as the Emergency Management Coordinator for Rockland Township. 2 Yes, 0 No Motion carried. The Board discussed a letter dated December 21, 2017 from Donnie Swope, Berks County Department of Emergency Services. The Secretary/Treasurer was instructed to contact Alton Zentner regarding attendance at the required training sessions offered by the County during 2018 and to remind Alton Zentner of the responsibility to conduct a plan review no less than every two years. On a motion by David Wartzenuft, seconded by Nathan Ohlinger, the Emergency Management Coordinator shall be compensated for up to six seminars for required training per year at \$75.00 per seminar plus any related expenses, upon the Township's receipt of proof of attendance at the required training sessions and receipt of itemized receipts for all related expenses. 2 Yes, 0 No Motion carried.

On a motion by Nathan Ohlinger, seconded by David Wartzenuft, Norman Burkholder, David Nace, Duane Bennetch, Bryan Grube and Shane Snyder were appointed to serve on the Rockland Township Agricultural Security Board/Committee for 2018. 2 Yes, 0 No Motion carried.

On a motion by David Wartzenuft, seconded by Nathan Ohlinger, the Board approved the appointment of Herbein & Company, Inc. to perform the Township Audit for the year ending December 2017, in lieu of the elected auditors, and the Board authorized the Secretary/Treasurer to sign the letter of engagement with Herbein & Company on the Township's behalf. 2 Yes, 0 No Motion carried.

On a motion by Nathan Ohlinger, seconded by David Wartzenuft, the fee for a junkyard permit shall be \$75.00 (per Ordinance #1967-02). 2 Yes, 0 No Motion carried.

On a motion by David Wartzenuft, seconded by Nathan Ohlinger, the fee schedule for duplication of public record requests shall be as established by Resolution #2009-03 (\$0.25/side). 2 Yes, 0 No Motion carried.

On a motion by David Wartzenuft, seconded by Nathan Ohlinger, Karen Krall was reappointed as the Township's Open Records Officer. 2 Yes, 0 No Motion carried.

On a motion by Nathan Ohlinger, seconded by David Wartzenuft, the following Township Service Fees for 2018 were approved: \$35.00 Return Check Fee, \$0.25/side Copy Charge, \$20.00 Zoning Ordinance (text portion only), \$25.00 Zoning Ordinance plus Zoning Map, \$5.00 Zoning Map, \$20.00 Subdivision & Land Development Ordinance, and \$20.00 Stormwater Management Ordinance. 2 Yes, 0 No Motion carried.

Appointment of Tax Collection Committee (TCC) Delegates – On a motion by Nathan Ohlinger, seconded by David Wartzenuft, Rosemary Lamaestra was appointed as Primary Voting Delegate for the Berks County Tax Collection Committee and David Bieber was appointed as Alternate Voting Delegate for the Berks County Tax Collection Committee. 2 Yes, 0 No Motion carried.

On a motion by Nathan Ohlinger, seconded by David Wartzenuft, the Board approved the use of the current Internal Revenue Service's standard business mileage rate for all 2018 mileage reimbursements. 2 Yes, 0 No Motion carried.

On a motion by Nathan Ohlinger, seconded by David Wartzenuft, the Reading Eagle was designated as the publication for advertisement of public notices for Rockland Township. 2 Yes, 0 No Motion carried.

The Board of Supervisors shall certify delegates to the State Association's annual convention. On a motion by Nathan Ohlinger, seconded by David Wartzenuft, David Wartzenuft shall be the voting delegate to the State Convention for 2018, and compensation for attendance shall be \$75.00 per day plus out of pocket expenses. 2 Yes, 0 No Motion carried.

2018 Board of Supervisors Meeting Schedule – On a motion by Nathan Ohlinger, seconded by David Wartzenuft, the 2018 Board of Supervisors Meeting Schedule was approved for advertising, with all regular monthly meetings beginning at 7:00PM (not 7:30PM) in calendar year 2018. 2 Yes, 0 No Motion carried.

#### **PUBLIC COMMENT**

There was no public comment.

On a motion by Nathan Ohlinger, seconded by David Wartzenuft, the meeting was adjourned at 7:52PM. Motion carried.

Respectfully submitted,

Karen Krall  
Secretary/Treasurer