

**ROCKLAND TOWNSHIP
BOARD OF SUPERVISORS**

REORGANIZATION MEETING MINUTES

JANUARY 4, 2016

The Reorganization Meeting of the Rockland Township Board of Supervisors was held on January 4, 2016 beginning at 7:30PM at the Rockland Township Municipal Building, 41 Deysher Road, Fleetwood, PA 19522. The following Board Members were present: Harold (Herb) Meadway, Duane Bennetch and Nathan Ohlinger. Also present were interested citizens.

The meeting was called to order at 7:30PM by Supervisor, Herb Meadway. The meeting was opened with the pledge to the flag. An oath of office was received for newly elected Township Supervisor, Nathan Ohlinger.

Herb Meadway opened the nominations to appoint a Temporary Chairman and Temporary Secretary for the purpose of electing officers for the Township of Rockland for 2016. On a motion by Duane Bennetch, seconded by Herb Meadway, Herb Meadway was nominated as Temporary Chairman, and Karen Krall was nominated as Temporary Secretary. 3 Yes, 0 No Motion carried.

Herb Meadway, Temporary Chairman, opened the nominations for Chairman of the Board of Supervisors. On a motion by Duane Bennetch, seconded by Nathan Ohlinger, Herb Meadway was nominated as Chairman of the Board of Supervisors. 3 Yes, 0 No Motion carried.

Chairman Herb Meadway opened the nominations for Vice Chairman of the Board of Supervisors. On a motion by Nathan Ohlinger, seconded by Herb Meadway, Duane Bennetch was nominated as Vice Chairman of the Board of Supervisors. 3 Yes, 0 No Motion carried.

The Chairman opened the nomination for Secretary/Treasurer for Rockland Township. On a motion by Herb Meadway, seconded by Duane Bennetch, Karen Krall was nominated to serve as Secretary/Treasurer for Rockland Township. 3 Yes, 0 No Motion carried.

The Chairman opened the nominations for Roadmaster for Rockland Township. On a motion by Herb Meadway, seconded by Duane Bennetch, Michael Pott was nominated to serve as Roadmaster for 2016 for Rockland Township. 3 Yes, 0 No Motion carried.

Appointment/Reappointment of the Employees of the Rockland Township Road Crew - On a motion by Herb Meadway, seconded by Duane Bennetch, 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. 3 Yes, 0 No Motion carried.

The Board of Supervisors established wages for the Secretary/Treasurer and Full-time employees. On a motion by Herb Meadway, seconded by Duane Bennetch, the Secretary/Treasurer, Karen Krall, shall receive a 2% increase for 2016. 3 Yes, 0 No Motion carried. On a motion by Herb Meadway, seconded by Duane Bennetch, full-time road crew members shall receive an increase of \$0.75/hour for 2016. 3 Yes, 0 No Motion carried. On a motion by Herb Meadway, seconded by Duane Bennetch, temporary part-time employee, Samuel Readinger, shall be compensated at \$15.75/hour (\$0.25 increase). 3 Yes, 0 No Motion carried.

On a motion by Herb Meadway, seconded by Duane Bennetch, full-time employees shall receive compensation for the Rockland Township Non-Uniform Pension Plan and insurances as outlined in the Rockland Township Personnel Policy. 3 Yes, 0 No Motion carried.

On a motion by Herb Meadway, seconded by Duane Bennetch, 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. 3 Yes, 0 No Motion carried.

On a motion by Herb Meadway, seconded by Duane Bennetch, vacation for full-time employees shall be as specified in the Personnel Policy established by the Board of Supervisors which includes 4 weeks vacation after 10 years of service with the condition that all vacation shall be used in the payroll year or shall be forfeited unless the Board of Supervisors approves payment for unused vacation or agrees to apply any remaining vacation to the next year. 3 Yes, 0 No Motion carried.

Paid Sick Leave for Full-Time Employees – On a motion by Nathan Ohlinger, seconded by Duane Bennetch, this item was tabled, and the Secretary/Treasurer was instructed to obtain sample paid sick leave policies from other municipalities for review prior to the Board making any decision with regard to paid sick leave for full-time employees. 3 Yes, 0 No Motion carried.

On a motion by Herb Meadway, seconded by Nathan Ohlinger, Karen Krall was appointed as the Chief Plan Administrator for the Rockland Township Non-Uniform Pension Plan. 3 Yes, 0 No Motion carried.

On a motion by Herb Meadway, seconded by Duane Bennetch, Walter Hafer was appointed as Auditor (to fill the auditor vacancy until the next municipal election, term ending 2018). 3 Yes, 0 No Motion carried.

On a motion by Duane Bennetch, seconded by Nathan Ohlinger, the Treasurer's Bond shall be set at \$1 million for 2016. 3 Yes, 0 No Motion carried.

On a motion by Duane Bennetch, seconded by Nathan Ohlinger, the depositories for the Township's funds for 2016 shall be National Penn Bank, PLGIT, and First Priority Bank. 3 Yes, 0 No Motion carried.

On a motion by Duane Bennetch, 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 The Benecon Group. All checks must be signed by the Treasurer and a minimum of two Supervisors. 3 Yes, 0 No Motion carried.

On a motion by Herb Meadway, seconded by Duane Bennetch, the Treasurer was authorized to invest Township monies as directed by the Board of Supervisors. 3 Yes, 0 No Motion carried.

On a motion by Duane Bennetch, seconded by Nathan Ohlinger, the compensation for the elected Tax Collector (term ends December 2017) shall be 3.5% per Resolution #2013-04. 3 Yes, 0 No Motion carried.

On a motion by Herb Meadway, seconded by Duane Bennetch, the Board authorized the County of Berks to print and mail joint real estate tax bills for 2016 (with Rockland Township sharing equally in the cost of printing and postage). 3 Yes, 0 No Motion carried.

On a motion by Duane Bennetch, 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. 3 Yes, 0 No Motion carried.

On a motion by Duane Bennetch, seconded by Herb Meadway, the Township's Legal Counsel and the Legal Counsel for the Planning Commission shall be Attorney Alfred W. Crump, Jr. at \$185.00/hr. 3 Yes, 0 No Motion carried.

Appointment of the Township Engineer and Engineer for the Planning Commission – A motion was made by Herb Meadway to approve the 2016 Rate Schedule from LTL Consultants, Ltd. to continue as the Township Engineer and Engineer for the Planning Commission for 2016. This motion was not seconded. After a brief discussion, on a motion by Herb Meadway, seconded by Duane Bennetch, the Board agreed to schedule a meeting with LTL Consultants, Ltd. to discuss concerns with LTL's proposal and rate schedule for 2016. All were in favor. Motion carried. On a motion by Nathan Ohlinger, seconded by Duane Bennetch, the Board confirmed that the Township would continue under the current rate schedule and fee schedule, until the meeting with LTL Consultants, Ltd. can be arranged. There was no public comment. All were in favor. Motion carried.

Appointment of the Township Sewage Enforcement Officer(s) and Rate Schedule for SEO Services for 2016 – On a motion by Duane Bennetch, seconded by Nathan Ohlinger, the appointment of the Township’s Sewage Enforcement Officer, approval of the 2016 rate schedule for SEO services and approval of a Resolution establishing fees for Sewage Enforcement Officer’s services for 2016 was tabled pending meeting with LTL Consultants, Ltd. (and the Board agreed to continue under current rate and fee schedule until meeting can be arranged with LTL Consultants, Ltd. 3 Yes, 0 No Motion carried.

Appointment of the Township Code Enforcement Officer/Zoning Officer - On a motion by Nathan Ohlinger, seconded by Duane Bennetch, the Board appointed Michael Schwenk, Schwenks Code Enforcement, LLC as Code Enforcement Officer/Zoning Officer for 2016, and the Board agreed to compensating Michael Schwenk at the current Zoning Officer rate of \$57.00/hour). The Board also clarified that any existing permits currently being processed by LTL Consultants, Ltd. should be completed by LTL Consultants, Ltd., and any new permit applications, zoning questions, etc. from here forward shall be directed to Michael Schwenk. 2 Yes (Duane Bennetch, Nathan Ohlinger), 0 No, 1 Abstain (Herb Meadway) Motion carried.

Appointment of the Township Building Inspector(s)/Building Code Official(s) and Rate Schedule for BI/BCO Services for 2016 – On a motion by Duane Bennetch, seconded by Nathan Ohlinger, this item was tabled pending a meeting with LTL Consultants, Ltd. (and the Board confirmed that the current dual appointment of LTL Consultants, Ltd. and Michael Schwenk, Schwenks Code Enforcement as Building Code Official/Building Inspector for Rockland Township would continue, and current compensation would be applicable until meeting with LTL Consultants, Ltd. can be arranged, and current fee schedule would remain unchanged at this time). 3 Yes, 0 No Motion carried.

2016 Building Permit and Zoning Permit Fee Schedule – On a motion by Duane Bennetch, seconded by Nathan Ohlinger, this item was tabled pending a meeting with LTL Consultants, Ltd., and the Board agreed to continue with current 2015 Building Permit and Zoning Permit Fee Schedule until meeting can be arranged to discuss rates going forward. 3 Yes, 0 No Motion carried.

Appointment of Chairman of the Vacancy Board. Herb Meadway made a motion to nominate Dallas Angstadt as Chairman of the Vacancy Board. This motion was not seconded. On a motion by Nathan Ohlinger seconded by Duane Bennetch, Jerome Lendacki was appointed to serve as Chairman of the Vacancy Board for 2016. 3 Yes, 0 No Motion carried. On a motion by Nathan Ohlinger, seconded by Duane Bennetch, the Board authorized the Township Secretary/Treasurer to send a letter of recognition to Dallas Angstadt for his many years of service. 3 Yes, 0 No Motion carried.

On a motion by Herb Meadway, seconded by Nathan Ohlinger, Nancy Ogden was reappointed to serve until December 2020, a 5 year term, on the Planning Commission. 3 Yes, 0 No Motion carried.

Herb Meadway	Term expires December 2019
Nathan Roush	Term expires December 2018
William McFadden	Term expires December 2017
Richard Mazich	Term expires December 2016

On a motion by Duane Bennetch, seconded by Nathan Ohlinger, William Schellenberger was reappointed to serve a 3 year term, until December 2018, on the Rockland Township Zoning Hearing Board. 3 Yes, 0 No Motion carried.

Robert Sodaitis	Term expires December 2017
Brian Barrell	Term expires December 2016

On a motion by Duane Bennetch, 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). 3 Yes, 0 No Motion carried.

Appointment(s) to Park & Recreation Board - On a motion by Herb Meadway, seconded by Duane Bennetch, Lisa Hunter was appointed to serve on the Park & Recreation Board. 3 Yes, 0 No Motion carried.

On a motion by Duane Bennetch, seconded by Nathan Ohlinger, the Board approved the Township’s participation and continued membership in the Countywide Board of Appeals for the Uniform Construction Code for 2016 and designated the Countywide Board of Appeals for the Uniform Construction Code. 3 Yes, 0 No Motion carried.

On a motion by Duane Bennetch, seconded by Herb Meadway, 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). 3 Yes, 0 No Motion carried.

On a motion by Duane Bennetch, 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). 3 Yes, 0 No Motion carried.

On a motion by Duane Bennetch, seconded by Nathan Ohlinger, the fee for a Subdivision/Land Development Plan Submission shall remain as established in Resolution 2010-07. 3 Yes, 0 No Motion carried.

On a motion by Duane Bennetch, seconded by Nathan Ohlinger, Michael Pott was appointed as the Driveway Permit Administrator. 3 Yes, 0 No Motion carried.

On a motion by Duane Bennetch, seconded by Nathan Ohlinger, the fees associated with Driveway Permits shall be as established in Resolution 2003-03. 3 Yes, 0 No Motion carried.

On a motion by Duane Bennetch, seconded by Herb Meadway, the fee for a roadway crossing and encroachment fee shall be \$100.00. 3 Yes, 0 No Motion carried.

On a motion by Duane Bennetch, seconded by Nathan Ohlinger, Alton Zentner was appointed to serve as the Emergency Management Coordinator for Rockland Township. 3 Yes, 0 No Motion carried. (The Emergency Management Coordinator (Deputy Steven DeCola) shall be compensated for required training per year at \$75.00 per seminar plus expenses, upon receipt of confirmation of attendance and itemized receipts for all related expenses.)

On a motion by Nathan Ohlinger, seconded by Duane Bennetch, Dallas Angstadt, Norman Burkholder, David Nace, Herb Meadway and Duane Bennetch were reappointed to serve on the Rockland Township Agricultural Security Board/Committee. 3 Yes, 0 No Motion carried.

On a motion by Duane Bennetch, seconded by Nathan Ohlinger, the Board approved the appointment of Herbein & Company, Inc. to perform the Township Audit for the year ending December 2015, 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. 3 Yes, 0 No Motion carried.

On a motion by Herb Meadway, seconded by Duane Bennetch, the fee for a junkyard permit shall be \$75.00 (per Ordinance #1967-02). 3 Yes, 0 No Motion carried.

On a motion by Duane Bennetch, seconded by Nathan Ohlinger, the fee schedule for duplication of public record requests shall be as established by Resolution #2009-03 (\$0.25/side). 3 Yes, 0 No Motion carried.

On a motion by Duane Bennetch, seconded by Nathan Ohlinger, Karen Krall was reappointed as the Township's Open Records Officer. 3 Yes, 0 No Motion carried.

On a motion by Duane Bennetch, seconded by Nathan Ohlinger, the following Township Service Fees for 2016 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. 3 Yes, 0 No Motion carried.

On a motion by Duane Bennetch, seconded by Nathan Ohlinger, the Board approved the use of the current Internal Revenue Service's standard business mileage rate for all 2016 mileage reimbursements. 3 Yes, 0 No Motion carried.

On a motion by Duane Bennetch, seconded by Nathan Ohlinger, the Reading Eagle was designated as the publication for advertisement of public notices for Rockland Township. 3 Yes, 0 No Motion carried.

2016 Meeting Dates – On a motion by Duane Bennetch, seconded by Herb Meadway, the 2016 proposed meeting dates were approved for advertising (with all regular monthly meeting dates in 2016 to be held on the second Tuesday of each month, with the exception of November 2016; due to a conflict with Election Day, the Board will meet Tuesday, November 15, 2016). 3 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 Herb Meadway, Duane Bennetch shall be the voting delegate to the State Convention, and compensation for attendance shall be \$75.00 per day plus out of pocket expenses. 3 Yes, 0 No Motion carried.

OTHER BUSINESS

On a motion by Duane Bennetch, seconded by Nathan Ohlinger, the fourth payment of \$38,629.91 to Kansas State Bank for the 2013 Mack truck was approved (payment is due by 1/10/16). There was no public comment. All were in favor. Motion carried.

Updated Signatory Cards for Township Accounts – On a motion by Duane Bennetch, seconded by Herb Meadway, the Board approved Resolution #2016-01, updated signatory cards for Township accounts, for the purpose of removing Walter Hafer and adding Nathan Ohlinger as an authorized signer. 2 Yes (Duane Bennetch, Herb Meadway), 0 No, 1 Abstain (Nathan Ohlinger) Motion carried.

There was no additional public comment.

On a motion by Herb Meadway, seconded by Duane Bennetch, the meeting was adjourned at 8:47PM. Motion carried.

Respectfully submitted,

Karen Krall
Secretary/Treasurer