

**ROCKLAND TOWNSHIP  
BOARD OF SUPERVISORS**

**ORGANIZATION MEETING MINUTES**

**JANUARY 4, 2021**

The Organization Meeting of the Rockland Township Board of Supervisors was held on January 4, 2021 beginning at 7:00PM at the Rockland Township Municipal Building, 41 Deysher Road, Fleetwood, PA 19522. The following Board members were present: David Wartzenuft, Nathan Ohlinger and Michele Albright.

The meeting was called to order at 7:01PM by Township Supervisor David Wartzenuft. The meeting was opened with the pledge to the flag.

David Wartzenuft opened the nominations to appoint a Temporary Chairman for the purpose of electing officers for the Township of Rockland for 2021. On a motion by Nathan Ohlinger, seconded by Michele Albright, David Wartzenuft was nominated as Temporary Chairman. 3 Yes, 0 No Motion carried.

Temporary Chairman David Wartzenuft opened the nominations for Chairman of the Board of Supervisors. On a motion by Nathan Ohlinger, seconded by Michele Albright, David Wartzenuft was nominated as Chairman. 3 Yes, 0 No Motion carried.

Chairman David Wartzenuft opened the nominations for Vice Chairman of the Board of Supervisors. On a motion by Michele Albright, seconded by David Wartzenuft, Nathan Ohlinger was nominated as Vice Chairman of the Board of Supervisors. 3 Yes, 0 No Motion carried.

Chairman David Wartzenuft opened the nomination for Secretary/Treasurer for Rockland Township. On a motion by Nathan Ohlinger, seconded by David Wartzenuft, Karen Krall was nominated to serve as Secretary/Treasurer for Rockland Township. 3 Yes, 0 No Motion carried.

Chairman David Wartzenuft opened the nominations for Roadmaster for Rockland Township. On a motion by Michele Albright, seconded by David Wartzenuft, Michael Pott was nominated to serve as Roadmaster for Rockland Township. 3 Yes, 0 No Motion carried.

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

The Board of Supervisors established wages for the Secretary/Treasurer and full-time employees (based on a 2% increase for 2021) and part-time road crew employees. On a motion by Michele Albright, seconded by Nathan Ohlinger, the Secretary/Treasurer, Karen Krall, shall receive compensation of \$57,750.00 (salaried). 3 Yes, 0 No Motion carried. On a motion by Michele Albright, seconded by Nathan Ohlinger, the road crew members shall be compensated as follows: Michael Pott at \$27.75/hr, Edward Korn at \$23.42/hr, Thomas Weisner at \$23.42/hr. 3 Yes, 0 No Motion carried. On a motion by Michele Albright, seconded by Nathan Ohlinger, temporary part-time employee, Samuel Readinger, shall be compensated at \$20.00/hour for 2021. 3 Yes, 0 No Motion carried. Compensation for temporary part-time employee David Wartzenuft (current Township Supervisor) is to be determined by the board of auditors.

On a motion by David Wartzenuft, seconded by Nathan Ohlinger, 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 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. 3 Yes, 0 No Motion carried.

On a motion by David Wartzenuft, seconded by Nathan Ohlinger, 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. 3 Yes, 0 No Motion carried.

On a motion by David Wartzenuft, seconded by Michele Albright, 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 David Wartzenuft, seconded by Nathan Ohlinger, the Treasurer's Bond shall be set at \$1,000,000.00 for 2021. 3 Yes, 0 No Motion carried.

On a motion by Michele Albright, seconded by David Wartzenuft, the depositories for the Township's funds for 2021 shall be BB&T and PLGIT. 3 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 cover reimbursements to employees serving as health reimbursements (to be approved and distributed to employees by Flex Facts). All General Fund checks must be signed by the Treasurer and a minimum of two Supervisors. 3 Yes, 0 No Motion carried.

On a motion by Nathan Ohlinger, seconded by Michele Albright, 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 David Wartzenuft, seconded by Nathan Ohlinger, the compensation for the elected Tax Collector, Mollie Prey shall be 3.5% per Resolution #2013-04. 3 Yes, 0 No Motion carried.

On a motion by Michele Albright, seconded by Nathan Ohlinger, the Board authorized the County of Berks to print and mail joint real estate tax bills for 2021 (with Rockland Township sharing equally in the cost of printing and postage). 3 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. 3 Yes, 0 No Motion carried.

On a motion by Michele Albright, seconded by David Wartzenuft, the Township's Legal Counsel and the Legal Counsel for the Planning Commission shall be Smith Bukowski, LLC (Jim Smith, Esq.). 3 Yes, 0 No Motion carried.

On a motion by Nathan Ohlinger, seconded by Michele Albright, David S. Sobotka, Esq. was appointed to serve as Rockland Township's Zoning Hearing Board Solicitor. 3 Yes, 0 No Motion carried

Appointment of the Township Engineer and Engineer for the Planning Commission – On a motion by Nathan Ohlinger, seconded by Michele Albright, the Board appointed LTL Consultants, Ltd. (Jessica Adams) as the Township Engineer and Engineer for the Planning Commission for 2021. 3 Yes, 0 No Motion carried. On a motion by Nathan Ohlinger, seconded by Michele Albright, the Board confirmed that the January 2021 Rate Schedule from LTL Consultants, Ltd. would be in effect for engineering services rates for 2021 (reflecting a 1% increase). 3 Yes, 0 No Motion carried.

Appointment of the Township Sewage Enforcement Officer(s) and Rate Schedule for SEO Services for 2021 – 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 for 2021 and approved the following list of Sewage Enforcement Officers to serve Rockland Township: Primary – Robert Wuerth and Matthew Hoffert and Alternate – Paul Labe III. 3 Yes, 0 No Motion carried. On a motion by Nathan Ohlinger, seconded by Michele Albright, the Board confirmed that the January 2021 Rate Schedule from LTL Consultants, Ltd. would be in effect for sewage enforcement officer(s) rates for 2021 (reflecting a 1% increase). 3 Yes, 0 No Motion carried. On a motion by David Wartzenuft, seconded by Nathan Ohlinger, Resolution #2021-01 was approved, adopting a fee schedule for Sewage Enforcement Officer’s services for 2021. 3 Yes, 0 No Motion carried.

Appointment of the Township Code Enforcement Officer/Zoning Officer - On a motion by Nathan Ohlinger, seconded by Michele Albright, the Board appointed Mack Engineering as the Township’s Code Enforcement Officer/Zoning Officer for 2021 at the current rate of \$60.00/hour. 3 Yes 0 No Motion carried.

Appointment of the Township Building Inspector(s)/Building Code Official(s) and Rate Schedule for BI/BCO Services for 2021 – On a motion by Michele Albright, seconded by Nathan Ohlinger, the Board approved the dual appointment of LTL Consultants, Ltd. and Jim Franey as Building Code Officials/Building Inspectors for Rockland Township for 2021 at a rate of \$62.00/hour, \$77.50/hour for Commercial Building Inspector, and \$84.50/hour for Commercial Electrical Inspector as outlined on the January 2021 Rate Schedule (and the Board approved an increase to the BCO portion of the residential building permit fee by two cents per square foot to a total of twenty-seven cents per square foot). 3 Yes, 0 No Motion carried.

2021 Building Permit and Zoning Permit Fee Schedule – On a motion by Michele Albright, seconded by Nathan Ohlinger, Resolution #2021-02 was approved, adopting the 2021 Building Permit and Zoning Permit Fee Schedule. 3 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 2021. 3 Yes, 0 No Motion carried.

On a motion by Nathan Ohlinger, seconded by David Wartzenuft, Nancy Ogden was reappointed to serve until December 2025, a 5 year term, on the Planning Commission. 3 Yes, 0 No Motion carried.

William Fredericks	Term expires December 2024
Nathan Roush	Term expires December 2023
William McFadden	Term expires December 2022
Richard Mazich	Term expires December 2021

On a motion by Nathan Ohlinger, seconded by David Wartzenuft, Robert Sodaitis was reappointed to serve a 3 year term, until December 2023, on the Rockland Township Zoning Hearing Board. 3 Yes, 0 No Motion carried.

Brian Barrell	Term expires December 2022
William Schellenberger	Term expires December 2021
Jenifer Geisinger (Alternate)	Term expires December 2021
Robert Ralston (Alternate)	Term expires December 2021
Duane Bennetch (Alternate)	Term expires December 2022

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). 3 Yes, 0 No Motion carried.

Appointment(s) to Park & Recreation Board - On a motion by David Wartzenuft, seconded by Michele Albright, Lisa Hunter and Duane Bennetch were appointed to serve on the Park & Recreation Board. 3 Yes, 0 No Motion carried.

On a motion by Michele Albright, 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 2021 and designated the Countywide Board of Appeals as the Appeals Board to handle appeals associated with the Uniform Construction Code. 3 Yes, 0 No Motion carried.

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

On a motion by Nathan Ohlinger, seconded by Michele Albright, the fees associated with Driveway Permits shall be as established in Resolution 2003-03. 3 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 \$200.00. 3 Yes, 0 No Motion carried.

On a motion by Michele Albright, seconded by Nathan Ohlinger, Derick Wartzenuft was re-appointed to serve as the Emergency Management Coordinator for Rockland Township. 2 Yes, 0 No David Wartzenuft abstained. Motion carried.

On a motion by David Wartzenuft, seconded by Nathan Ohlinger, Norman Burkholder, David Nace, Bryan Grube, Shane Snyder and Michele Albright were appointed to serve on the Rockland Township Agricultural Security Area Advisory Committee for 2021. 3 Yes, 0 No Motion carried.

On a motion by Nathan Ohlinger, seconded by Michele Albright, the Board approved the appointment of Herbein & Company, Inc. to perform the Township Audit for the year ending December 2020, 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 Michele Albright, seconded by Nathan Ohlinger, the fee for a junkyard permit shall be \$75.00 (per Ordinance #1967-02). 3 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). 3 Yes, 0 No Motion carried.

On a motion by David Wartzenuft, seconded by Michele Albright, Karen Krall was reappointed as the Township's Open Records Officer. 3 Yes, 0 No Motion carried.

On a motion by Michele Albright, seconded by David Wartzenuft, the following Township Service Fees for 2021 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.

Appointment of Tax Collection Committee (TCC) Delegates – On a motion by Michele Albright, seconded by Nathan Ohlinger, Rosemary Lamaestra was appointed as Primary Voting Delegate for the Berks County Tax Collection Committee and Craig Neiman was appointed as Alternate Voting Delegate for the Berks County Tax Collection Committee. 3 Yes, 0 No Motion carried.

On a motion by David Wartzluft, seconded by Michele Albright, the Board approved the use of the current Internal Revenue Service's standard business mileage rate for all 2021 mileage reimbursements. 3 Yes, 0 No Motion carried.

On a motion by David Wartzluft, seconded by Michele Albright, the Reading Eagle was designated as the publication for advertisement of public notices for Rockland Township. 3 Yes, 0 No Motion carried.

The Board of Supervisors shall certify delegates to the State Association's annual convention. On a motion by Michele Albright, seconded by Nathan Ohlinger, the Board approved the attendance of David Wartzluft, Nathan Ohlinger, and Michele Albright to the 2021 PSATS Conference, and David Wartzluft shall be the voting delegate for 2021, and compensation for attendance for Township Supervisors shall be \$75.00 per day plus out of pocket expenses. 3 Yes, 0 No Motion carried.

**PUBLIC COMMENT**

There was no public comment.

On a motion by Nathan Ohlinger, seconded by Michele Albright, the meeting was adjourned at 7:58PM. Motion carried.

Respectfully submitted,

Karen Krall  
Secretary/Treasurer