

**ROCKLAND TOWNSHIP
BOARD OF SUPERVISORS**

ORGANIZATION MEETING MINUTES

JANUARY 6, 2020

The Organization Meeting of the Rockland Township Board of Supervisors was held on January 6, 2020 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. Also present were interested citizens.

The meeting was called to order at 7:04PM by Township Supervisor, Nathan Ohlinger. The meeting was opened with the pledge to the flag.

The Township Secretary confirmed receipt of an oath of office and statement of financial interest form from newly elected Township Supervisor Michele Albright and newly elected Township Auditor Scott Ballantyne. These forms were properly filed with the Township Secretary.

Nathan Ohlinger opened the nominations to appoint a Temporary Chairman for the purpose of electing officers for the Township of Rockland for 2020. On a motion by Michele Albright, seconded by Nathan Ohlinger, 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 David Wartzenuft, seconded by Michele Albright, 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 Michele Albright, 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 Nathan Ohlinger, 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 (based on a 2.5% increase for 2020) and part-time road crew employees. On a motion by Nathan Ohlinger, seconded by Michele Albright, the Secretary/Treasurer, Karen Krall, shall receive compensation of \$52,531.25 (salaried). 3 Yes, 0 No Motion carried. On a motion by Nathan Ohlinger, seconded by Michele Albright, the road crew members shall be compensated as follows: Michael Pott at \$27.21/hr, Edward Korn at \$22.96/hr, Thomas Weisner at \$22.96/hr. 3 Yes, 0 No Motion carried. On a motion by Nathan Ohlinger, seconded by Michele Albright, temporary part-time employee, Samuel Readinger, shall be compensated at \$17.00/hour for 2020. 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 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. 3 Yes, 0 No Motion carried.

On a motion by Nathan Ohlinger, seconded by Michele Albright, 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 Michele Albright, 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 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 Nathan Ohlinger, seconded by Michele Albright, the Treasurer's Bond shall be set at \$1,000,000.00 for 2020. 3 Yes, 0 No Motion carried.

On a motion by Michele Albright, seconded by Nathan Ohlinger, the depositories for the Township's funds for 2020 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 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. 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 Nathan Ohlinger, seconded by Michele Albright, the Board authorized the County of Berks to print and mail joint real estate tax bills for 2020 (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 Jim Smith, Esq., Smith Law Group, LLC. 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 David Wartzenuft, the Board appointed LTL Consultants, Ltd. (Jessica Adams) as the Township Engineer and Engineer for the Planning Commission for 2020 (at the same rates as 2019). 3 Yes, 0 No Motion carried. The Board confirmed that the January 2018 Rate Schedule from LTL Consultants, Ltd. would be in effect for engineering services rates for 2020 (no increase from 2019). 3 Yes, 0 No Motion carried.

Appointment of the Township Sewage Enforcement Officer(s) and Rate Schedule for SEO Services for 2020 – On a motion by Nathan Ohlinger, seconded by Michele Albright, the Board approved the appointment of LTL Consultants, Ltd. as the Township Sewage Enforcement Officer for 2020 and approved the following list of Sewage Enforcement Officers to serve Rockland Township: Primary – Robert Wuerth and Matthew Hoffert and Alternate – John Yoder. 3 Yes, 0 No Motion carried. On a motion by Nathan Ohlinger, seconded by Michele Albright, the Board confirmed that the January 2018 Rate Schedule from LTL Consultants, Ltd. would be in effect for sewage enforcement officer(s) rates for 2020 (as the Board did not approve the proposed increase by LTL Consultants, Ltd.). 3 Yes, 0 No Motion carried. On a motion by David Wartzenuft, seconded by Nathan Ohlinger, Resolution #2020-01 was approved, adopting a fee schedule for Sewage Enforcement Officer’s services for 2020, and the Board noted that the hourly rates on page two of this resolution are to be amended to reflect current rates as approved by the Board. 3 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 Jaclyn Hollenbach (with Ludgate Engineering Corp. or such other firm/company that she may be associated with during 2020) as Code Enforcement Officer/Zoning Officer for 2020 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 2020 – On a motion by David Wartzenuft, 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 2020 at a rate of \$59.00/hour (and \$73.75/hour for Commercial Building Inspector), same as the January 2018 Rate Schedule. 3 Yes, 0 No Motion carried.

2020 Building Permit and Zoning Permit Fee Schedule – On a motion by David Wartzenuft, seconded by Nathan Ohlinger, Resolution #2020-02 was approved, adopting the 2020 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 2020. 3 Yes, 0 No Motion carried.

On a motion by Nathan Ohlinger, seconded by David Wartzenuft, William Fredericks was reappointed to serve until December 2024, a 5 year term, on the Planning Commission. 3 Yes, 0 No Motion carried.

Nathan Roush	Term expires December 2023
William McFadden	Term expires December 2022
Richard Mazich	Term expires December 2021
Nancy Ogden	Term expires December 2020

On a motion by Nathan Ohlinger, seconded by David Wartzenuft, Brian Barrell was reappointed to serve a 3 year term, until December 2022, on the Rockland Township Zoning Hearing Board. 3 Yes, 0 No Motion carried.

William Schellenberger	Term expires December 2021
Robert Sodaitis	Term expires December 2020
Jenifer Geisinger (Alternate)	Term expires December 2021
Robert Ralston (Alternate)	Term expires December 2021

On a motion by Nathan Ohlinger, seconded by Michele Albright, Duane Bennetch was appointed as an Alternate Zoning Hearing Board member for a three-year term to expire December 2022. 3 Yes, 0 No Motion carried.

On a motion by Nathan Ohlinger, seconded by Michele Albright, 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 Nathan Ohlinger, seconded by Michele Albright, the Board approved the Township's participation and continued membership in the Countywide Board of Appeals for the Uniform Construction Code for 2020 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 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). 3 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). 3 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. 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 Nathan Ohlinger, seconded by Michele Albright, 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 Nathan Ohlinger, seconded by David Wartzenuft, Norman Burkholder, David Nace, Duane Bennetch, Bryan Grube, Shane Snyder and Michele Albright were appointed to serve on the Rockland Township Agricultural Security Area Advisory Committee for 2020. 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 2019, 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 David Wartzenuft, 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 Nathan Ohlinger, seconded by Michele Albright, 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 Nathan Ohlinger, 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 Nathan Ohlinger, seconded by Michele Albright, the following Township Service Fees for 2020 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 David Wartzenuft, seconded by Michele Albright, 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. 3 Yes, 0 No Motion carried.

On a motion by David Wartzenuft, seconded by Nathan Ohlinger, the Board approved the use of the current Internal Revenue Service’s standard business mileage rate for all 2020 mileage reimbursements. 3 Yes, 0 No Motion carried.

On a motion by Nathan Ohlinger, 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, David Wartzenuft shall be the voting delegate to the State Convention for 2020, and compensation for attendance for Township Supervisors shall be \$75.00 per day plus out of pocket expenses. 3 Yes, 0 No Motion carried. On a motion by Nathan Ohlinger, seconded by Michele Albright, the Board approved the attendance of the elected Township Supervisors, Secretary/Treasurer, road crew, Emergency Management Coordinator and Duane Bennetch to attend the 2020 PSATS Conference in May 2020 at the Township’s expense (including registration fees) and any delegates who are approved to attend the PSATS Conference and who are not employees of the Township shall also receive \$75.00 per day plus out of pocket expenses. 2 Yes, 0 No David Wartzenuft abstained. Motion carried.

Updated Signatory Cards for Township Bank Accounts – The Township Secretary contacted PLGIT and BB&T to provide the Township with the necessary paperwork to remove Duane Bennetch as an authorized signer for all Township accounts and to add newly elected Township Supervisor Michele Albright.

PUBLIC COMMENT

There was no public comment.

On a motion by Michele Albright, seconded by Nathan Ohlinger, the meeting was adjourned at 7:55PM. Motion carried.

Respectfully submitted,

Karen Krall
Secretary/Treasurer