

**ROCKLAND TOWNSHIP
BOARD OF SUPERVISORS**

ORGANIZATION MEETING MINUTES

JANUARY 7, 2019

The Organization Meeting of the Rockland Township Board of Supervisors was held on January 7, 2019 beginning at 6:00PM at the Rockland Township Municipal Building, 41 Deysher Road, Fleetwood, PA 19522. The following Board members were present: Duane Bennetch, Nathan Ohlinger and David Wartzenuft.

The meeting was called to order at 6:00PM by Township Supervisor, Duane Bennetch.

Duane Bennetch opened the nominations to appoint a Temporary Chairman and Temporary Secretary for the purpose of electing officers for the Township of Rockland for 2019. On a motion by Nathan Ohlinger, seconded by David Wartzenuft, Alfred Crump (Township Solicitor) was nominated as Temporary Chairman, and Karen Krall was nominated as Temporary Secretary. 3 Yes, 0 No Motion carried.

Alfred Crump, Temporary Chairman, opened the nominations for Chairman of the Board of Supervisors. On a motion by David Wartzenuft, seconded by Nathan Ohlinger, Duane Bennetch was nominated as Chairman of the Board of Supervisors. 3 Yes, 0 No Motion carried. Alfred Crump, Temporary Chairman, turned the meeting back to the new designated Chairman, Duane Bennetch.

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

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

Chairman Duane Bennetch opened the nominations for Roadmaster for Rockland Township. On a motion by Duane Bennetch, seconded by Nathan Ohlinger, 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 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. 3 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 Nathan Ohlinger, seconded by David Wartzenuft, the Secretary/Treasurer, Karen Krall, shall receive compensation of \$51,250.00 (salaried). 3 Yes, 0 No Motion carried. On a motion by Nathan Ohlinger, seconded by David Wartzenuft, the road crew members shall be compensated as follows: Michael Pott at \$26.55/hr, Edward Korn at \$22.40/hr, Thomas Weisner at \$22.40/hr. 3 Yes, 0 No Motion carried. On a motion by Nathan Ohlinger, seconded by David Wartzenuft, temporary part-time employee, Samuel Readinger, shall be compensated at \$15.75/hour for 2019 (same as 2018). 3 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. 3 Yes, 0 No Motion carried.

On a motion by Nathan Ohlinger, seconded by David Wartzenuft, 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 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. 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 Duane Bennetch, seconded by Nathan Ohlinger, the Treasurer's Bond shall be set at \$1 million for 2019. 3 Yes, 0 No Motion carried.

On a motion by David Wartzenuft, seconded by Nathan Ohlinger, the depositories for the Township's funds for 2019 shall be BB&T, PLGIT, and First Priority Bank (a division of Mid Penn Bank). 3 Yes, 0 No Motion carried.

On a motion by David Wartzenuft, seconded by Duane Bennetch, 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 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 David Wartzenuft, seconded by Duane Bennetch, 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 Duane Bennetch, seconded by Nathan Ohlinger, the Board authorized the County of Berks to print and mail joint real estate tax bills for 2019 (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 Duane Bennetch, seconded by Nathan Ohlinger, the Township's Legal Counsel and the Legal Counsel for the Planning Commission shall be Jim Smith, Smith Law Group, LLC, 14133 Kutztown Road, P.O. Box 626, Fleetwood, PA 19522 at \$195.00/hr. 3 Yes, 0 No Motion carried.

Following the appointment of a new Township Solicitor for 2019, the Board presented a plaque to Attorney Alfred Crump, Jr. in recognition of his 46+ years of providing attorney-related services to Rockland Township.

On a motion by Duane Bennetch, seconded by David Wartzenuft, David S. Sobotka, Esq., 519 Walnut Street, Reading, PA 19601 was appointed to serve as the Rockland Township's Zoning Hearing Board Solicitor (to replace Jim Smith, Smith Law Group, LLC). 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 Duane Bennetch, the Board appointed LTL Consultants, Ltd. as the Township Engineer and Engineer for the Planning Commission for 2019 (at the same rates as 2018). 3 Yes, 0 No Motion carried. On a motion by Nathan Ohlinger, seconded by Duane Bennetch, the Board confirmed that the January 2018 Rate Schedule from LTL Consultants, Ltd. would be in effect for engineering services rates for 2019 (as the Board did not approve the proposed approximate 2% increase by LTL Consultants, Ltd.). 3 Yes, 0 No Motion carried.

Appointment of the Township Sewage Enforcement Officer(s) and Rate Schedule for SEO Services for 2019 --

On a motion by Nathan Ohlinger, seconded by Duane Bennetch, the Board approved the appointment of LTL Consultants, Ltd. as the Township Sewage Enforcement Officer(s) for 2019 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 Duane Bennetch, the Board confirmed that the January 2018 Rate Schedule from LTL Consultants, Ltd. would be in effect for sewage enforcement officer(s) rates for 2019 (as the Board did not approve the proposed approximate 2% increase by LTL Consultants, Ltd.). 3 Yes, 0 No Motion carried. On a motion by Nathan Ohlinger, seconded by Duane Bennetch, Resolution #2019-01 was approved, adopting a fee schedule for Sewage Enforcement Officer's services for 2019 (2019 fees to be the same as 2018 fees). 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 Jaclyn Hollenbach (with Ludgate Engineering Corp. or such other firm/company that she may be associated with during 2019) as Code Enforcement Officer/Zoning Officer for 2019 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 2019 – On a motion by Duane Bennetch, 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 2019 at a rate of \$59.00/hour (and \$73.75/hour for Commercial Building Inspector), same as the January 2018 Rate Schedule (as the Board did not approve the proposed approximate 2% increase by LTL Consultants, Ltd.). 3 Yes, 0 No Motion carried.

2019 Building Permit and Zoning Permit Fee Schedule – On a motion by Nathan Ohlinger, seconded by Duane Bennetch, Resolution #2019-02 was approved, adopting the 2019 Building Permit and Zoning Permit Fee Schedule (2019 fees to be the same as 2018 fees). 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 2019. 3 Yes, 0 No Motion carried.

On a motion by David Wartzenuft, seconded by Duane Bennetch, Nathan Roush was reappointed to serve until December 2023, a 5 year term, on the Planning Commission. 3 Yes, 0 No Motion carried.

William McFadden	Term expires December 2022
Richard Mazich	Term expires December 2021
Nancy Ogden	Term expires December 2020
William Fredericks	Term expires December 2019

On a motion by David Wartzenuft, seconded by Duane Bennetch, William Schellenberger was reappointed to serve a 3 year term, until December 2021, on the Rockland Township Zoning Hearing Board. 3 Yes, 0 No Motion carried.

Robert Sodaitis	Term expires December 2020
Brian Barrell	Term expires December 2019

On a motion by Nathan Ohlinger, seconded by Duane Bennetch, Jenifer Geisinger and Robert Ralston were reappointed to serve a 3 year term, until December 2021, as Alternate Zoning Hearing Board members. 3 Yes, 0 No Motion carried.

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 Duane Bennetch, seconded by Nathan Ohlinger, Lisa Hunter was reappointed to serve on the Park & Recreation Board. 3 Yes, 0 No Motion carried.

On a motion by David Wartzenuft, seconded by Duane Bennetch, the Board approved the Township's participation and continued membership in the Countywide Board of Appeals for the Uniform Construction Code for 2019 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 Duane Bennetch, seconded by David Wartzenuft, 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 Duane Bennetch, 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 Duane Bennetch, seconded by David Wartzenuft, Michael Pott was appointed as the Driveway Permit Administrator. 3 Yes, 0 No Motion carried.

On a motion by Nathan Ohlinger, seconded by Duane Bennetch, 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 David Wartzenuft, the fee for a roadway crossing and encroachment fee shall be \$200.00. 3 Yes, 0 No Motion carried.

On a motion by Duane Bennetch, seconded by Nathan Ohlinger, Derick Wartzenuft was appointed to serve as the Emergency Management Coordinator for Rockland Township. David Wartzenuft abstained. 2 Yes, 0 No Motion carried. The 2019 budget includes a maximum compensation of \$3,000.00 to the Emergency Management Coordinator to attend required County training sessions and to perform the required training per PEMA Directive 2017-02. The EMC is required to attend two County training sessions offered by the County per year and shall be compensated at \$75.00 per County session 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). On a motion by Nathan Ohlinger, seconded by Duane Bennetch, the Board agreed to discuss compensation to the EMC for the required online courses at a future date (once the Board is made aware of the time involved to complete the required online courses). David Wartzenuft abstained. 2 Yes, 0 No Motion carried.

On a motion by David Wartzenuft, seconded by Nathan Ohlinger, Norman Burkholder, David Nace, Duane Bennetch, Bryan Grube and Shane Snyder were reappointed to serve on the Rockland Township Agricultural Security Board/Committee for 2019. 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 2018, 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 Duane Bennetch, 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 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 Nathan Ohlinger, seconded by David Wartzenuft, the following Township Service Fees for 2019 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 Duane Bennetch, 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. 3 Yes, 0 No Motion carried.

On a motion by David Wartzenuft, seconded by Duane Bennetch, the Board approved the use of the current Internal Revenue Service’s standard business mileage rate for all 2019 mileage reimbursements. 3 Yes, 0 No Motion carried.

On a motion by Nathan Ohlinger, seconded by Duane Bennetch, 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 Duane Bennetch, seconded by Nathan Ohlinger, David Wartzenuft shall be the voting delegate to the State Convention for 2019, and compensation for attendance 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 Duane Bennetch, seconded by Nathan Ohlinger, the meeting was adjourned at 6:40PM. Motion carried.

Respectfully submitted,

Karen Krall
Secretary/Treasurer