

**ROCKLAND TOWNSHIP  
BOARD OF SUPERVISORS**

**REORGANIZATION MEETING MINUTES**

**JANUARY 3, 2017**

The Reorganization Meeting of the Rockland Township Board of Supervisors was held on January 3, 2017 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.

The meeting was called to order at 7:31PM by Township Supervisor, Herb Meadway. The meeting was opened with the pledge to the flag.

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 2017. On a motion by Nathan Ohlinger, seconded by Herb Meadway, Duane Bennetch was nominated as Temporary Chairman, and Karen Krall was nominated as Temporary Secretary. 3 Yes, 0 No Motion carried.

Duane Bennetch, 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 Herb Meadway, seconded by Nathan Ohlinger, 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 Duane Bennetch, seconded by Nathan Ohlinger, 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 Duane Bennetch, seconded by Nathan Ohlinger, Michael Pott was nominated to serve as Roadmaster for 2017 for Rockland Township. 3 Yes, 0 No Motion carried.

Appointment/Reappointment of the Employees of the Rockland Township Road Crew - On a motion by Duane Bennetch, seconded by Nathan Ohlinger, 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 Duane Bennetch, seconded by Nathan Ohlinger, the Secretary/Treasurer, Karen Krall, shall receive a 3% increase for 2017. 3 Yes, 0 No Motion carried. On a motion by Duane Bennetch, seconded by Nathan Ohlinger, full-time road crew members shall receive an increase of \$0.50/hour for 2017. 3 Yes, 0 No Motion carried. On a motion by Duane Bennetch, seconded by Nathan Ohlinger, temporary part-time employee, Samuel Readinger, shall be compensated at \$15.75/hour. 3 Yes, 0 No Motion carried.

On a motion by Duane Bennetch, 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 Duane Bennetch, 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 Duane Bennetch, seconded by Nathan Ohlinger, 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 approves carrying forward any remaining vacation to the new calendar year. 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.

Board of Auditor Vacancies – Not Applicable for 2017 (Walter Hafer was appointed at the 2016 Reorganization Meeting to fill the vacant Auditor position until next municipal election, with term ending December 2018.)

On a motion by Nathan Ohlinger, seconded by Duane Bennetch, the Treasurer's Bond shall be set at \$1 million for 2017. 3 Yes, 0 No Motion carried.

On a motion by Herb Meadway, seconded by Duane Bennetch, the depositories for the Township's funds for 2017 shall be BB&T, 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 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 Nathan Ohlinger, seconded by Duane Bennetch, 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 Duane Bennetch, seconded by Herb Meadway, the Board authorized the County of Berks to print and mail joint real estate tax bills for 2017 (with Rockland Township sharing equally in the cost of printing and postage). 3 Yes, 0 No Motion carried.

On a motion by Herb Meadway, seconded by Duane Bennetch, 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 Attorney Alfred W. Crump, Jr. at \$195.00/hr. 3 Yes, 0 No Motion carried.

Appointment of the Township Engineer and Engineer for the Planning Commission – On a motion by Duane Bennetch, seconded by Nathan Ohlinger, the Board appointed LTL Consultants, Ltd. as the Township Engineer and Engineer for the Planning Commission for 2017. There was no public comment. All were in favor. Motion carried. On a motion by Nathan Ohlinger, seconded by Duane Bennetch, the Board approved the January 2017 Rate Schedule from LTL Consultants, Ltd. for engineering services for 2017. 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 2017 – On a motion by Duane Bennetch, seconded by Nathan Ohlinger, the Board approved the appointment of LTL Consultants, Ltd. as the Township Sewage Enforcement Officer(s) for 2017, with the stipulation that the list of SEOs be revised and limited to a total of three individuals, as mutually agreed upon by LTL Consultants, Ltd. and the Board of Supervisors. There was no public comment. All were in favor. Motion carried. On a motion by Duane Bennetch, seconded by Nathan Ohlinger, the Board approved the January 2017 Rate Schedule from LTL Consultants, Ltd. for sewage enforcement services for 2017. There was no public comment. All were in favor. Motion carried.

The Township Secretary will contact LTL Consultants, Ltd. to request a new list of Sewage Enforcement Officers employed by LTL Consultants, Ltd. to serve the Township in the year 2017 (to be limited to a total of three SEOs as agreed upon previously). On a motion by Duane Bennetch, seconded by Herb Meadway, Resolution #2017-01 was approved, adopting a fee schedule for Sewage Enforcement Officer's services for 2017. 3 Yes, 0 No Motion carried.

Appointment of the Township Code Enforcement Officer/Zoning Officer - On a motion by Duane Bennetch, seconded by Nathan Ohlinger, the Board appointed Michael Schwenk, Schwenks Code Enforcement, LLC as Code Enforcement Officer/Zoning Officer for 2017, and the Board agreed to compensating Michael Schwenk at the current Zoning Officer rate of \$57.00/hour). Vice Chairman Duane Bennetch confirmed that he would contact Michael Schwenk to request an update on pending code-related matters and attempt to address concerns with recent code enforcement services and processing of zoning permits. 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 2017 – On a motion by Duane Bennetch, seconded by Nathan Ohlinger, the Board approved the dual appointment of LTL Consultants, Ltd. and Michael Schwenk, Schwenks Code Enforcement as Building Code Official/Building Inspector for Rockland Township for 2017 at a rate of \$58.25/hour (and \$72.75/hour for Commercial Building Inspector), per January 2017 Rate Schedule. 3 Yes, 0 No Motion carried.

2017 Building Permit and Zoning Permit Fee Schedule – On a motion by Nathan Ohlinger, seconded by Duane Bennetch, Resolution #2017-02 was approved, adopting the 2017 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 Duane Bennetch, Jerome Lendacki was appointed to serve as Chairman of the Vacancy Board for 2017. 3 Yes, 0 No Motion carried.

On a motion by Duane Bennetch, seconded by Nathan Ohlinger, Richard Mazich was reappointed to serve until December 2021, a 5 year term, on the Planning Commission. 3 Yes, 0 No Motion carried.

Nancy Ogden	Term expires December 2020
Herb Meadway	Term expires December 2019
Nathan Roush	Term expires December 2018
William McFadden	Term expires December 2017

On a motion by Duane Bennetch, seconded by Nathan Ohlinger, Brian Barrell was reappointed to serve a 3 year term, until December 2019, on the Rockland Township Zoning Hearing Board. 3 Yes, 0 No Motion carried.

William Schellenberger	Term expires December 2018
Robert Sodaitis	Term expires December 2017

(Alternate members of the Zoning Hearing Board: Jenifer Geisinger – term expires December 2018 and Robert Ralston – term expires December 2018.)

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 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 Duane Bennetch, seconded by Herb Meadway, the Board approved the Township's participation and continued membership in the Countywide Board of Appeals for the Uniform Construction Code for 2017 and designated the Countywide Board of Appeals for the Uniform Construction Code. 3 Yes, 0 No Motion carried.

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

On a motion by Herb Meadway, 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 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 Duane Bennetch, seconded by Nathan Ohlinger, Dallas Angstadt, Norman Burkholder, David Nace, Herb Meadway and Duane Bennetch were reappointed to serve on the Rockland Township Agricultural Security Board/Committee for 2017. 3 Yes, 0 No Motion carried.

On a motion by Herb Meadway, seconded by Duane Bennetch, the Board approved the appointment of Herbein & Company, Inc. to perform the Township Audit for the year ending December 2016, 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 Herb Meadway, seconded by Duane Bennetch, 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 2017 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 2017 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.

The Board of Supervisors shall certify delegates to the State Association's annual convention. On a motion by Duane Bennetch, seconded by Herb Meadway, Nathan Ohlinger 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.

Participation in the Berks County MS4 Steering Committee and Cooperative Education Program for 2017 – Rockland Township received an invitation to join at a rate of \$1,000.00 for 2017. (Funds were allocated in the 2017 budget for participation. If the Board is interested in participating, the Secretary/Treasurer will obtain the necessary paperwork, intergovernmental agreement and cost sharing agreement, for the Board's consideration at the January 10, 2017 regular monthly meeting.) Participation in the Berks County MS4 Steering Committee and Cooperative Education Program for 2017 was briefly discussed, and the Board concluded that they did not have enough information to determine if participation is beneficial in light of the Township's recent submittal for an Advanced MS4 Waiver. The Township Secretary will attempt to gather additional information for the Board.

Appointment of Tax Collection Committee (TCC) Delegates – Resolution – Bonnie Stauffer recently retired from Tipton Borough and no longer wished to be the alternate delegate for the Berks TCC. David Bieber has volunteered and agreed to serve as an alternate voting delegate (to replace Bonnie Stauffer). On a motion by Herb Meadway, seconded by Duane Bennetch, Resolution #2017-03 was approved, appointing Rosemary Lamaestra as Primary Voting Delegate and David Bieber as Alternate Voting Delegate for the Berks County Tax Collection Committee. There was no public comment. All were in favor. Motion carried.

#### **OTHER BUSINESS**

On a motion by Duane Bennetch, seconded by Nathan Ohlinger, the fifth and final payment of \$38,629.91 to Kansas State Bank for the 2013 Mack truck was approved from the Capital Reserve Account (payment is due by 1/10/17). There was no public comment. All were in favor. Motion carried.

There was no public comment.

On a motion by Duane Bennetch, seconded by Nathan Ohlinger, the meeting was adjourned at 8:34PM. Motion carried.

Respectfully submitted,

Karen Krall  
Secretary/Treasurer