

JANUARY 5, 2009, REORGANIZATION OF THE BOARD FOR 2009

The reorganization meeting for 2009 was called to order at 7:00 p.m. by Chairman Whitmoyer in the Tulpehocken Township Municipal Building. Those present were Ron Whitmoyer, Dale Swope, John Kintzer, Kathy Boltz, Lester Feick, and late arrival of Chief Kerschner.

Approval of Minutes from December 8 and 23, 2008 Meetings

The Board discussed the minutes of the December 8, 2009 meeting and would like to make a correction to the minutes for hiring the Sewer Service Secretary and Planning Commission Secretary. John Kintzer made a motion to change the minutes of the December 8, 2008 meeting to state that Heather Claman is hired for a maximum of 20 hours per week for the Sewer Service Secretary and Planning Commission Secretary position. Motion second by Dale, upon a roll call vote all three Board members cast a yes vote. The minutes of the December 23, 2008 meeting were approved as written.

PUBLIC COMMENTS

No public comments at this time.

REORGANIZATION OF THE BOARD FOR 2009

Appointment of Temporary Chairman - A motion was made by John Kintzer and second by Dale Swope to appoint Ron Whitmoyer as Temporary Chairman for reorganization. Upon a roll-call vote, yes votes were cast by John Kintzer and Dale Swope.

Appointment of Temporary Secretary – A motion was made by Dale Swope and second by John Kintzer to appoint Kathy Boltz as Temporary Secretary. Upon a roll-call vote, all three Board members cast a yes vote on the motion.

Continuing with the Reorganization, Temporary Chairman Ron Whitmoyer requested nominations the following:

Office of Chairman - A motion was made by John Kintzer and second by Dale Swope to reappoint Ron Whitmoyer to the office of Chairman for 2008. Upon a roll-call vote, all three Board members cast a yes vote on the motion.

Office of Vice-Chairman - A motion was made by John Kintzer and second by Ron Whitmoyer to reappoint Dale Swope as Vice-Chairman. Upon a roll-call vote, all three Board members cast a yes vote on the motion.

Office of Secretary-Treasurer - A motion was made by Dale Swope and second by John Kintzer to reappoint Kathy Boltz as Secretary-Treasurer. Upon a roll-call vote, all three Board members cast a yes vote on the motion.

Road Master – A motion was made by Dale Swope to reappoint Lester Feick as Road Master, motion second by Ron Whitmoyer. Upon a roll-call vote, Ron and Dale vote yes and one no vote from John Kintzer. John is opposed to the wording of the advertisement that was run last year for the Roadmaster position.

Road Working Supervisors – John Kintzer made a motion to reappoint Dale Swope and Ron Whitmoyer as road working supervisors, motion second by Dale Swope. Upon a roll-call vote, yes votes were cast by all three Board members. Dale Swope made a motion to appoint John Kintzer as a Road Working Supervisor, motion second by Ron Whitmoyer, all three Board members cast a yes vote.

Road Employee – A motion was made by Dale Swope and second by John Kintzer to reappoint Alan Bashore and Larry Hartranft Jr. as a Road Employees on an as needed basis. Upon a roll-call vote, all three Board members cast a yes vote on the motion.

Sewer Service Secretary - A motion was made by Dale Swope and second by John Kintzer to reappoint Heather Claman as Sewer Service Secretary. Upon a roll-call vote, all three Board members cast a yes vote on the motion.

Sewer Maintenance worker – Dale Swope made a motion to reappoint Lester Feick and Larry Hartranft Jr. as Sewer maintenance workers. Motion second by John Kintzer, all three Board members cast a yes vote on the motion.

Township Auditor – John Kintzer made a motion to appoint Linda Bicksler and Robert Miller Jr. as Township Auditors for 2009. Motion second by Dale Swope, all three Board members cast a yes vote.

Police Commissioner - A motion was made by John Kintzer and second by Ron Whitmoyer to reappoint Dale Swope as Police Commissioner. Upon a roll-call vote, all three Board members cast a yes vote on the motion.

Chief of Police - A motion was made by Dale Swope and second by John Kintzer to reappoint Kris Kerschner as Chief of Police. Upon a roll-call vote, all three Board members cast a yes vote on the motion.

Full Time Police Officers - A motion was made by Dale Swope and second by John Kintzer to reappoint Chad Hepler and Bryan Dronick as a full time Police Officers. Upon a roll-call vote, all three Board members cast a yes vote on the motion.

Police Department Secretary - A motion was made by John Kintzer and second by Dale Swope to reappoint Robbi Lane as Police Department Secretary. Upon a roll-call vote, all three Board members cast a yes vote on the motion.

Zoning Officer - A motion was made by John Kintzer and second by Dale Swope to reappoint LTL Consultants as Zoning Officer. Upon a roll-call vote, all three Board members cast a yes vote on the motion.

Solicitor - A motion was made by Dale Swope and second by John Kintzer to retain the firm of Hartman Shurr as Solicitor for the Township. Upon a roll-call vote, all three Board members cast a yes vote on the motion.

Zoning Hearing Board Solicitor – To be appointed by the Zoning Hearing Board.

Sewage Officer – The Board discussed the fee schedule from the current Sewage Officer, LTL Consultants and agreed that they should shop around to compare prices. A motion was made by Dale Swope and second by John Kintzer to **temporarily** appoint LTL as Sewage Enforcement Officer until February 9, 2009. Upon a roll-call vote, all three Board members cast a yes vote on the motion.

Building Code Enforcement Officer – A motion was made by John Kintzer and second by Dale Swope to reappoint Bureau Veritas as the UCC Enforcement Officer. Upon a roll-call vote, all three Board members cast a yes vote on the motion.

Township Engineer and Planning Commission Engineer - A motion was made by Dale Swope and second by John Kintzer to reappoint the firm of Ludgate Engineering Corporation as Township Engineer and Planning Commission Engineer. Upon a roll-call vote, all three Board members cast a yes vote on the motion.

Vacancy Board Chairman – John Kintzer made a motion to reappoint Jake Derr as Vacancy Board Chairman, motion second by Dale Swope. Upon a roll-call vote all three members cast a yes vote on the motion.

Zoning Hearing Board Member - A motion was made by Dale Swope and second by John Kintzer to reappoint Kevin Brown to a 3-year term. Upon a roll-call vote, all three Board members cast a yes vote on the motion.

Planning Commission Members - A motion was made by John Kintzer and second by Dale Swope to reappoint Gary Deck to a 4-year term on the Planning Commission. Upon a roll-call vote, all three Board members cast a yes vote on the motion.

Recreation Board Members – The Recreation Board was formed in 2008 and the members have not been appointed as yearly terms. The Board had discussed that the members are to be reappointed as alternating terms so only one position is vacant at a time. There was discussion on Sharon Krammer as a Board member who can not attend the scheduled meeting. Supervisor John Kintzer had talked to Sharon prior to this meeting and Sharon gave a verbal resignation for the Recreation Board. It was decided to request a written resignation from Sharon and to appoint another member with a yearly term. The Supervisors directed the secretary to contact Sharon to request the written notice. A motion was made by John Kintzer to reappoint Rick Klopp to a 5-year term, motion second by Dale Swope all Board members cast a yes vote. A motion was made by John Kintzer to reappoint Pam Kissling to 4-year term, motion second by

Dale Swope all three Board members cast a yes vote. A motion was made by Dale Swope to reappoint Shelley Derr to a 3-year term, motion second by John Kintzer; all three Board members cast a yes vote. A motion was made by John Kintzer to reappoint Clifton Howarth to a 2-year term, motion second by Dale Swope all three Board members cast a yes vote. A motion by Dale Swope was made to appoint Troy Lape to 1-year term; second by John Kintzer all three Board members cast a yes vote.

Planning Commission Secretary – A motion was made by John Kintzer and second by Dale Swope to reappoint Heather Claman as Planning Commission secretary. Upon a roll-call vote, all three Board members cast a yes vote on the motion.

EMA Coordinator - A motion was made by Dale Swope and second by John Kintzer to reappoint Kathy Feick as EMA Coordinator. Upon a roll-call vote all three Board members cast a yes vote on the motion.

Assistant EMA Coordinator- A motion was made by Dale Swope and second by John Kintzer to reappoint Lester Feick as Assistant EMA Coordinator. Upon a roll-call vote, all three Board members cast a yes vote on the motion.

Delegates for 2009 PSATS State Convention - A motion was made by Dale Swope and second by John Kintzer to authorize the Supervisors to attend the State Convention at Hershey in April. Upon a roll-call vote, all three Board members cast a yes vote on the motion.

Voting Delegate for 2009 State Convention - A motion was made by John Kintzer and second by Ron Whitmoyer to reappoint Dale Swope as the voting Delegate at the 2009 State Convention. Upon a roll-call vote, all three Board members cast a yes vote on the motion.

Amount of Treasurer's Bond - A motion was made by John Kintzer and second by Dale Swope to set the amount of the Treasurer's Bond at \$450,000. Upon a roll-call vote, all three Board members cast a yes vote on the motion.

Date, Time, Meeting Place of Township Meetings - A motion was made by Dale Swope and second by John Kintzer to schedule Township meetings for the second Monday of each month, at 7:00 p.m. in the Tulpehocken Township Municipal Building. Upon a roll-call vote, all three Board members cast a yes vote on the motion.

Date, Time, Meeting Place of Planning Commission Meetings - A motion was made by John Kintzer and second by Dale Swope to schedule Planning Commission meetings on the first Thursday of the month at 7:30 p.m. in the Municipal Building, as recommended by the Planning Commission. Upon a roll-call vote, all three Board members cast a yes vote on the motion.

Date, Time, Meeting Place of Recreation Board Meetings - A motion was made by Dale Swope and second by John Kintzer to schedule Recreation Board meetings on the fourth Wednesday of every other month at 7:00 p.m. in the Municipal Building. Upon a roll-call vote, all three Board members cast a yes vote on the motion.

Depository of Township Funds - A motion was made by Dale Swope and second by John Kintzer to retain PLGIT and the First National Bank of Fredericksburg as the Depositories of Township Funds. Upon a roll-call vote, all three Board members cast a yes vote on the motion.

Legal Advertising Paper - A motion was made by John Kintzer and second by Dale Swope to use the Reading Eagle newspaper as the legal advertising paper. Upon a roll-call vote, all three Board members cast a yes vote on the motion.

Mileage Rate - A motion was made by Dale Swope and second by John Kintzer to set the mileage rate the same as the current IRS rate per mile. Upon a roll-call vote, all three Board members cast a yes vote on the motion.

Permit Fees:

Zoning Permit Fees – A motion was made by John Kintzer and second by Dale Swope to set the permit fee at \$50 for construction costs up to \$10,000 and a \$100.00 permit fee for the cost of construction over \$10,000. This fee would apply to all buildings over 100 square feet. Upon a roll-call vote, all three Board members cast a yes vote on the motion.

Sewage Permit Fees – A motion was made by Dale Swope to *temporarily* adopt the fee schedule provided by LTL Consultants, Ltd. for services provided, motion second by John

Kintzer. Upon a roll-call vote, all three Board members cast a yes vote on the motion.

Resolution 2009- 1.

Road Permit Fees - A motion was made by Dale Swope and second by John Kintzer to set the fee for a road permit at \$40 with a \$15 inspection fee, a total of \$55.00 upon a roll-call vote, all three Board members cast a yes vote on the motion.

Occupancy Permit Fees - A motion was made by Dale Swope and second by John Kintzer to set the fee at \$45 when not issued as part of the UCC. Upon a roll-call vote, all three Board members cast a yes on the motion.

UCC Permit Fees – A motion was made by Dale Swope and second by John Kintzer to affirm the fee schedule adopted resolution 2007-5 provided by Bureau Veritas, based on the inspections required for the project. Upon a roll-call vote, all three Board members cast a yes vote on the motion.

Pay Scale:

At this time the Board discussed increasing the part-time employee's pay rate by 3% for the year 2009. John Kintzer is opposed to a pay increase for the part-time Township employees for the year 2009 due to the economy.

Ron is in favor of the increase and commented that these are part-time positions, but they are doing the responsibility of full-time employment. The positions can not be filled overnight and require commitment. He also feels that they are skilled employees that hold the position. Ron also commented that we do need to follow our budget closely, along with following the hours the positions are hired for.

Dale agrees that we are in tough times with the economy, but if employees hold to the hours that are budgeted for the Township should be okay to give a 3% increase. Dale mentioned the Township has received a refund for the FEMA trailer and the repairs on the Township vehicles will be at minimal cost. He also agreed that we have to adhere to the budget. Dale is in favor of a 3% increase for 2009 and feels the people holding the positions are good employees and need to respect that. If the economy does not turn around by next year then the Township will have to look at that then.

Road Master – A motion was made by Dale Swope to increase the pay rate for road Master by 3% for 2009, motion second by Ron Whitmoyer. Upon a roll call vote Ron and Dale vote yes and John vote no. The new pay rate for 2009 is \$16.22 per hour.

Road Employee – A motion was made by Dale Swope to increase the pay rate for road employees by 3% for 2009, motion second by Ron Whitmoyer. Upon a roll call vote Ron and Dale vote yes and John vote no. The new pay rate for 2009 is \$12.07 per hour.

Secretary-Treasure – A motion was made by John Kintzer to set the pay rate at \$14.00 per hour for the year 2009. Motion second by Dale, upon a roll call vote, all three members cast a yes vote.

Sewer Maintenance worker 1 - A motion was made by Dale Swope to increase the pay rate for Sewer Maintenance worker 1 by 3% for 2009, motion second by Ron Whitmoyer. Upon a roll call vote Ron and Dale vote yes and John vote no. The new pay rate for 2009 is \$16.22 per hour.

Sewer Maintenance worker 2 - A motion was made by Dale Swope to increase the pay rate for Sewer Maintenance worker 2 by 3% for 2009, motion second by Ron Whitmoyer. Upon a roll call vote Ron and Dale vote yes and John vote no. The new pay rate for 2009 is \$12.07 per hour.

Sewer Service Secretary - A motion was made by Dale to increase the pay rate of the Sewer Service Secretary by 3% after the 60 day probation period for a new hire employee. Motion second by John Kintzer, upon a roll vote all three members cast a yes vote.

Temporary Office Consultant – At this time the Board discussed this temporary position of Judy Bashore, former Secretary-Treasure, for closing out of the year ending 2008 and for training purposes on an as needed basis. A motion was made by Dale Swope to keep the pay rate for Judy the same as it was for 2008. Motion second by John Kintzer, upon a roll call vote, Dale and John cast a yes vote and Ron cast a no vote. Ron is opposed to keeping the rate the

same and feels that Judy should have a 3% increase she has been a good employee. The pay rate for 2009 is \$19.02 per hour.

Police Secretary - A motion was made by Dale Swope to increase the pay rate for Police Secretary by 3% for 2009, motion second by Ron Whitmoyer. Upon a roll call vote Ron and Dale vote yes and John vote no. The new pay rate for 2009 is \$14.63 per hour.

Full Time Police – The pay rate for the Police Chief and Patrolmen are set by Police Contract.

Planning Commission Secretary - A motion was made by Dale to increase the pay rate of the Planning Commission Secretary by 3% after the 60 day probation period for a new hire employee. Motion second by John Kintzer, upon a roll vote all three members cast a yes vote.

Tax Collector – The current rate is 4% collected during the discount period and 5% during the flat and penalty period for this tax collector term.

Holidays, Benefits for Full-time Employees – These are set by the contract for the Police Department.

Holidays, Benefits for Permanent Employees – These are set as per the employee manual.

UNFINISHED BUSINESS

Chief Kerschner attended the meeting to discuss with the Board some items needed for the Police Department. As of now the Police Department has only one older shotgun, and is requesting to purchase two identical shotguns for the police cruisers. Chief Kerschner will get prices to review with the Board prior to purchasing the new shotguns, and is offering to purchase the old shotgun for \$350.00. Police Chief also requested permission to purchase a tazer gun for the department. The total cost of one tasergun is approximately \$1,100.00 and the Police Department has received a donation of \$500.00 for this item. One of the portable police radios does not work and needs to be replaced. The Board discussed these items and was in agreement that it would be okay to purchase them.

CORRESPONDENCE

Community Leadership of Berks County – The Center for Community Leadership of Berks County offers training opportunities and assistance for local officials. The Board agreed to send a donation of \$250.00.

Crime Alert of Berks County Request for Contributions – A request for support of the program had been received. After discussion, Dale Swope made a motion to contribute \$100.00 to Crime Alert, motion second by John Kintzer. Upon a roll-call vote, all three Board members cast a yes vote on the motion.

Berks County Solid Waste Authority – The Authority sponsors various recycling and collection events throughout the year for items such as tires, electronic items, and hazardous waste. The BCSWA is asking for funding to continue these types of programs. Dale Swope made a motion to also make a \$100.00 contribution to the Berks County Solid Waste Authority, motion second by John Kintzer. Upon a roll-call vote, all three Board members cast a yes vote on the motion.

AJOURN

A motion was made by John Kintzer and second by Dale Swope to adjourn the meeting at 9:09 p.m. Upon a roll-call vote, all three Board members cast a yes vote on the motion.

Respectfully Submitted,

Kathy Boltz

Secretary, Tulpehocken Township