

**READING TOWNSHIP BOARD OF SUPERVISORS
ORGANIZATION MEETING
JANUARY 2, 2018**

The Organization Meeting was held at the township building and called to order at 4:08 pm by Chairman Holtzinger. Supervisor Gary Sauble, Marcia Weaver, Vice-Chair, were present with Chairman Holtzinger presiding. Jack Edmondson, Township Auditor was also present.

2017 FINAL BUSINESS

Chairman Holtzinger stated the only outstanding business is the Union Contracts for the Police and Public Works Department.

There being no other final business from 2017, Chairman Holtzinger motioned to adjourn the meeting at 4:15 pm; motion was seconded by Ms. Weaver; motion carried.

2018 ORGANIZATION MEETING

Chairman Holtzinger called the 2018 Organization Meeting to order.

Nominations & Temporary Appointments

- Ms. Weaver nominated Mr. Holtzinger as temporary Chairperson. Mr. Holtzinger accepted the nomination and was appointed as temporary Chairperson on a motion by Ms. Weaver and seconded by Mr. Sauble; motion carried unanimously.
- Mr. Weaver nominated Ms. Beard as temporary Secretary. Ms. Beard accepted the nomination and was appointed as temporary Secretary on a motion by Ms. Weaver and seconded by Mr. Sauble; motion carried unanimously.

Nominations & Permanent Appointments

- Mr. Sauble nominated Mr. Holtzinger as permanent Chairman. Mr. Holtzinger accepted the nomination and was appointed as Chairman on a motion by Ms. Weaver and seconded by Mr. Sauble; motion carried unanimously.
- Mr. Holtzinger nominated Ms. Weaver as Vice-Chairperson. Ms. Weaver accepted the nomination and was appointed as Vice-Chairperson on a motion by Mr. Sauble and seconded by Chairman Holtzinger; motion carried unanimously.
- Ms. Beard was appointed as Township Secretary/Treasurer on a motion by Mr. Sauble and seconded by Ms. Weaver; motion carried unanimously.

Supervisor Board Liaison Appointments

The following appointments were approved on a motion by Ms. Weaver and seconded by Mr. Sauble; motion carried unanimously:

- Ms. Weaver accepted the Board Liaison appointment to Administration.

- Mr. Sauble accepted the Board Liaison appointment to the Public Works Department.
- Chairman Holtzinger accepted the Board Liaison appointment to the Police Department.
- Ms. Weaver accepted the Board Liaison appointment to the Planning Commission.
- Mr. Sauble accepted the Board Liaison appointments to the Municipal Authorities.
- Ms. Weaver and Chairman Holtzinger accepted the Board Liaison appointments to the Fire Companies & Emergency Management.
- Ms. Weaver accepted the Board appointment as delegate to both the York Adams Tax Bureau and the Adams County Tax Collection Committee with Hamilton Township as alternate delegate for both organizations.
- Ms. Weaver accepted the Board appointment as delegate to Adams County Council of Government.
- The appointment as Chairman to the Vacancy Board remains unfilled. No one has come forward to fill the position.

Appointments of Employees and Positions

The following appointments of employees and positions were approved on a motion by Ms. Weaver and seconded by Mr. Sauble; motion carried unanimously:

- Kimberly Beard, Open Records Officer
- Garry Wilt, Administrative Assistant & alternate Open Records Officer
- Kim Dissinger Director of Public Works
- Jason Grim Road Foreman
- William Ceravola Officer-In-Charge
- Greg Morehead was approved as Police Officer
- Earl Herman, Seasonal Laborer
- Robert Anderson, Seasonal /Laborer
- Bart Frey, Seasonal Operator/Laborer
- Gary Bullock, EMC
- Randy Wolf, Deputy EMC

Appointments of Services

The following appointments of Services were approved on a motion by Ms. Weaver and seconded by Mr. Sauble; motion carried unanimously:

- Wilbur Slothour, Land & Sea Services, LLC was appointed as Residential and Commercial Building Inspector and the 2018 Contract for Inspection Services were approved.
- Wilbur Slothour, Land & Sea Services, LLC was appointed as Zoning & Code Enforcement Officer for the Township.
- Yo Yo Computer Services and Treysta Technology Management were appointed to provide computer support & services.
- Timothy J. Shultis, Shultis Law, LLC, was appointed as the Zoning Hearing Board Solicitor.
- P. Eric Mains, P.E., was appointed as Municipal Engineer and Gannett Fleming, Inc was appointed as the engineering firm.
- Gilbert Picarelli, SEO; Dominic Picarelli, Alternate SEO and Leah Heine, Alternate SEO of KPI Technology were appointed as Sewage Enforcement Officers.
- All Clean Building Maintenance was appointed to provide office cleaning services.

- Smith, Elliott, Kearns & Company was appointed to provide payroll and QuickBooks support.
- Boyer And Ritter, LLC were appointed to perform the 2017 Government Audit.

The following appointment of Service was approved on a motion by Mr. Sauble and seconded by Ms. Weaver; motion carried unanimously:

- Victor A. Neubaum, Malone & Neubaum as Township Solicitor.

Resolutions

- 2018-01: Employee Wage Rates was adopted pending addition, on a motion by Ms. Weaver and seconded by Mr. Sauble; motion carried unanimously.
- 2018-02: Personnel Policies & Procedures was adopted on a motion by Ms. Weaver and seconded by Mr. Sauble; motion carried unanimously.
- 2018-03: 2018 Fee Schedule was adopted on a motion by Ms. Weaver and seconded by Mr. Sauble; motion carried unanimously.
- 2018-04: Equipment Rental Fee Schedule was tabled pending addition and review by the Director of Public Works, on a motion by Chairman Holtzinger and seconded by Ms. Weaver; motion carried unanimously.
- 2018-05: Confirming Re-Appointment and Terms of Office to the Reading Township Municipal Authority was adopted on a motion by Ms. Weaver and seconded by Mr. Sauble; motion carried unanimously.
- 2018-06: Confirming Re-Appointment and Terms of Office to the Lake Meade Municipal Authority was adopted on a motion by Ms. Weaver and seconded by Mr. Sauble; motion carried unanimously.
- 2018-07: Confirming Re-appointment and Terms of Office to the Planning Commission was adopted on a motion by Ms. Weaver and seconded by Mr. Sauble; motion carried unanimously.
- 2018-08: Confirming Appointment & Re-appointments to the Zoning Hearing Board was tabled pending completion on a motion by Chairman Holtzinger, seconded by Ms. Weaver; motion carried unanimously.
- 2018-09: Appointing Delegate and Alternate Delegate to the Adams County Tax Collection Committee was adopted on a motion by Mr. Sauble and seconded by Ms. Weaver; motion carried unanimously.
- 2018-10: Record Disposition was tabled pending review of records.
- 2018-11: Continuity of Municipal Government was adopted on a motion by Ms. Weaver and seconded by Mr. Sauble; motion carried unanimously.
- 2018-12: "Wireless Infrastructure Deployment Bill"; No action was taken, pending review by Solicitor.
- 2018-13: BB&T Resolution and Agreement for Deposit Account was adopted on a motion by Ms. Weaver, Seconded by Chairman Holtzinger; motion carried unanimously.

Miscellaneous

The Treasurer's Bond was approved at \$1.4 million on a motion by Chairman Holtzinger and seconded by Ms. Weaver; motion carried unanimously.

Approval was given for payment of bills between meetings for employee reimbursements and to meet due dates and obtain discounts on a motion by Ms. Weaver and seconded by Mr. Sauble; motion carried unanimously.

Authorization was given for the advertisement of the Annual Meeting Schedule in the Gettysburg Times pending correction on a motion by Mr. Sauble and seconded by Ms. Weaver; motion carried unanimously.

Authorization was given for employee attendance at training, meetings, conferences, institutes, schools and conventions with payment of registration fees, mileage and other actual expenses incurred; however meals will be paid by attendees to the Adams County Association of Township Officials Conventions and will not be reimbursed on a motion by Chairman Holtzinger and seconded by Mr. Sauble; motion carried unanimously.

There will be no Board attendance to the PSATS Annual Conference this year.

Approval was given for supervisors and employee mileage reimbursements as per the 2018 Federal Mileage Rate of 54.5 cents per mile on a motion by Chairman Holtzinger and seconded by Ms. Weaver; motion carried unanimously.

Public Comments

There were no public comments.

Adjournment

The meeting adjourned at 5:15 pm on a motion by Chairman Holtzinger and seconded by Ms. Weaver; motion carried.

Respectfully Submitted,

Kimberly Beard
Secretary/Treasurer