

**READING TOWNSHIP BOARD OF SUPERVISORS  
ORGANIZATION MEETING  
JANUARY 7, 2019**

The Organization Meeting was held at the township building and called to order at 3:22 pm by Chairman Holtzinger. Supervisor Gary Sauble, Marcia Weaver, Vice-Chair, was present with Chairman Holtzinger presiding. Bill Ceravola, Officer in Charge and Jason Phillips, United Hook and Ladder, Jennifer Miller, Reading Township Tax Collector were also present.

**2018 FINAL BUSINESS**

**Jennifer Miller-Office Space**

Ms. Miller discussed possibly of renting office space at the Township Building. Ms. Miller would like to speak to her current landlord.

**Pennsylvania Municipalities Pension Trust  
Act 44 Disclosure Form**

Motion was made by Ms. Weaver to adopt and post the Municipal Pension Disclosure Statement for 2018 for both the Employee Pension Plan and the Police Pension Plan. Mr. Sauble seconded the motion. Motion carried unanimously.

**Anti Virus Program for Office Computers**

Because no additional information was provided for the meeting, the matter was tabled on a motion by Ms. Weaver, seconded by Mr. Sauble; motion carried unanimously.

Officer in Charge stated at the December Board meeting approval was given to purchase a taser with a donation given by East Berlin VFW with the difference paid by the township. After that meeting Kress Oil also made a donation of \$1750.00 which would pay for the entire purchase of another taser. Ms. Weaver made a motion to allow Officer Ceravola to purchase the additional taser, seconded by Mr. Sauble; motion carried unanimously.

The meeting of 2018 final business was adjourned at 3:50 pm

**2018 ORGANIZATION MEETING**

Chairman Holtzinger called the 2018 Organization Meeting to order at 3:50 pm.

**Nominations & Temporary Appointments**

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

### **Supervisor 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 Mr. Holtzinger as alternate delegate for both organizations.
- Mr. Sauble accepted the Board appointment as delegate to Adams County Council of Government.

### **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 Operator/Laborer
- Bart Frey, Seasonal Operator/Laborer
- Gary Bullock, EMC
- Dean Shank, 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:

- On a motion by Ms. Weaver, Wilbur Slothour, Land & Sea Services, LLC as Residential and Commercial Building Inspector and the 2019 Contract for Inspection Services was tabled until there is a contract presented, seconded by Mr. Sauble; motion carried unanimously.
- On a motion by Ms. Weaver, Treysta Technology Management was appointed to provide computer support & services, seconded by Mr. Sauble; motion carried unanimously.
- On a motion by Ms. Weaver, Victor Neubaum, Malone and Neubaum, was appointed as Township Solicitor, seconded by Mr. Sauble; motion carried unanimously.

- On a motion by Ms. Weaver, Timothy J. Shultis, Shultis Law, LLC, was appointed as the Zoning Hearing Board Solicitor, seconded by Mr. Sauble; motion carried unanimously.
- On a motion by Ms. Weaver, P. Eric Mains, P.E., was appointed as Municipal Engineer and Gannett Fleming, Inc was appointed as the engineering firm, seconded by Mr. Sauble; motion carried unanimously.
- On a motion by Ms. Weaver Gilbert Picarelli, SEO; Dominic Picarelli, Alternate SEO and Leah Heine, Alternate SEO of KPI Technology were appointed as Sewage Enforcement Officers, seconded by Mr. Sauble; motion carried unanimously.
- On a motion by Ms. Weaver, All Clean Building Maintenance was appointed to provide office cleaning service, seconded by Mr. Sauble; motion carried unanimously.
- On a motion by Ms. Weaver, Smith, Elliot, Kearns & Company was appointed to offer QuickBooks support, seconded by Mr. Sauble; motion carried unanimously.
- On a motion by Ms. Weaver, Smith, Elliot, Kearns & Company was appointed to perform the 2018 Audit, seconded by Mr. Sauble; motion carried unanimously.

### **Resolutions**

- 2018-01: Employee Wage Rates was tabled upon further review, on a motion by Ms. Weaver and seconded by Mr. Sauble; motion carried unanimously.
- 2018-02: Personnel Policies & Procedures was tabled to gather information 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 adopted on a motion by Ms. Weaver seconded by Mr. Sauble; 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 Chairman Holtzinger; motion carried unanimously.
- 2018-07: Confirming Re-appointment and Terms of Office to the Planning Commission was tabled pending term confirmation on a motion by Ms. Weaver and seconded by Chairman Holtzinger; motion carried unanimously.
- 2018-08: Confirming Appointment & Re-appointments to the Zoning Hearing Board was tabled pending term confirmations on a motion by Ms. Weaver, seconded by Mr. Sauble; motion carried unanimously.
- 2018-09: Appointing Delegate and Alternate Delegate to the Adams County Tax Collection Committee was tabled pending change on a motion by Ms. Weaver and seconded by Chairman Holtzinger; 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.

### **Miscellaneous**

The Treasurer's Bond was approved at \$1.4 million on a motion by Ms. Holtzinger and seconded by Mr. Sauble; 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.

Approval was given BB&T Band and Adams County National Bank as depositories on a motion by Ms. Weaver, seconded by Mr. Sauble; motion carried unanimously.

Authorization was tabled for the advertisement of the Annual Meeting Schedule in the Gettysburg Times until the copy of advertisement is provided to the Board and approval was given to advertise January 21<sup>st</sup> Board of Supervisors regular monthly meeting on a motion by Ms. Weaver and seconded by Mr. Sauble; 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 Ms. Weaver 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 2019 Federal Mileage Rate of 55 cents per mile on a motion by Ms. Weaver and seconded by Mr. Sauble; motion carried unanimously.

### **Public Comments**

There were no public comments.

### **Adjournment**

The meeting adjourned at 4:30 pm on a motion by Mr. Sauble and seconded by Ms. Weaver; motion carried.

Respectfully Submitted,

Kimberly Beard  
Secretary/Treasurer