

**READING TOWNSHIP BOARD OF SUPERVISORS
ORGANIZATION MEETING
JANUARY 3, 2021**

The Organization Meeting was held at the township building and called to order at 3:09 pm by Chairman Holtzinger. Supervisor Jason Phillips, Wes Thomason, Vice-Chair, were present with Chairman Holtzinger presiding. Donald Godfrey was present.

2021 FINAL BUSINESS

There was no 2021 Final Business

The meeting of 2021 final business was adjourned at 3:10 pm on a motion by Mr. Phillips, second by Mr. Thomason; motion carried.

2022 ORGANIZATION MEETING

Chairman Holtzinger called the 2022 Organization Meeting to order at 3:11 pm.

Nominations & Temporary Appointments

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

Nominations & Permanent Appointments

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

The following appointments of Supervisor Board Liaison were approved on a motion by Mr. Phillips and seconded by Mr. Thomason; motion carried unanimously:

Supervisors Board Liaison Appointments:

- Administration-Mr. Phillips
- Public Works-Mr. Thomason
- Police-Chairman Holtzinger
- Planning Commission-Mr. Phillips
- Municipal Authorities-Chairman Holtzinger
- Fire Companies & Emergency Management-Mr. Thomason
- York Adams Tax Bureau plus Alternate; Adams County Tax Collection Committee plus Alternate-Mr. Phillips and Alternate Mr. Thomason
- Adams County Council of Governments-Mr. Phillips

The Township resident as Chairman to the vacancy Board was tabled on a motion by Chairman Holtzinger, second by Mr. Thomason; motion carried unanimously.

Appointments of Employees and Positions

The following appointments of employees and positions were approved except for EMC and Deputy EMC which were tabled, on a motion by Mr. Phillips and seconded by Mr. Thomason; motion carried unanimously:

- Kimberly Beard, Open Records Officer
- Tianna Mummert, 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
- Appoint Donald Godfrey to serve on the Planning Commission

Chairman Holtzinger questioned Mr. Godfrey if he would have any trouble working with Attorney Susan Smith. Mr. Godfrey responded he would not.

Appointments of Services

The following appointments of Services were approved on a motion by Mr. Phillips and seconded by Mr. Thomason; motion carried unanimously:

- **Residential & Commercial Building Inspector and Zoning & Code Enforcement Services:**
Pa Municipal Code Alliance
2022 Contract for Services
- **Computer Services**
Treysta Technology Management
- **Township Solicitor**
Susan Smith
- **Zoning Hearing Board Solicitor:**
Timothy J. Shultis, Shultis Law, LLC
- **Municipal Engineer & Engineering Firm:**
Kevin Fox, P.E. & Gannett Fleming, Inc.
- **Sewage Enforcement Officers:**
Gilbert Picarelli, KPI Technology
Dominic Picarelli, Alternate SEO
Leah Heine, Alternate SEO
- **Cleaning Service:**
Cathy Karper Cleaning Services
- **Payroll & QuickBooks Support**
Smith Elliott Kearns & Company

Resolutions

- 2022-01: Employee Wage Rates was approved with correction, on a motion by Mr. Phillips and seconded by Mr. Thomason; motion carried unanimously.
- 2022-02: Personnel Policies & Procedures was approved on a motion by Mr. Phillips and seconded by Mr. Thomason; motion carried unanimously.
- 2022-03: 2022 Fee Schedule was approved with correction, on a motion by Mr. Phillips and seconded by Mr. Thomason; motion carried unanimously.
- 2022-04: Equipment Rental Fee Schedule was adopted on a motion by Mr. Phillips, seconded by Mr. Thomason; motion carried unanimously.
- 2022-05: Confirming Re-Appointment and Terms of Office to the Reading Township Municipal Authority was approved with correction on a motion by Mr. Phillips and seconded by Mr. Thomason; motion carried unanimously.
- 2022-06: Confirming Appointment and Terms of Office to the Lake Meade Municipal Authority was tabled on a motion by Chairman Holtzinger and seconded by Mr. Thomason; motion carried unanimously.
- 2022-07: Confirming Re-appointment and Terms of Office to the Planning Commission was tabled on a motion by Chairman Holtzinger and seconded by Mr. Thomason; motion carried unanimously.
- 2022-08: Confirming Appointment & Re-appointments to the Zoning Hearing Board was tabled on a motion by Mr. Phillips, seconded by Mr. Thomason; motion carried unanimously.
- 2022-09: Appointing Delegate, Jason Phillips, and Alternate Delegate, Mr. Thomason, to the Adams County Tax Collection Committee approved on a motion by Chairman Holtzinger and seconded by Mr. Thomason; motion carried unanimously.
- 2022-10: Record Disposition approved on a motion by Mr. Phillips, second by Mr. Thomason; motion carried unanimously.
- 2022-11: Continuity of Government was tabled on a motion by Mr. Phillips, second by Mr. Thomason; motion carried unanimously.
- 2022-12: Tax Levies for 2021 was approved on a motion by Mr. Phillips, second by Mr. Thomason; motion carried unanimously.

Miscellaneous

The Treasurer's Bond was approved to remain at \$2 million on a motion by Mr. Phillips and seconded by Mr. Thomason; 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 Chairman Holtzinger and seconded by Mr. Thomason; motion carried unanimously.

Approval was given Adams County National Bank as depositories on a motion by Mr. Phillips, seconded by Mr. Thomason; 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 on a case-by-case basis on a motion by Mr. Phillips and seconded by Mr. Thomason; motion carried unanimously.

Approval was given for a voting delegate, registration, and hotel accommodation at PSATS Annual Conference on by motion by Chairman Holtzinger, second by Mr. Thomason; motion carried unanimously.

Approval was given for supervisors and employee mileage reimbursements as per the 2020 Federal Mileage Rate of 58.5 cents per mile on a motion by Mr. Phillips and seconded by Mr. Thomason; motion carried unanimously.

Public Comments

Mr. Godfrey thanked the Board for his appointment.

Adjournment

The meeting adjourned at 4:40 pm on a motion by Mr. Phillips and seconded by Mr. Thomason; motion carried.

Respectfully Submitted,

Kimberly Beard
Secretary/Treasurer