

**READING TOWNSHIP BOARD OF SUPERVISORS  
ORGANIZATION MEETING  
JANUARY 6, 2020**

The Organization Meeting was held at the township building and called to order at 3:00 pm by Chairman Holtzinger. Supervisor Jason Phillips, Greg Heefner, Vice-Chair, were present with Chairman Holtzinger presiding. Bill Ceravola, Officer in Charge and Gerry Shank, Planning Commission were present.

**2019 FINAL BUSINESS**

**There was no 2019 Final Business**

The meeting of 2019 final business was adjourned at 3:02 pm

**2020 ORGANIZATION MEETING**

Chairman Holtzinger called the 2020 Organization Meeting to order at 3:02 pm.

**Nominations & Temporary Appointments**

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

**Nominations & Permanent Appointments**

- Mr. Heefner nominated Mr. Holtzinger as permanent Chairman. Mr. Holtzinger accepted the nomination and was appointed as Chairman on a motion by Mr. Heefner and seconded by Mr. Phillips; motion carried unanimously.
- Mr. Phillips nominated Mr. Heefner as Vice-Chairperson. Mr. Heefner 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. Heefner and seconded by Mr. Phillips; motion carried unanimously.

**Supervisor Liaison Appointments**

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

- Mr. Phillips accepted the Board Liaison appointment to Administration.
- Chairman Holtzinger accepted the Board Liaison appointment to the Public Works Department.
- Mr. Heefner accepted the Board Liaison appointment to the Police Department.
- Mr. Phillips accepted the Board Liaison appointment to the Planning Commission.
- Chairman Holtzinger accepted the Board Liaison appointments to the Municipal Authorities.

- Mr. Heefner accepted the Board Liaison appointments to the Fire Companies & Emergency Management.
- Mr. Phillips accepted the Board appointment as delegate to both the York Adams Tax Bureau and the Adams County Tax Collection Committee with Mr. Mr. Heefner as alternate delegate for both organizations.
- Mr. Phillips 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 Mr. Heefner and seconded by Mr. Phillips; 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, Part time Operator/Laborer
- Gary Bullock, EMC
- Dean Shank, Deputy EMC

### **Appointments of Services**

- On a motion by Mr. Heefner, Wilbur Slothour, Land & Sea Services, LLC was appointed as Residential and Commercial Building Inspector and the 2020 Contract for Inspection Services was approved, seconded by Mr. Phillips; motion carried unanimously.
- On a motion by Mr. Heefner, Treysta Technology Management was appointed to provide computer support & services, seconded by Mr. Phillips; motion carried unanimously.
- On a motion by Mr. Heefner, Susan Smith, The Law Offices of Susan Smith, was appointed as Township Solicitor, seconded by Mr. Philips; motion carried unanimously.
- On a motion by Mr. Phillips, Timothy J. Shultis, Shultis Law, LLC, was appointed as the Zoning Hearing Board Solicitor, seconded by Mr. Heefner; motion carried unanimously.
- On a motion by Mr. Phillips, P. Eric Mains, P.E., was appointed as Municipal Engineer and Gannett Fleming, Inc was appointed as the engineering firm, seconded by Mr. Heefner; motion carried unanimously.
- On a motion by Chairman Holtziner, Gilbert Picarelli, SEO; Dominic Picarelli, Alternate SEO and Leah Heine, Alternate SEO of KPI Technology was tabled as Sewage Enforcement Officers until the Board reviews the fee schedule, seconded by Mr. Phillips; motion carried unanimously.
- On a motion by Chairman Holtzinger, White Rose Cleaning Service was tabled to provide office cleaning service, seconded by Mr. Heefner; motion carried unanimously.
- On a motion by Mr. Heefner, Smith, Elliot, Kearns & Company was appointed to offer QuickBooks support, seconded by Mr. Phillips; motion carried unanimously.

### **Resolutions**

- 2020-01: Employee Wage Rates was approved, on a motion by Mr. Heefner and seconded by Mr. Phillips; motion carried unanimously.
- 2020-02: Personnel Policies & Procedures was approved on a motion by Mr. Heefner and seconded by Mr. Phillips; motion carried unanimously.

- 2020-03: 2020 Fee Schedule was tabled on a motion by Mr. Heefner and seconded by Mr. Phillips; motion carried unanimously.
- 2020-04: Equipment Rental Fee Schedule was adopted on a motion by Mr. Heefner seconded by Mr. Phillips; motion carried unanimously.
- 2020-05: Confirming Re-Appointment and Terms of Office to the Reading Township Municipal Authority was tabled until the February Board of Supervisors Regular Meeting, on a motion by Chairman Holtzinger and seconded by Mr. Heefner; motion carried unanimously.
- 2020-06: Confirming Re-Appointment and Terms of Office to the Lake Meade Municipal Authority was adopted on a motion by Mr. Heefner and seconded by Mr. Phillips; motion carried unanimously.
- 2020-07: Confirming Re-appointment and Terms of Office to the Planning Commission was approved on a motion by Mr. Phillips and seconded by Mr. Heefner; Chairman Holtzinger opposed. The vote was 2-1.
- 2020-08: Confirming Appointment & Re-appointments to the Zoning Hearing Board was approved on a motion by Mr. Phillips, seconded by Mr. Heefner; motion carried unanimously.
- 2020-09: Appointing Delegate, Jason Phillips, and Alternate Delegate, Greg Heefner, to the Adams County Tax Collection Committee approved on a motion by Chairman Holtzinger and seconded by Mr. Heefner; motion carried unanimously.
- 2020-10: Record Disposition approved on a motion by Mr. Heefner, second by Mr. Phillips; motion carried unanimously.

### **Miscellaneous**

The Treasurer's Bond was approved to be raised from \$1.6 million to 1.8 million on a motion by Chairman Holtzinger and seconded by Mr. Heefner; 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 Mr. Heefner and seconded by Mr. Phillips; motion carried unanimously.

Approval was given Adams County National Bank as depositories on a motion by Mr. Phillips, seconded by Mr. Heefner; motion carried unanimously.

Authorization was approved for the advertisement of the Annual Meeting Schedule in the Gettysburg Times on a motion by Mr. Phillips and seconded by Mr. Heefner; 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 Mr. Phillips and seconded by Mr. Heefner; motion carried unanimously.

Approval was given to appoint Mr. Heefner as the voting delegate, registration and hotel accommodation at PSATS Annual Conference on by motion by Mr. Phillips, second by Chairman Holtzinger; motion carried unanimously.

Approval was given for supervisors and employee mileage reimbursements as per the 2020 Federal Mileage Rate of 58 cents per mile on a motion by Mr. Heefner and seconded by Mr. Phillips; motion carried unanimously.

### **Public Comments**

There were no public comments.

**Adjournment**

The meeting adjourned at 3:52 pm on a motion by Mr. Heefner and seconded by Mr. Phillips; motion carried.

Respectfully Submitted,

Kimberly Beard  
Secretary/Treasurer