

**READING TOWNSHIP BOARD OF SUPERVISORS  
SPECIAL MEETING  
September 20, 2018**

A special meeting of the Reading Township Board of Supervisors was held at the Township Building and called to order at 7:10 pm by Kevin Holtzinger, Chairman. Marcia Weaver, Vice-Chairperson, and Gary Sauble, Supervisor, were present with Chairman Holtzinger presiding over the meeting.

Others in attendance included Gary Bullock, Emergency Management Coordinator; Kim Dissinger, Director of Public Works and Jason Grim, Road Foreman; Jason Phillips, Emmert Harzell, Michelle Wolf, and Randy Wolf, Hampton Fire Company.

The purpose of the workshop meeting is to review department requests for preparations of the 2019 budget.

**Public Comments**

There were no public comments.

**Old Business**

**Hampton Roundabout Maintenance Agreement**

Chairman Holtzinger stated he has not been able to speak to PennDot this week to address the concerns of the Public Works Department pertaining to the drainage and snow removal. Mr. Sauble made a motion to table the agreement until the next Board of Supervisor meeting, October 15<sup>th</sup>, to gather more information, second by Ms. Weaver, motion carried unanimously.

**Phone System Quotes**

Chairman Holtzinger stated the Township Offices have been having ongoing problems with the phone system. Mr. Wilt, Administrative Assistant, gathered pricing from the following companies:

Telecom -\$8,989.58

Treysta- Unable to bid because it is strictly a computer company.

Gettle -\$12,246.00

Ms. Weaver made a motion to replace the telephone system before the end of 2018 and accept the bid from Telecom for this budget year as per all the information provided, second by Mr. Sauble, motion carried unanimously.

**Health Insurance Cost Increase**

Highmark has increased the insurance cost 9.9% for 2019. Ms. Beard had a meeting with Weber Insurance to discuss other options and Mr. Eugene Zeyn, Health and Benefit Consultant, suggested the Township stay with the plan currently in use. He stated it is a grandfathered plan and they do not offer it anymore. Chairman Holtzinger stated at Police union negotiations last year it was decided the Police will contribute more in 2019 toward their insurance cost which would be a 2% increase. Ms. Weaver stated there will be more quotes coming concerning the commercial insurance. We may be changing brokers from Kilmer Insurance to Weber Insurance.

### **Security System and Panic Button Quotes**

Chairman Holtzinger stated Mr. Wilt commented to him the longer he is working at the Township Office's he sees more hostility coming through the door. Mr. Wilt stated he is in favor for the panic buttons. They would be strategically placed. Ms. Beard stated camera's can also be installed with the phone system.

Mr. Wilt provided the following quotes for the Panic Buttons:

Keyston Alarm-\$428.00 plus \$29.00 monthly monitoring fees  
(using analog dialing capability only)

Keystone Alarm-\$1,239.00 plus \$39.00 monthly fees  
(using analog & back up cellular capability)

Select Security-\$296.00 plus \$43.00 monthly fees  
(using wi-fi & cellular capability)

ADT-Does not quote government entities.

This item is tabled to gather more information.

### **Police Department**

No Requests

### **Administration**

The Board reviewed the requests from Administration for a new computer at a cost of \$1000. Ms. Beard is also asking to attend PSATS Convention. The membership price is \$160.00 for entire conference. 94 miles round trip at the 2018 Federal Mileage rate of 54.5 equals \$201.00. Workshops featured are not determined yet. Conference April 14th – 17<sup>th</sup>, 2019. Those items will be included in the 2019 budget.

### **Jennifer Miller, Tax Collector**

Ms. Miller requested half of the cost of stamps, one pack of white paper, one ink cartridge, Tax Collector Convention, possibly hotel for Convention and Pa State Tax Collectors Association membership. These items total approximately \$786.00. Ms. Weaver would like Ms. Miller to pro-rate expenses between Reading Township and York Springs. Ms. Beard will contact Ms. Miller.

### **Emergency Management**

No Requests

## **2019 Public Works Budget Proposal**

Ms. Weaver made a motion to purchase #8 stone in 2018 budget at \$14.50 at ton for a savings of \$937.00, second by Mr. Sauble, motion carried unanimously.

### **Equipment Rental**

The Board reviewed the equipment rental list with the public works department. Mr. Dissinger stated that they have not used half of the amount budgeted for 2018 yet this year, however it is best to budget higher in case the equipment would be needed.

### **Seal Coat Tar & Chip**

Chairman Holtzinger questioned Mr. Dissinger on how they choose which roads are completed each year. Mr. Dissinger stated it is on a rotating system. Ms. Weaver also wanted to know if there are any additional costs that need to be included in the budget for the drainage issue that needs repaired in Laughman's Bottom. Mr. Dissinger stated the weather permitting the work will be completed and budgeted in 2018.

### **Public Works Requests**

Chairman Holtzinger would like the public works department to prioritize the list they requested. Mr. Dissinger stated the Track Skid Loader would be most needed. Mr. Grim stated the Skid Loader could be purchased using the Liquid Fuels Allocation.

### **Part Time Employees**

The amount requested is the same amount as 2018 which is \$55,000.

### **CD Account Balance**

Contributions to the Capital Reserve CD Accounts are pending further consideration at this time

### **Establish Contributions for 2019**

Contributions are pending further consideration at this time.

### **General Fund**

Ms. Beard presented the Board with a Budget vs. Actual report, Profit and Loss Previous Year Report and a 2019 Budget Worksheet Packet.

### **Non-Union Wages**

The wages are pending further consideration at this time.

### **Liquid Fuels Budget**

Ms. Weaver would like Ms. Beard to make sure the tar & chip expense for 2018 comes out of the Liquid Fund Balance. Ms. Beard will provide the Board with an updated 2019 Budget Worksheet packet once corrections are made.

### **Public Comments**

Jason Phillips, President Hampton Fire Company, said at Monday night's Board of Supervisors meeting, there was discussion concerning the funding and box cards. The Board of Supervisors would like to arrange a meeting with East Berlin, Lake Meade and Hampton Fire Company to further discuss those items.

### **Adjournment**

The meeting was adjourned at 9:55 pm on a motion by Ms. Weaver and seconded by Mr. Sauble, motion carried unanimously.

Respectfully Submitted

Kimberly Beard  
Secretary/Treasurer

