

**READING TOWNSHIP BOARD OF SUPERVISORS  
ORGANIZATION MEETING  
JANUARY 3, 2017**

The Organization Meeting was held at the township building and called to order at 3:08 pm by Chairman Holtzinger. Supervisor Donald Kauffman was absent from the meeting. Marcia Weaver, Vice-Chair, was present with Chairman Holtzinger presiding. Marcia Weaver, who remains as Township Secretary/Treasurer, was present to record the minutes. Officer Gregory Morehead was also in attendance. There was no other public attendance at the advertised meeting.

**2016 FINAL BUSINESS**

Chairman Holtzinger stated that a meeting has been scheduled for January 12<sup>th</sup> between the Board of Directors of the Fish & Game Club and the Board of Supervisors to discuss the matter involving neighbor complaints.

Chairman Holtzinger stated he spoke with Mr. Tate from Stewart & Tate regarding the bill for the extra work that was completed on Brough Hill Road. They agreed to reduce the bill to \$6,000 and an agreement was reached.

There being no final business from 2016, Chairman Holtzinger motioned to adjourn the meeting at 3:13 pm; motion was seconded by Ms. Weaver; motion carried.

**2017 ORGANIZATION MEETING**

Chairman Holtzinger called the 2017 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. Holtzinger; motion carried.
- Mr. Holtzinger nominated Ms. Weaver as temporary Secretary. Ms. Weaver accepted the nomination and was appointed as temporary Secretary on a motion by Mr. Holtzinger and seconded by Ms. Weaver; motion carried.

**Nominations & Permanent Appointments**

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

### **Supervisor Board Liaison Appointments**

The following appointments were approved on a motion by Chairman Holtzinger and seconded by Ms. Weaver; motion carried:

- Ms. Weaver accepted the Board Liaison appointment to Administration.
- Chairman Holtzinger 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. Holtzinger accepted the Board Liaison appointments to the Municipal Authorities.
- Ms. Weaver 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.
- 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 Chairman Bart and seconded by Ms. Weaver; motion carried unanimously:

- Marcia Weaver, Open Records Officer
- Garry Wilt, Administrative Assistant & alternate Open Records Officer
- Kim Dissinger was approved as Director of Public Works
- Jason Grim was approved as Road Foreman
- William Ceravola was approved as Officer-In-Charge
- Greg Morehead was approved as Police Officer
- Earl Herman, Seasonal Laborer
- George Wolf, Seasonal Operator/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. Holtzinger; motion carried:

- Wilbur Slothour, Land & Sea Services, LLC was appointed as Residential and Commercial Building Inspector and the 2017 Contract for Inspection Services was approved.
- Wilbur Slothour, Land & Sea Services, LLC was appointed as Zoning & Code Enforcement Officer for the Township.
- Yo Yo Computer Services was appointed to provide computer support & services.
- Victor A. Neubaum, Malone & Neubaum, was appointed as Township Solicitor

- 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.

### **Resolutions**

- 2017-01: Employee Wage Rates was adopted on a motion by Ms. Weaver and seconded by Chairman Holtzinger; motion carried.
- 2017-02: Personnel Policies & Procedures was adopted on a motion by Ms. Weaver and seconded by Mr. Holtzinger; motion carried.
- 2017-03: 2017 Fee Schedule was adopted on a motion by Chairman Holtzinger and seconded by Ms. Weaver; motion carried.
- 2017-04: Equipment Rental Fee Schedule was tabled pending further discussion on a motion by Chairman Holtzinger and seconded by Ms. Weaver; motion carried.
- 2017-05: Confirming Re-Appointment and Terms of Office to the Reading Township Municipal Authority was adopted on a motion by Chairman Holtzinger and seconded by Ms. Weaver; motion carried.
- 2017-06: Confirming Re-Appointment and Terms of Office to the Lake Meade Municipal Authority was adopted on a motion by Chairman Holtzinger and seconded by Ms. Weaver; motion carried.
- 2017-07: Confirming Re-appointment and Terms of Office to the Planning Commission was adopted on a motion by Chairman Holtzinger and seconded by Ms. Weaver; motion carried.
- 2017-08: Confirming Appointment & Re-appointments to the Zoning Hearing Board was adopted on a motion by Chairman Holtzinger and seconded by Ms. Weaver; motion carried.
- 2017-09: Appointing Delegate and Alternate Delegate to the Adams County Tax Collection Committee was adopted on a motion by Chairman Holtzinger and seconded by Ms. Weaver; motion carried.

### **Miscellaneous**

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

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 Chairman Holtzinger; motion carried.

BB&T Bank and Adams County National Bank were approved as the bank depositories on a motion by Chairman Holtzinger and seconded by Ms. Weaver; motion carried.

Authorization was given for the advertisement of the Annual Meeting Schedule in the Hanover Evening Sun on a motion by Chairman Holtzinger and seconded by Ms. Weaver; motion carried.

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 Chairman Holtzinger; motion carried.

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 2017 Federal Mileage Rate of 53.5 cents per mile on a motion by Chairman Holtzinger and seconded by Ms. Weaver; motion carried.

### **Public Comments**

There were no public comments.

### **Adjournment**

The meeting adjourned at 4:45 pm on a motion by Chairman Holtzinger and seconded by Ms. Weaver; motion carried.

Respectfully Submitted,

Marcia V. Weaver  
Secretary/Treasurer