

**READING TOWNSHIP BOARD OF SUPERVISORS
ORGANIZATION MEETING
JANUARY 4, 2021**

The Organization Meeting was held at the township building and called to order at 3:02 pm by Chairman Holtzinger. Supervisor Jason Phillips, Greg Heefner, Vice-Chair, were present with Chairman Holtzinger presiding. Bill Ceravola, Officer in Charge were present.

2020 FINAL BUSINESS

There was no 2020 Final Business

The meeting of 2020 final business was adjourned at 3:08 pm on a motion by Mr. Heefner, second by Mr. Phillips; motion carried.

2021 ORGANIZATION MEETING

Chairman Holtzinger called the 2021 Organization Meeting to order at 3:08 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

- Mr. Heefner made a motion to appoint Mr. Phillips as Administration Liaison, second by Chairman Holtzinger; motion carried unanimously.
- Mr. Heefner made a motion to appoint Chairman Holtzinger as Public Works Liaison, second by Mr. Phillips; motion carried unanimously.
- Chairman Holtzinger made a motion to appoint Mr. Heefner as Police Liaison, second by Mr. Phillips; motion carried unanimously.
- Mr. Heefner made a motion to appoint Mr. Phillips as Planning Commission Liaison, second by Chairman Holtzinger; motion carried unanimously.
- Mr. Heefner made a motion to appoint Chairman Holtzinger as Municipal Authorities Liaison, second by Mr. Phillips; motion carried unanimously.

- Mr. Phillips made a motion to appoint Mr. Heefner as the Liaison to the Fire Companies & Emergency Management.
- Mr. Heefner made a motion to appoint Mr. Phillips as the Representative to the York Adams Tax Bureau, and himself as the Alternate Representative to the York Adams Tax Bureau, second by Mr. Phillips; motion carried.
- Mr. Heefner made a motion to appoint Mr. Phillips as the Representative to the Adams County Council of Governments, second by Chairman Holtzinger; motion carried.

Appointments of Employees and Positions

The following appointments of employees and positions were approved except for John Biese as Chairman on the Planning Commission which was tabled, on a motion by Chairman Holtzinger and seconded by Mr. Phillips; motion carried unanimously:

- Kimberly Beard, Open Records Officer
- Karen Mathna, 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. Phillips; 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. Heefner, Gannett Fleming, Inc was appointed as the engineering firm, seconded by Mr. Phillips; motion carried unanimously.
- On a motion by Mr. Heefner, Gilbert Picarelli, SEO; Dominic Picarelli, Alternate SEO and Leah Heine, Alternate SEO of KPI Technology was appointed as Sewage Enforcement Officers, seconded by Mr. Phillips; motion carried unanimously.
- On a motion by Mr. Heefner, Cathy Karper Cleaning Service was appointed to provide office cleaning service, seconded by Mr. Phillips; motion carried unanimously.
- On a motion by Chairman Holtzinger, Smith, Elliot, Kearns & Company was appointed to offer QuickBooks support, seconded by Mr. Heefner; motion carried unanimously.
- On a motion by Mr. Heefner, Smith Elliot, Kearns & Company was appointed to perform the 2020 Yearly Audit, second by Mr. Phillips; motion carried unanimously.

Resolutions

- 2021-01: Employee Wage Rates was approved, on a motion by Mr. Heefner and seconded by Mr. Phillips; motion carried unanimously.
- 2021-02: Personnel Policies & Procedures was approved with corrections, on a motion by Mr. Heefner and seconded by Mr. Phillips; motion carried unanimously.
- 2021-03: 2020 Fee Schedule was approved with corrections, on a motion by Mr. Heefner and seconded by Mr. Phillips; motion carried unanimously.
- 2021-04: Equipment Rental Fee Schedule was adopted on a motion by Chairman Holtzinger, seconded by Mr. Phillips; motion carried unanimously.
- 2021-05: Confirming Re-Appointment and Terms of Office to the Reading Township Municipal Authority was approved on a motion by Mr. Heefner and seconded by Mr. Phillips; motion carried unanimously.
- 2021-06: Confirming 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.
- 2021-07: Confirming Re-appointment and Terms of Office to the Planning Commission was tabled on a motion by Mr. Phillips and seconded by Chairman Holtzinger; motion carried unanimously.
- 2021-08: Confirming Appointment & Re-appointments to the Zoning Hearing Board was approved on a motion by Mr. Heefner, seconded by Mr. Phillips; motion carried unanimously.
- 2021-09: 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.
- 2021-10: Record Disposition approved on a motion by Chairman Holtzinger, second by Mr. Heefner; motion carried unanimously.
- 2021-11: Continuity of Government was approved on a motion by Mr. Heefner, second by Mr. Phillips; motion carried unanimously.
- 2021-12: Tax Levies for 2021 was approved on a motion by Mr. Heefner, second by Mr. Phillips; motion carried unanimously.

Miscellaneous

The Treasurer's Bond was tabled on a motion by Mr. Heefner and seconded by Mr. Mr. Phillips; 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 Chairman Holtzinger; motion carried unanimously.

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

Approval was given to appoint Mr. Heefner or Mr. Phillips, whichever is available at the time, 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 56 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 4:02 pm on a motion by Mr. Heefner and seconded by Mr. Phillips; motion carried.

Respectfully Submitted,

Kimberly Beard
Secretary/Treasurer