**READING TOWNSHIP BOARD OF SUPERVISORS**

**ORGANIZATION MEETING**

**JANUARY 2, 2024**

The Organization Meeting was held at the township building and called to order at 9:00 am by Wes Thomason. Supervisor Jason Phillips and Mike Weigand, were present with Mr. Thomason presiding over the meeting. Kim Weigand, Rodney Hollabaugh and Vernon Grier was present.

**2023 Final Business**

**There was no 2023 Final Business**

The meeting of 2023 final business was adjourned at 9:04 pm on a motion by Mr. Phillips, second by Mr. Thomason; motion carried.

**PUBLIC COMMENT**

Mr. Thomason welcomed Mr. Weigand to the Board of Supervisors.

Mr. Hollabaugh would like the township to do some research into hiring a new solicitor. Mr. Grier seconded that.

**2024 Organization Meeting**

Mr. Thomason called the 2024 Organization Meeting to order at 9:05 am.

**Nominations & Temporary Appointments**

* Mr. Phillips nominated Mr. Thomason as temporary Chairperson. Mr. Thomason accepted the nomination and was appointed as temporary Chairperson on a motion by Mr. Phillips and seconded by Mr. Weigand; 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. Philips and seconded by Mr. Mr. Thomason; motion carried unanimously.

**Nominations & Permanent Appointments**

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

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

**Supervisors Board Liaison Appointments:**

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

On a motion by Mr. Phillips, Rodney Hollabaugh was appointed as Chairman to the vacancy Board second by Mr. Weigand; motion carried unanimously.

**Appointments of Employees and Positions**

The following appointments of employees and positions were approved on a motion by Mr. Phillips and seconded by Mr. Weigand; 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
* Dean Shank, EMC
* Randy Wolf, Deputy EMC

**Appointments of Services**

The following appointments of Services were approved with the exception of the township solicitor which was tabled, 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

2024 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:**

John Runge & Trey Elrod, Gordon Brown and Associates

* **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

Mr. Weigand would like the solicitor to be on the agenda for the January 16th Board meeting for discussion and action to obtain quotes from other solicitors. Attorney Smith can also respond.

**Resolutions**

* 2024-01: Employee Wage Rates was approved with correction, on a motion by Mr. Phillips and seconded by Mr. Weigand; motion carried unanimously.
* 2024-02: Personnel Policies & Procedures was approved as amended on a motion by Mr. Phillips and seconded by Mr. Weigand; motion carried unanimously.
* 2024-03: 2022 Fee Schedule was approved as amended, on a motion by Mr. Phillips and seconded by Mr. Weigand; motion carried unanimously.
* 2024-04: Equipment Rental Fee Schedule was approved as amended on a motion by Mr. Phillips, seconded by Mr. Weigand; motion carried unanimously.
* 2024-05: Confirming Appointment and Terms of Office to the Reading Township Municipal Authority was tabled on a motion by Mr. Phillips and seconded by Mr. Weigand; motion carried unanimously.
* 2024-06: Confirming Appointment and Terms of Office to the Lake Meade Municipal Authority was approved on a motion by Mr. Phillips and seconded by Mr. Weigand; motion carried unanimously.
* 2024-07: Confirming Re-appointment and Terms of Office to the Planning Commission was approved on a motion by Mr. Phillips and seconded by Mr. Weigand; motion carried unanimously.
* 2024-08: Confirming Appointment & Re-appointments to the Zoning Hearing Board approved on a motion by Mr. Phillips, seconded by Mr. Weigand; motion carried unanimously.
* 2024-09: Appointing Delegate, Jason Phillips, and Alternate Delegate, Mr. Weigand, to the Adams County Tax Collection Committee approved on a motion by Mr. Phillips and seconded by Mr. Weigand; motion carried unanimously.
* 2024-10: Record Disposition approved on a motion by Mr. Phillips, second by Mr. Weigand; motion carried unanimously.
* 2024-11: Continuity of Government was approved on a motion by Mr. Phillips, second by Mr. Weigand; motion carried unanimously.
* 2024-12: Tax Levies for 2024 was approved on a motion by Mr. Phillips, second by Mr. Weigand; motion carried unanimously.
* 2024-13: Resolution to set Halloween on the fourth Wednesday of October was approved on a motion by Mr. Phillips, second by Mr. Weigand; motion carried unanimously.
* 2024-14: Resolution to increase staff purchases to $500.00 without Board approval was approved on a motion by Mr. Phillips, second by Mr. Weigand; 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. Weigand; 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. Phillips and seconded by Mr. Weigand; motion carried unanimously.

Approval was given Adams County National Bank as depositories on a motion by Mr. Phillips, seconded by Mr. Weigand; 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 with the cap of $500.00 per employee, per event without Board approval, 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 Mr. Phillips, second by Mr. Weigand; motion carried. Chairman Thomason abstained.

Approval was given for supervisors and employee mileage reimbursements as per the 2020 Federal Mileage Rate of 67 cents per mile on a motion by Mr. Phillips and seconded by Mr. Weigand; motion carried unanimously.

**Public Comments:**

Mr. Weigand stated he is attending the PSATS Bootcamp for new Supervisors.

Mr. Grier wished everyone a happy new year.

**Adjournment**

The meeting adjourned at 9:47 am on a motion by Mr. Phillips and seconded by Mr. Weigand; motion carried.

Respectfully Submitted,

Kimberly Beard

Secretary/Treasurer