

**MINUTES**  
**EXETER TOWNSHIP BOARD OF SUPERVISORS REORGANIZATION MEETING**  
**MONDAY, JANUARY 4, 2021**

**Public Meeting**

A Reorganization Meeting of the Exeter Township Board of Supervisors held virtually was called to order on Monday, January 4, 2021 at 7:00 PM by David Speece, Chairperson.

**Supervisors Present:** Gregory Galtere, Chairperson  
David Speece, Vice Chairperson  
Michelle Kircher  
John Cusatis  
Joseph Staub

**Absent:** None

**Others in Attendance:** Jeff Bartlett, Township Manager  
Laurie Getz, Township Secretary  
Clarence Hamm, Highway Superintendent  
Elizabeth Magovern, Hartman Valeriano Magovern & Lutz, P.C.  
Joseph Rogosky, Great Valley Consultants, Township Engineer  
Larry Piersol, Assistant Highway Superintendent  
Will Brugger, Zoning Officer

**REGULAR MEETING**

The Meeting was opened with the Pledge to the Flag.

**ORGANIZATION**

**Temporary Chair**

**MOTION** of Mr. Staub seconded by Mr. Cusatis, the Board UNANIMOUSLY APPROVED appointing Greg Galtere as Temporary Chair.

There were no other nominations. Mr. Galtere took over running the meeting at this time.

**Temporary Secretary**

**MOTION** of Mr. Speece seconded by Mr. Staub, the Board UNANIMOUSLY APPROVED appointing Laurie Getz as Temporary Secretary.

There were no other nominations.

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***Nominate and Elect Chairperson***

**MOTION** of Mr. Cusatis seconded by Mr. Speece, the Board UNANIMOUSLY APPROVED appointing Greg Galtere as Chairperson.

There were no other nominations.

***Nominate and Elect Vice Chairperson***

**MOTION** of Mr. Cusatis seconded by Mr. Staub, the Board APPROVED appointing David Speece as Vice Chairperson.

There were no other nominations.

**Ms. Kircher** is opposed.

**PUBLIC COMMENTS:** Agenda Items

\*Public comments were submitted in advance of the meeting via email and voicemail. The e-mail comments were dictated by computer software.\*

*None*

**REGULAR APPOINTMENTS**

***Staff – Chief Administrative Officer***

**MOTION** of Mr. Staub seconded by Mr. Cusatis, the Board UNANIMOUSLY APPROVED appointing Jeff Bartlett to Chief Administrative Officer.

***Staff – Assistant Township Manager***

**Ms. Kircher** stated that she was unaware of the position, so that is the reason for her opposition. **Mr. Staub** responded that this was discussed previously. **Mr. Bartlett** also confirmed that this was discussed as part of the budget process. **Mr. Cusatis** agreed that the Board was aware.

**MOTION** of Mr. Cusatis seconded by Mr. Speece, the Board APPROVED appointing Laurie Getz to Assistant Township Manager.

**Ms. Kircher** is opposed.

***Staff – Township Secretary***

**MOTION** of Mr. Speece seconded by Mr. Cusatis, the Board UNANIMOUSLY APPROVED appointing Laurie Getz to Township Secretary.

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**Staff – Assistant Secretary**

**MOTION** of Mr. Cusatis seconded by Mr. Staub, the Board UNANIMOUSLY APPROVED appointing Tina Stephens to Assistant Secretary.

**Staff – Township Treasurer and Treasurer’s Bond**

**MOTION** of Mr. Staub seconded by Mr. Cusatis, the Board APPROVED appointing Jennifer Savage to Township Treasurer.

**Ms. Kircher** is opposed.

**MOTION** of Mr. Speece seconded by Mr. Staub, the Board UNANIMOUSLY APPROVED \$5,000,000 bond limits for Township Treasurer.

**Staff – Open Records Officer**

**MOTION** of Mr. Staub seconded by Mr. Cusatis, the Board UNANIMOUSLY APPROVED appointing Tina Stephens to Open Records Officer.

**Staff – Assistant Open Records Officer**

**MOTION** of Mr. Speece seconded by Mr. Cusatis, the Board UNANIMOUSLY APPROVED appointing Jeff Bartlett to Assistant Open Records Officer.

**Staff – Director of Public Works**

**Ms. Kircher** stated that she was not given any information on this item. Mr. Cusatis responded that it’s just a name change.

**Mr. Bartlett** explained that Mr. Hamm was previously enrolled in a drop-type program that was subsequently eliminated by the Board. His job description has been through a necessary update in order to more accurately encompass all of the work that he does. Public Works is a more accurate name for the department.

**MOTION** of Mr. Staub seconded by Mr. Speece, the Board UNANIMOUSLY APPROVED appointing Clarence Hamm to Director of Public Works.

Mr. Bartlett explained that the employment contract will need to be approved because this is a newly created position. Salary and benefits remain the same.

**MOTION** of Mr. Speece seconded by Mr. Cusatis, the Board UNANIMOUSLY APPROVED approving employment contract for Clarence Hamm as Public Works Director.

**Staff – Emergency Management Coordinator**

**MOTION** of Mr. Staub seconded by Mr. Cusatis, the Board UNANIMOUSLY APPROVED appointing Sgt. David Bentz to Emergency Management Coordinator.

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***Staff – Reading Country Club Superintendent***

**Mr. Bartlett** explained that this is a simple title change to more accurately reflect his duties.

**MOTION** of Mr. Cusatis seconded by Mr. Staub, the Board UNANIMOUSLY APPROVED appointing Brian Ahrens to Reading Country Club Superintendent.

***Staff – Host Municipal Landfill Inspector***

**MOTION** of Mr. Cusatis seconded by Mr. Speece, the Board UNANIMOUSLY APPROVED appointing Will Brugger to Host Municipal Landfill Inspector.

***Professional Consultant – Township Solicitor***

**MOTION** of Mr. Staub seconded by Mr. Speece, the Board UNANIMOUSLY APPROVED appointing Hartman, Valeriano, Magovern, Lutz, P.C. to Township Solicitor.

***Professional Consultant – Township Engineer***

**MOTION** of Mr. Speece seconded by Mr. Cusatis, the Board APPROVED appointing Joe Rogosky of Great Valley Consultants to Township Engineer.

**Ms. Kircher** is opposed.

***Professional Consultant – Building Code Official***

**MOTION** of Mr. Speece seconded by Mr. Cusatis, the Board UNANIMOUSLY APPROVED appointing Terry Naugle of Great Valley Consultants to Building Code Official.

***Professional Consultant – Fire Code Official***

**MOTION** of Mr. Staub seconded by Mr. Speece, the Board UNANIMOUSLY APPROVED appointing Terry Naugle of Great Valley Consultants to Fire Code Official.

***Professional Consultant – Plumbing Inspector***

**MOTION** of Mr. Cusatis seconded by Mr. Speece, the Board UNANIMOUSLY APPROVED appointing Brian Sands to Plumbing Inspector.

***Professional Consultant – Traffic Engineer***

**MOTION** of Mr. Cusatis seconded by Mr. Staub, the Board UNANIMOUSLY APPROVED appointing McMahon Associates to Traffic Engineer.

## ***MINUTES OF JANUARY 4, 2021 BOARD OF SUPERVISORS REORGANIZATION***

### **BOARDS & COMISSIONS**

#### **Vacancy Board Chairperson**

**Ms. Kircher** stated that she does not know who Terry Miller is.

**Mr. Cusatis** stated that Mr. Miller is a school board member, and does not have any direct ties to the Township so they felt he would be a good fit.

**MOTION** of Mr. Cusatis seconded by Mr. Staub, the Board UNANIMOUSLY APPROVED appointing Terry Miller as vacancy board chairperson.

#### **Planning Commission**

**Ms. Getz** clarified that Mr. Taoso is a reappointment.

**MOTION** of Mr. Staub seconded by Mr. Cusatis, the Board UNANIMOUSLY APPROVED reappointing Lester Taoso to Planning Commission for a term of 2021-2024.

#### **Zoning Hearing Board**

**Ms. Kircher** asked if Jon Long is a current member. **Ms. Getz** confirmed that it is a reappointment.

**MOTION** of Mr. Speece seconded by Mr. Cusatis, the Board UNANIMOUSLY APPROVED resolution reappointing Jon Long to Zoning Hearing Board for a term of 2021-2023.

**Ms. Kircher** asked if John Rider was alternate before. **Mr. Bartlett** confirmed that it is a reappointment.

**MOTION** of Mr. Cusatis seconded by Mr. Staub, the Board UNANIMOUSLY APPROVED resolution reappointing John Rider to Zoning Hearing Board as an Alternate for a term of 2021-2023.

### **APPROVALS – ADMINISTRATIVE**

#### **Sewage Enforcement Officer (SEO) and Fee Schedule**

**MOTION** of Mr. Staub seconded by Mr. Speece, the Board UNANIMOUSLY APPROVED resolution Appointing LTL Consultants, LTC. as Sewage Enforcement Officer and Alternative Sewage Enforcement Officer.

**MOTION** of Mr. Cusatis seconded by Mr. Speece, the Board UNANIMOUSLY APPROVED resolution Approving 2021 Fees for Sewage Enforcement Officer, LTL Consultants.

#### **Depository for Township Funds**

**MOTION** of Mr. Staub seconded by Mr. Cusatis, the Board UNANIMOUSLY APPROVED resolution Designating First National Bank as Depository for Township Funds.

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### **Certified Public Accountants**

**Mr. Staub** would like to see the auditor function bid out next year.

**MOTION** of Mr. Speece seconded by Mr. Cusatis, the Board APPROVED resolution Appointing Maillie, LLP as Certified Public Accountants to Audit the 2020 Financials.

**Ms. Kircher** is opposed.

### **Tax Claim Bureau**

**MOTION** of Mr. Speece seconded by Mr. Cusatis, the Board UNANIMOUSLY APPROVED resolution appointing Tax Claim Bureau of Berks County as Delinquent Tax Collector.

### **Business Privilege Tax Collector**

**Ms. Kircher** asked if this is the same group that was collecting business privilege taxes last year. **Mr. Bartlett** confirmed.

**MOTION** of Mr. Cusatis seconded by Mr. Staub, the Board UNANIMOUSLY APPROVED resolution appointing Tristate Financial Group, LLC as Business Privilege Tax Collector.

### **Voting Delegate to PSATS Convention**

**MOTION** of Mr. Cusatis seconded by Mr. Staub, the Board UNANIMOUSLY APPROVED naming Michelle Kircher as 2021 Voting Delegate to PSATS Convention.

**Ms. Kircher** abstained.

### **Alternate Voting Delegate to PSATS Convention**

**MOTION** of Mr. Cusatis seconded by Mr. Staub, the Board UNANIMOUSLY APPROVED naming Greg Galtere as 2021 Alternate Voting Delegate to PSATS Convention.

## **NEW BUSINESS**

### **Resolution Requesting Green-Light-Go Program Funding for Traffic Signal Upgrades**

**Mr. Bartlett** explained that we were notified on December 24<sup>th</sup> that we needed to renew our grant application for Green-Light-Go funding. The resolution needs to be updated to reflect that the Township Manager is authorized to sign for the grant documents as the records still reflect the prior Township Manager.

**Ms. Kircher** asked about the way in which this meeting was advertised, did it specify New Business. Discussion on the manner of advertisement. **Mr. Speece** clarified that the Township Solicitor did review the agenda for this meeting and approved content.

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***MOTION*** of Mr. Staub seconded by Mr. Cusatis, the Board APPROVED Resolution requesting Green-Light-Go program funding for traffic signal upgrades and naming Jeff Bartlett as designee.

***AMENDED MOTION*** of Mr. Staub seconded by Mr. Cusatis, the Board APPROVED Resolution requesting Green-Light-Go program funding for traffic signal upgrades. and naming Township Manager as designee.

**Ms. Kircher** is opposed.

**PUBLIC COMMENT – General Comments**

\*Public comments were submitted in advance of the meeting via email and voicemail. The e-mail comments were dictated by computer software.\*

**David Hughes;** Commented on Right to Know requests that he has submitted and is awaiting on responses. Would like to know when he is receiving his responses.

**ADJOURNMENT**

***MOTION*** of Mr. Cusatis, seconded by Ms. Kircher, the meeting adjourned at 7:39 PM.

Respectfully Submitted,

Laurie Getz  
Township Secretary