

MINUTES
EXETER TOWNSHIP BOARD OF SUPERVISORS REORGANIZATION MEETING
JANUARY 5, 2004

The Reorganization Meeting of the Exeter Township Board of Supervisors was held on Monday, January 5, 2004 at 7:02 P.M., at the Township Hall, 4975 DeMoss Road, Reading, Berks County, Pennsylvania. The following were in attendance:

SUPERVISORS

Lachlan MacBean
Dr. Christ Ganas
Dona L. Starr
Lisa M. Ciotti
Dave F. Barbieri

OTHERS IN ATTENDANCE

Troy S. Bingaman, Manager/Secretary/Treasurer
Rob S. Levensgood, Esquire, From the Solicitor's Office
Gerard A. Radke, Chief of Police
Cheryl A. Franckowiak, Zoning Officer/Asst. Code Enforcement Officer
Clarence D. Hamm, Highway Superintendent
Paul A. Herb, W.T.S. Superintendent
Joseph P. Rogosky, P.E., Great Valley Consultants, Township Engineer
Joseph I. Seltzer, III, Park & Recreation Superintendent

The Meeting was opened with the Pledge to the Flag.

Mr. MacBean announced this Meeting was for the purpose of Reorganization and no other Township business would be transacted.

NOMINATION AND APPOINTMENT OF TEMPORARY CHAIRMAN

The 2003 Chairman called for nominations for Temporary Chairman.

MOTION by Ms. Ciotti, seconded by Dr. Ganas, to nominate and appoint Rob Levensgood as Temporary Chairman. There were no other nominations. Motion carried with Mr. MacBean, Dr. Ganas, Mrs. Starr, Ms. Ciotti and Mr. Barbieri voting in favor.

NOMINATION AND APPOINTMENT OF TEMPORARY SECRETARY

The Temporary Chairman called for nominations for Temporary Secretary.

MOTION by Mr. MacBean, seconded by Mr. Barbieri, to nominate and appoint Troy S. Bingaman as Temporary Secretary. Motion carried with Mr. MacBean, Dr. Ganas, Mrs. Starr, Ms. Ciotti and Mr. Barbieri voting in favor.

NOMINATION AND APPOINTMENT OF CHAIRMAN

The Temporary Chairman called for nominations for Chairman of the Board of Supervisors for the year 2004.

MOTION by Dr. Ganas, seconded by Mr. Barbieri, to nominate and appoint Mr. MacBean as Chairman of the Board of Supervisors for the year 2004. Motion carried with Mr. MacBean, Dr. Ganas, Mrs. Starr, Ms. Ciotti and Mr. Barbieri voting in favor.

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The Temporary Chairman turned the gavel over to Mr. MacBean.

NOMINATION AND APPOINTMENT OF VICE CHAIRMAN

The Chairman called for nominations for Vice Chairman of the Board of Supervisors for the year 2004.

MOTION by Ms. Ciotti, seconded by Mr. Barbieri, to nominate and appoint Dr. Ganas as Vice Chairman of the Board of Supervisors for the year 2004. Motion carried with Mr. MacBean, Dr. Ganas, Mrs. Starr, Ms. Ciotti and Mr. Barbieri voting in favor.

SECRETARY

MOTION by Ms. Ciotti, seconded by Dr. Ganas, to appoint Troy S. Bingaman as Secretary to the Board of Supervisors (or Township Secretary) for the year 2004. Motion carried with Mr. MacBean, Dr. Ganas, Mrs. Starr, Ms. Ciotti and Mr. Barbieri voting in favor.

TREASURER

MOTION by Dr. Ganas, seconded by Ms. Ciotti, to appoint Troy S. Bingaman as Treasurer for Exeter Township for the year 2004. Motion carried with Mr. MacBean, Dr. Ganas, Mrs. Starr, Ms. Ciotti and Mr. Barbieri voting in favor.

ASSISTANT TREASURER

MOTION by Ms. Ciotti, seconded by Mr. Barbieri, to appoint Dr. Ganas as Assistant Treasurer for the year 2004. Motion carried with Mr. MacBean, Dr. Ganas, Mrs. Starr, Ms. Ciotti and Mr. Barbieri voting in favor.

ASSISTANT SECRETARY

MOTION by Ms. Ciotti, seconded by Mr. Barbieri, to appoint Eva M. Waldman as Assistant Secretary for the year 2004. Motion carried with Mr. MacBean, Dr. Ganas, Mrs. Starr, Ms. Ciotti and Mr. Barbieri voting in favor.

SOLICITOR

MOTION by Dr. Ganas, seconded by Mr. Barbieri, to appoint John A. Hoffert, Jr. as Solicitor for Exeter Township for the year 2004. Motion carried with Mr. MacBean, Dr. Ganas, Ms. Ciotti and Mr. Barbieri voting in favor, and Mrs. Starr opposed. Ms. Ciotti asked for the motion be reopened to appoint the firm of Hoffert, Huckabee & Weiler as other members of the firm act as Solicitor from time to time.

MOTION by Ms. Ciotti, seconded by Mrs. Starr, to appoint the firm of Hoffert, Huckabee & Weiler as Solicitor for Exeter Township for the year 2004. Motion carried with Mr. MacBean, Dr. Ganas, Mrs. Starr, Ms. Ciotti and Mr. Barbieri voting in favor.

SET BOND AMOUNT

MOTION by Ms. Ciotti, seconded by Mrs. Starr, to set the Bond amounts for the Treasurer and Assistant Treasurer in the amount of \$600,000 each for the year 2004. Motion carried with Mr. MacBean, Dr. Ganas, Mrs. Starr, Ms. Ciotti and Mr. Barbieri voting in favor.

CHIEF OF POLICE

MOTION by Mrs. Starr, seconded by Mr. MacBean, to appoint Gerard A. Radke as Chief of Police for Exeter Township for the year 2004. Motion carried with Mr. MacBean, Dr. Ganas, Mrs. Starr, Ms. Ciotti and Mr. Barbieri voting in favor.

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TOWNSHIP MANAGER

MOTION by Dr. Ganas, seconded by Mr. Barbieri, to appoint Troy S. Bingaman as Township Manager for Exeter Township for the year 2004. Motion carried with Mr. MacBean, Dr. Ganas, Mrs. Starr and Ms. Ciotti voting in favor.

BUSINESS/PERSONNEL ADMINISTRATOR

MOTION by Ms. Ciotti, seconded by Mrs. Starr, to appoint Eva M. Waldman as Business/Personnel Administrator for Exeter Township for the year 2004. Motion carried with Mr. MacBean, Dr. Ganas, Mrs. Starr, Ms. Ciotti and Mr. Barbieri voting in favor.

HIGHWAY SUPERINTENDENT

MOTION by Ms. Ciotti, seconded by Mrs. Starr, to appoint Clarence D. Hamm as Highway Superintendent for Exeter Township for the year 2004. Motion carried with Mr. MacBean, Dr. Ganas, Mrs. Starr, Ms. Ciotti and Mr. Barbieri voting in favor.

TOWNSHIP CONSULTING ENGINEERS

MOTION by Mrs. Starr, seconded by Dr. Ganas, to appoint Great Valley Consultants as Consulting Engineers for Exeter Township for the year 2004. Motion carried with Mr. MacBean, Dr. Ganas, Mrs. Starr, Ms. Ciotti and Mr. Barbieri voting in favor.

WASTEWATER TREATMENT SYSTEM SUPERINTENDENT

MOTION by Ms. Ciotti, seconded by Mrs. Starr, to appoint Paul A. Herb as Wastewater Treatment System Superintendent for Exeter Township for the year 2004. Motion carried with Mr. MacBean, Dr. Ganas, Mrs. Starr, Ms. Ciotti and Mr. Barbieri voting in favor.

ASSISTANT W.T.S. SUPERINTENDENT

MOTION by Mrs. Starr, seconded by Dr. Ganas, to appoint H. David Miller as Assistant Wastewater Treatment System Superintendent for Exeter Township for the year 2004. Motion carried with Mr. MacBean, Dr. Ganas, Mrs. Starr, Ms. Ciotti and Mr. Barbieri voting in favor.

CODE ENFORCEMENT/ASSISTANT ZONING OFFICER

MOTION by Ms. Ciotti, seconded by Mrs. Starr, to appoint Gregory G. Koontz as Code Enforcement and Assistant Zoning Officer for Exeter Township for the year 2004. Motion carried with Mr. MacBean, Dr. Ganas, Mrs. Starr, Ms. Ciotti and Mr. Barbieri voting in favor.

ZONING/ASSISTANT CODE ENFORCEMENT OFFICER

MOTION by Mrs. Starr, seconded by Ms. Ciotti, to appoint Cheryl A. Franckowiak as Zoning and Assistant Code Enforcement Officer for Exeter Township for the year 2004. Motion carried with Mr. MacBean, Dr. Ganas, Mrs. Starr, Ms. Ciotti and Mr. Barbieri voting in favor.

HOST MUNICIPAL LANDFILL INSPECTORS

MOTION by Ms. Ciotti, seconded Mrs. Starr, to appoint Gregory G. Koontz and Cheryl A. Franckowiak as Host Municipal Inspectors for Exeter Township for the year 2004. Motion carried with Mr. MacBean, Dr. Ganas, Mrs. Starr, Ms. Ciotti and Mr. Barbieri voting in favor.

FIRE MARSHAL

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MOTION by Mrs. Starr, seconded by Mr. Barbieri, to appoint Terry L. Francis as Fire Marshal for Exeter Township for the year 2004. Motion carried with Mr. MacBean, Dr. Ganas, Mrs. Starr, Ms. Ciotti and Mr. Barbieri voting in favor.

ASSISTANT FIRE MARSHALS

MOTION by Dr. Ganas, seconded by Mrs. Starr, to appoint Kenneth J. Templin, Michael G. Trievel, and David M. Bentz as Assistant Fire Marshals for Exeter Township for the year 2004. Motion carried with Mr. MacBean, Dr. Ganas, Mrs. Starr, Ms. Ciotti and Mr. Barbieri voting in favor.

PARK & RECREATION SUPERINTENDENT

MOTION by Mrs. Starr, seconded by Ms. Ciotti, to appoint Joseph I. Seltzer, III as Park & Recreation Superintendent for the year 2004. Motion carried with Mr. MacBean, Dr. Ganas, Mrs. Starr, Ms. Ciotti and Mr. Barbieri voting in favor.

G.I.S. ADMINISTRATOR

MOTION by Ms. Ciotti, seconded by Mr. Barbieri, to appoint Eric Gardecki as G.I.S. Administrator for the year 2004. Motion carried with Mr. MacBean, Dr. Ganas, Mrs. Starr, Ms. Ciotti and Mr. Barbieri voting in favor.

PLUMBING INSPECTOR

MOTION by Dr. Ganas, seconded by Mr. Barbieri, to appoint Harold E. Boone as Plumbing Inspector for Exeter Township for the year 2004. Motion carried with Mr. MacBean, Dr. Ganas, Mrs. Starr, Ms. Ciotti and Mr. Barbieri voting in favor.

ASSISTANT PLUMBING INSPECTOR

MOTION by Mr. Barbieri, seconded by Mrs. Starr, to appoint Brian R. Sands as Assistant Plumbing Inspector for Exeter Township for the year 2004. Motion carried with Mr. MacBean, Dr. Ganas, Mrs. Starr, Ms. Ciotti and Mr. Barbieri voting in favor.

APPOINT VACANCY BOARD CHAIRMAN

MOTION by Mrs. Starr, seconded by Dr. Ganas, to appoint Stanley E. Moyer as Chairman of the Exeter Township Vacancy Board for the year 2004. Motion carried with Mr. MacBean, Dr. Ganas, Mrs. Starr, Ms. Ciotti and Mr. Barbieri voting in favor.

CHIEF ADMINISTRATIVE OFFICER

MOTION by Ms. Ciotti, seconded by Mr. Barbieri, to appoint Troy S. Bingaman as Chief Administrative Officer for Exeter Township for the year 2004. Motion carried with Mr. MacBean, Dr. Ganas, Mrs. Starr, Ms. Ciotti and Mr. Barbieri voting in favor.

DEPOSITORY

MOTION by Mr. Barbieri, seconded by Ms. Ciotti, to appoint Patriot Bank as the depository of Township funds for the year 2004. Motion carried with Mr. MacBean, Dr. Ganas, Mrs. Starr, Ms. Ciotti and Mr. Barbieri voting in favor.

BUSINESS PRIVILEGE TAX COLLECTOR

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MOTION by Mrs. Starr, seconded by Dr. Ganas, to appoint Charles I. Diamond as the Business Privilege Tax Collector for Exeter Township for the fiscal year 2004 and to set the compensation rate at 3.25% of collections. Motion carried with Mr. MacBean, Dr. Ganas, Mrs. Starr, Ms. Ciotti and Mr. Barbieri voting in favor.

VOTING DELEGATE TO THE 2003 PSATS CONVENTION

MOTION by Ms. Ciotti, seconded by Mrs. Starr, to appoint Mr. MacBean as Voting Delegate for Exeter Township to the 2004 Pennsylvania State Association of Township Supervisors' Annual Convention. Motion carried with Mr. MacBean, Dr. Ganas, Mrs. Starr, Ms. Ciotti and Mr. Barbieri voting in favor.

ALTERNATE VOTING DELEGATE - CONVENTION

MOTION by Ms. Ciotti, seconded by Dr. Ganas, to appoint Mr. Barbieri as Alternate Voting Delegate for Exeter Township to the 2004 Pennsylvania State Association of Township Supervisors' Annual Convention. Motion carried with Mr. MacBean, Dr. Ganas, Mrs. Starr, Ms. Ciotti and Mr. Barbieri voting in favor.

SEWAGE ENFORCEMENT OFFICERS

MOTION by Ms. Ciotti, seconded by Mrs. Starr, to appoint Allen W. Madeira as Primary Sewage Enforcement Officer, and Wendy Hix, Cynthia E. Hix, Thomas H. Bagenstose and Becky (Munz) Seel as Alternate Sewage Enforcement Officers for Exeter Township for the year 2004. Motion carried with Mr. MacBean, Dr. Ganas, Mrs. Starr, Ms. Ciotti and Mr. Barbieri voting in favor.

ADOPT 2004 SEO FEE SCHEDULE RESOLUTION #04-01

MOTION by Dr. Ganas, seconded by Mrs. Starr, to adopt the 2004 SEO Fee Schedule in accordance with the correspondence dated December 12, 2003 from Berks Enviro Tech, Inc. Motion carried with Mr. MacBean, Dr. Ganas, Mrs. Starr, Ms. Ciotti and Mr. Barbieri voting in favor.

MEETING DATES FOR 2004

MOTION by Mr. Barbieri, seconded by Dr. Ganas, to set the Regular Board of Supervisors Meeting dates for 2004 to be held on the second and fourth Mondays of each month at 7:00 P.M., and to authorize the advertisement of the same. Motion carried with Mr. MacBean, Dr. Ganas, Mrs. Starr, Ms. Ciotti and Mr. Barbieri voting in favor.

CHECK SIGNING PROCEDURE

MOTION by Mr. Barbieri, seconded by Ms. Ciotti, to continue the present method used by the Township for signing checks for 2004 as follows: the authorized signers will be the Supervisors and the Treasurer, and each check is to bear two (2) handwritten signatures of any of those individuals and all checks will be signed only after approval at a Regular or Special Meeting of the Board of Supervisors, with the exception of payroll, tax and withholding checks, workers compensation, employee reimbursements, postage for sewer bills, etc. Motion carried with Mr. MacBean, Dr. Ganas, Mrs. Starr, Ms. Ciotti and Mr. Barbieri voting in favor.

EARNED INCOME TAX COLLECTOR

MOTION by Mrs. Starr, seconded by Ms. Ciotti, to appoint the Berks EIT Bureau to collect the one percent Earned Income Tax for Exeter Township for the year 2004. Motion carried with Mr. MacBean, Dr. Ganas, Mrs. Starr, Ms. Ciotti and Mr. Barbieri voting in favor.

2004 PSATS CONVENTION ATTENDANCE

MOTION by Mrs. Starr, seconded by Mr. Barbieri, to approve the attendance at the 2004 Pennsylvania State Association of Township Supervisors' Annual Convention by those individuals authorized by the

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Second Class Township Code, plus key employees as the schedule applies, and to pay authorized associated expenses including, but not limited to lodging, meals, mileage and tolls for the delegate only. Motion carried with Mr. MacBean, Dr. Ganas, Mrs. Starr, Ms. Ciotti and Mr. Barbieri voting in favor.

2003 SURVEY OF FINANCIAL CONDITION

MOTION by Ms. Ciotti, seconded by Mr. Barbieri, to authorize the Chairman to execute the 2003 Survey of Financial Condition. Motion carried with Mr. MacBean, Dr. Ganas, Mrs. Starr, Ms. Ciotti and Mr. Barbieri voting in favor.

ADOPT 2004 TAX ORDINANCES

MOTION by Mrs. Starr, seconded by Dr. Ganas, to adopt the 2004 Tax Ordinances (Real Estate #557, Per Capita #558, Earned Income #559, Business Privilege #560, Real Estate Transfer #561 and Street Light & Hydrant #562). Motion carried with Mr. MacBean, Dr. Ganas, Mrs. Starr, Ms. Ciotti and Mr. Barbieri voting in favor.

ADOPT 2004 WAGE RESOLUTION #04-02

MOTION by Mrs. Starr, seconded by Mr. Barbieri, to adopt the 2004 Wage Resolution #04-02. Motion carried with Mr. MacBean, Dr. Ganas, Mrs. Starr, Ms. Ciotti and Mr. Barbieri voting in favor.

TAX CLAIM BUREAU APPOINTMENT RESOLUTION #04-03

MOTION by Mr. Barbieri, seconded by Dr. Ganas, to adopt the Tax Claim Bureau Appointment Resolution #04-03 as follows: BE IT RESOLVED, and it is hereby resolved by the Board of Supervisors of the Township of Exeter, Berks County, Pennsylvania as follows: That the Tax Claim Bureau of the County of Berks be and the same is hereby appointed as collector of all delinquent taxes imposed by the Township of Exeter, Berks County, Pennsylvania, upon real estate located within the boundaries, for the calendar year 2003. Motion carried with Mr. MacBean, Dr. Ganas, Mrs. Starr, Ms. Ciotti and Mr. Barbieri voting in favor.

AUTHORIZE ADVERTISING 2004 SEASONAL REQUIREMENTS, FUELS, LINE PAINTING AND INTERSECTION PAINTING

MOTION by Ms. Ciotti, seconded by Mrs. Starr, to authorize advertising sealed bids for 2004 to include Seasonal Requirements (Stone, Asphalt), Fuels, Line Painting and Intersection Painting. Motion carried with Mr. MacBean, Dr. Ganas, Mrs. Starr, Ms. Ciotti and Mr. Barbieri voting in favor.

ASSISTANT ZONING/CODE ENFORCEMENT OFFICER

MOTION by Mr. Barbieri, seconded by Mrs. Starr, to appoint Linda R. Cusimano as Assistant Zoning/Code Enforcement Officer for Exeter Township for the year 2004. Motion carried with Mr. MacBean, Dr. Ganas, Mrs. Starr, Ms. Ciotti and Mr. Barbieri voting in favor.

ADJOURNMENT

MOTION by Dr. Ganas, seconded by Ms. Ciotti, to adjourn the Meeting. Motion carried with Mr. MacBean, Dr. Ganas, Mrs. Starr, Ms. Ciotti and Mr. Barbieri voting in favor. The Meeting adjourned at 7:21 P.M.

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Respectfully submitted,

Troy S. Bingaman
Township Secretary