

MINUTES
EXETER TOWNSHIP BOARD OF SUPERVISORS RE-ORGANIZATION MEETING
JANUARY 7, 2013

The Re-organization meeting was called to order by Donald R. Wilson on Tuesday, January 7, 2013 at 6:42 P.M.

Supervisors Present: Donald R. Wilson
Dona L. Starr
Kenneth A. Smith
Gary E. Lloyd
Jeff D. Bukowski

Others in Attendance: Troy S. Bingaman, Township Manager/Secretary/Treasurer
John J. Mahoney, Esquire, Solicitor
Christopher L. Neidert, Chief of Police
Cheryl A. Franckowiak, Zoning/Assistant Code Enforcement Officer
Paul A. Herb, Wastewater Treatment Superintendent
H. David Miller, Asst. Wastewater Treatment Superintendent
Joseph I. Seltzer, III, Parks & Recreation Superintendent
Joseph P. Rogosky, P.E., Great Valley Consultants

The Meeting was opened with the Pledge to the Flag.

TEMPORARY CHAIRPERSON

The Solicitor stated this meeting was being held in accordance with Section 602 of the Second Class Township Code and called for nominations of a Temporary Chairperson.

NOMINATION by Mrs. Starr, seconded by Mr. Lloyd, to nominate Donald R. Wilson as Temporary Chairman. All were in favor. **MOTION** by Mrs. Starr, seconded by Mr. Lloyd, to close the nominations and appoint Donald R. Wilson as Temporary Chairman. Motion carried unanimously.

Mr. Wilson took charge of the meeting.

APPOINTMENT OF TEMPORARY SECRETARY

The Temporary Chairman called for nominations for Temporary Secretary.

NOMINATION by Mr. Smith, seconded by Mrs. Starr to nominate Troy S. Bingaman as Temporary Secretary. All were in favor. **MOTION** by Mr. Smith, seconded by Mrs. Starr to close the nominations and appoint Troy S. Bingaman as Temporary Secretary. Motion carried unanimously.

CHAIRPERSON

The Temporary Chairman called for nominations for Chairperson of the Board of Supervisors for the year 2013.

NOMINATION by Mrs. Starr, seconded by Mr. Lloyd to nominate Donald R. Wilson as Board Chairperson. **MOTION** by Mr. Smith, seconded by Mrs. Starr, to close nominations and appoint Donald R. Wilson as Chairman for the year 2013. Motion carried unanimously.

VICE CHAIRPERSON

The Chairman called for nominations for Vice Chairperson of the Board of Supervisors for the year 2013.

First Nomination: by Mr. Bukowski, seconded by Mr. Lloyd, to nominate Kenneth A. Smith for Board Vice Chair.

Second Nomination: by Mrs. Starr, seconded by Mr. Wilson, to nominate Gary E. Lloyd as Vice Chair **MOTION** by Mr. Bukowski, seconded by Mrs. Starr, to close nominations. Motion carried unanimously.

VICE CHAIRPERSON APPOINTMENT

MOTION to appoint Kenneth A. Smith as Vice Chairperson of the Board of Supervisors for the year 2013. Motion was defeated with Mr. Smith and Mr. Bukowski in favor, and Mr. Wilson, Mrs. Starr and Mr. Lloyd opposed.

MOTION to appoint Gary E. Lloyd as Vice Chairperson of the Board of Supervisors for the year 2013. Motion passed with Mr. Wilson, Mrs. Starr, and Mr. Lloyd voting in favor, and Mr. Smith and Mr. Bukowski opposed.

SECRETARY

MOTION by Mrs. Starr, seconded by Mr. Bukowski, to appoint Troy S. Bingaman as Township Secretary for the year 2013. Motion carried unanimously.

ASSISTANT SECRETARY

MOTION by Mrs. Starr, seconded by Mr. Bukowski, to appoint Eva M. Waldman as Assistant Secretary for the year 2013. Motion carried unanimously.

TREASURER

MOTION by Mr. Bukowski, seconded by Mr. Smith, to appoint Troy S. Bingaman as Treasurer for Exeter Township for the year 2013. Motion carried unanimously.

ASSISTANT TREASURER

MOTION by Mr. Smith, seconded by Mr. Lloyd, to appoint Carol I. Leinbach as Assistant Treasurer for Exeter Township for the year 2013. Motion carried unanimously.

SOLICITOR

MOTION by Mrs. Starr, seconded by Mr. Lloyd, to appoint Siana, Bellwoar & McAndrew LLP as Solicitor for Exeter Township for the year 2013. Motion carried unanimously.

SET BOND AMOUNT

MOTION by Mr. Lloyd, seconded by Mrs. Starr, to set the Bond amounts for the Treasurer and Assistant Treasurer in the amount of \$1,000,000 each for the year 2013. Motion carried unanimously.

CHIEF OF POLICE

MOTION by Mrs. Starr, seconded by Mr. Bukowski, to appoint Christopher L. Neidert as Chief of Police for Exeter Township for the year 2013. Motion carried unanimously.

TOWNSHIP MANAGER

MOTION by Mr. Bukowski, seconded by Mr. Lloyd, to appoint Troy S. Bingaman as Township Manager for Exeter Township for the year 2013. Motion carried unanimously.

BUSINESS/PERSONNEL ADMINISTRATOR

MOTION by Mr. Smith, seconded by Mrs. Starr, to appoint Eva M. Waldman as Business/Personnel Administrator for Exeter Township for the year 2013. Motion carried unanimously.

FINANCE MANAGER

MOTION by Mr. Lloyd, seconded by Mrs. Starr, to appoint Carol I. Leinbach as Finance Manager for Exeter Township for the year 2013. Motion carried unanimously.

HIGHWAY SUPERINTENDENT

MOTION by Mrs. Starr, seconded by Mr. Smith, to appoint Clarence D. Hamm as Highway Superintendent for Exeter Township for the year 2013. Motion carried unanimously.

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TOWNSHIP ENGINEER

MOTION by Mrs. Starr, seconded by Mr. Bukowski, to appoint Great Valley Consultants and Joseph P. Rogosky, P.E. as Township Engineer for Exeter Township for the year 2013. Motion carried unanimously.

WASTEWATER TREATMENT SUPERINTENDENT

MOTION by Mrs. Starr, seconded by Mr. Lloyd, to appoint Paul A. Herb as Wastewater Treatment System Superintendent for Exeter Township for the year 2013. Motion carried unanimously.

ASSISTANT W.W.T.S. SUPERINTENDENT

MOTION by Mr. Smith, seconded by Mrs. Starr, to appoint H. David Miller as Assistant Wastewater Treatment System Superintendent for Exeter Township for the year 2013. Motion carried unanimously.

BUILDING CODE OFFICIAL / FIRE CODE OFFICIAL & ASST. ZONING OFFICER

MOTION by Mr. Smith, seconded by Mrs. Starr, to appoint Gregory G. Koontz as Building Code Official, Fire Code Official & Asst. Zoning Officer for Exeter Township for the year 2013. Motion carried unanimously.

ZONING/ASST. CODE ENFORCEMENT OFFICER

MOTION by Mrs. Starr, seconded by Mr. Bukowski, to appoint Cheryl A. Franckowiak as Zoning/Assistant Code Enforcement Officer for Exeter Township for the year 2013. Motion carried unanimously.

CODE ENFORCEMENT/ASSISTANT ZONING OFFICER

MOTION by Mr. Bukowski, seconded by Mrs. Starr, to appoint Linda R. Cusimano as Code Enforcement/Assistant Zoning Officer for Exeter Township for the year 2013. Motion carried unanimously.

HOST MUNICIPAL LANDFILL INSPECTOR

MOTION by Mrs. Starr, seconded by Mr. Lloyd to appoint Gregory G. Koontz as Host Municipal Landfill Inspector for Exeter Township for the year 2013. Motion carried unanimously.

ASSISTANT FIRE MARSHAL

MOTION by Mr. Lloyd, seconded by Mrs. Starr to appoint David M. Bentz as Assistant Fire Marshal for Exeter Township for the year 2013. Motion carried unanimously.

PARK & RECREATION SUPERINTENDENT

MOTION by Mr. Bukowski, seconded by Mrs. Starr, to appoint Joseph I. Seltzer, III as Park & Recreation Superintendent for the year 2013. Motion carried unanimously.

G.I.S. / IT ADMINISTRATOR

MOTION by Mrs. Starr, seconded by Mr. Bukowski, to appoint Eric Gardecki as G.I.S/IT Administrator for the year 2013. Motion carried unanimously.

PLUMBING INSPECTOR

MOTION by Mr. Smith, seconded by Mr. Bukowski, to appoint Gregory G. Koontz as Plumbing Inspector for the year 2013. Motion carried unanimously.

ASSISTANT PLUMBING INSPECTOR

MOTION by Mr. Lloyd, seconded by Mr. Bukowski, to appoint Brian R. Sands as Assistant Plumbing Inspector for Exeter Township for the year 2013. Motion carried unanimously.

VACANCY BOARD CHAIRPERSON

MOTION by Mrs. Starr, seconded by Mr. Smith, to appoint Kevin K. Kennedy as Chairperson of the Exeter Township Vacancy Board for the year 2013. Motion carried unanimously.

CHIEF ADMINISTRATIVE OFFICER

MOTION by Mrs. Starr, seconded by Mr. Bukowski, to appoint Troy S. Bingaman as Chief Administrative Officer for Exeter Township for the year 2013. Motion carried unanimously.

DEPOSITORY

MOTION by Mr. Lloyd, seconded by Mrs. Starr, to appoint Metro Bank as the depository of Township funds for the year 2013. Motion carried unanimously.

VOTING DELEGATE TO THE 2013 PSATS CONVENTION

MOTION by Mr. Smith, seconded by Mr. Bukowski, to appoint Donald R. Wilson as Voting Delegate for Exeter Township to the 2013 Pennsylvania State Association of Township Supervisors' Annual Convention. Motion carried unanimously.

ALTERNATE VOTING DELEGATE - CONVENTION

MOTION by Mrs. Starr, seconded by Mr. Smith, to appoint Jeff Bukowski as Alternate Voting Delegate for Exeter Township to the 2013 Pennsylvania State Association of Township Supervisors' Annual Convention. Motion carried unanimously.

2013 SEWAGE ENFORCEMENT OFFICERS

MOTION by Mrs. Starr, seconded by Mr. Lloyd, to appoint Allen W. Madeira as Primary Sewage Enforcement Officer, Cynthia E. Hix and Frederick E. Balliet as Alternate Sewage Enforcement Officers; and Seth Bacon, CPSSc, as Consulting Soil Scientist for Exeter Township for the year 2013. Motion carried unanimously.

MEETING DATES FOR 2013

The Manager stated the meeting schedule could remain the same; however, in May and November the Board would need to choose alternate dates. He asked the Board how they wanted to handle November's meetings since Veteran's Day is recognized by the Township on November 11th. The Board agreed to hold their regular meetings the 2nd & 4th Monday of each month with the exception of May & November as noted below.

MOTION by Mr. Bukowski, seconded by Mrs. Starr, to set the Regular Board of Supervisors Meeting dates for 2013 to be held on the second & fourth Monday of each month at 7:00 P.M, with the exception of May being held the 2nd Monday and Tuesday, May 28th; and, November being held Tuesday, November 12th and the fourth Monday; and, to authorize the advertisement of the same. Motion carried unanimously.

CHECK SIGNING PROCEDURE

The Manager stated the procedure outlined is currently in practice with the exception of Liquid Fuels checks which require 2 signatures.

MOTION by Mr. Lloyd, seconded by Mrs. Starr, that the authorized signers will be Treasurer and Assistant Treasurer; and, each check is to bear the handwritten signature of one of those individuals, with the exception of Liquid Fuels checks, which require both signatures; and all checks will be signed only after approval and execution of the disbursement list at a Regular or Special Meeting of the Board of Supervisors, with the exception of payroll, tax and withholding checks, workers compensation, employee benefits & reimbursements, insurance, utilities and postage. Motion carried unanimously.

2013 PSATS CONVENTION ATTENDANCE

MOTION by Mrs. Starr, seconded by Mr. Smith to approve the attendance at the 2013 Pennsylvania State Association of Township Supervisors' Annual Convention by those individuals authorized by the 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 unanimously.

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2012 SURVEY OF FINANCIAL CONDITION

MOTION by Mr. Lloyd, seconded by Mr. Smith, to authorize the Secretary to electronically file the 2012 Survey of Financial Condition. Motion carried unanimously.

TAX CLAIM BUREAU APPOINTMENT RESOLUTION #13-01

MOTION by Mr. Smith, seconded by Mr. Lloyd, to adopt the Tax Claim Bureau Appointment Resolution #13-01 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 2012. Motion carried unanimously.

SWEARING-IN OF FIRE DEPARTMENT DEPUTY CHIEF

Mr. Wilson asked Mr. James Herr to come forward. He administered the Oath of Office. A round of applause took place. The Board congratulated Mr. Herr.

BOARD & COMMISSION APPOINTMENTS

MOTION by Mrs. Starr, seconded by Mr. Bukowski, to make the following appointments: Michelle P. Kircher to the Exeter Township, Berks County, Authority for a 5-year term; Carolyn Brunschwyler and Tony D’Antonio to the EDAC each for a 3-year term; Ken Day to the UCC Appeals Board for a 5-year term; and, Mark Grevas to the UCC Appeals Board for a 4-year term. Motion carried with Mr. Wilson, Mr. Lloyd, Mrs. Starr and Mr. Bukowski voting in favor and Mr. Smith voting in favor with the exception of any terms in excess of 3-years.

APPOINTMENT OF RKL, LLP AS INDEPENDENT ACCOUNTANT – 2012 AUDIT

MOTION by Mrs. Starr, seconded by Mr. Lloyd, to appoint RKL, LLP as Independent Accountant to conduct the 2012 Annual Audit. Motion carried unanimously.

ADOPT ORDINANCE REPEALING ORDINANCE #735 (Previously Adopted 2013 Real Estate Tax Ordinance)

MOTION by Mr. Lloyd, seconded by Mrs. Starr, to adopt an Ordinance Repealing Ordinance #735 (2013 Real Estate Tax rate) previously adopted on December 10th. Motion carried with Mr. Wilson, Mr. Lloyd and Mrs. Starr voting in favor; and, Mr. Smith and Mr. Bukowski voting opposed.

RATIFY MANAGER’S EXECUTION OF GOB SERIES 2013 REFINANCE DOCUMENTS

MOTION by Mrs. Starr, seconded by Mr. Smith, to ratify the Township Manager’s execution on behalf of the Township of all documents necessary to effectuate the approved GOB Series 2013 Refinance. Motion carried unanimously.

2013 WAGE RESOLUTION #2013-02

Mr. Bukowski suggested the Resolution be read aloud. The Solicitor read the contents of the Resolution, the original of which is attached to the official minutes.

MOTION by Mr. Lloyd, seconded by Mrs. Starr, to adopt the 2013 Wage Resolution #2013-02 setting the salaries of the Non-Uniformed, Non-Union Personnel. Motion carried unanimously.

2013 SEO FEE SCHEDULE RESOLUTION #2013-03

MOTION by Mr. Lloyd, seconded by Mrs. Starr, to adopt the 2013 SEO Fee Schedule Resolution 2013-03. Motion carried unanimously.

PUBLIC COMMENT


Louise Swartley, 31 Troxel Road, thanked the Township for the response in placing chevron signs at the bend on Schoffers Road just before Troxel Road. She noted there had been many accidents at this bend and several involved roll-overs. She initially asked the Police to evaluate the corner; and, subsequently spoke with the Township Manager about the matter. As a result of that inquiry the signs were installed; however, she asked for a review to ensure they were placed in the most visible location for motorists. The placement will be reviewed by staff.

NOTE FOR THE RECORD: At the request of the Solicitor, the Board met in Executive Session immediately following the meeting to discuss a matter of pending litigation.

ADJOURNMENT

MOTION by Mrs. Starr, seconded by Mr. Lloyd, to adjourn the meeting. Motion carried unanimously. The Meeting adjourned at 7:15 P.M.

Respectfully Submitted,



Troy S. Bingaman
Township Secretary


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EXETER TOWNSHIP
RESOLUTION #2013-02

BE AND IT IS HEREBY RESOLVED by the Board of Supervisors of Exeter Township, Berks County, Pennsylvania, that the following wages be set retroactive to January 1, 2013:

Chief of Police	\$102,727/Year
Manager/Secretary/Treasurer	\$ 90,924/Year
Business/Personnel Administrator	\$ 50,629/Year
Finance Manager	\$ 62,885/Year
Highway Superintendent	\$ 77,492/Year
Wastewater Treatment Superintendent	\$ 76,575/Year
Assistant Wastewater Treatment Superintendent	\$ 71,471/Year
Park & Recreation Superintendent	\$ 55,277/Year
G.I.S. Administrator	\$ 59,925/Year

PASSED AND APPROVED at the Reorganization Meeting of the Board of Supervisors of Exeter Township, Berks County, Pennsylvania, held this 7th day of January 2013.


Chairperson

ATTEST:


Secretary

RESOLUTION NO. 2013-03RESOLUTION OF THE TOWNSHIP OF EXETER, BERKS COUNTY,
PENNSYLVANIA, FIXING THE FEES FOR THE ISSUANCE OF SEWAGE PERMITS.

IT IS HEREBY RESOLVED by the Board of Supervisors, EXETER TOWNSHIP, BERKS County and the Commonwealth of Pennsylvania, as follows:

SECTION 1. The fee for the consideration of and issuance of Sewage Permits and Land Development Subdivision Modules offered by Berks Envirotech, Inc. relating to the administration of the Pennsylvania Facilities Act, P.L. 1535, No. 537 as amended, (35 P.S. 750.9) will be as follows:

SECTION 2. Schedule of Permit fees:

ITEM NO.	DESCRIPTION	75%	100%
		<u>CHARGED TO APPLICANT</u>	<u>CHARGED BY SEO TO TOWNSHIP</u>
		SINGLE FAMILY	SINGLE FAMILY
1.	PERMIT APPLICATION	\$ 54.75	\$ 73.00
2.	SITE REVIEW/VERIFICATION OF PRIOR TESTING/per visit	\$ 67.50	\$ 90.00
	A. Minimum of 2 probes @	\$ 45.75	\$ 61.00
	B. 6 hole perc	\$225.00	\$300.00
	C. 12 hole perc	\$341.25	\$455.00
3.	DESIGN REVIEW		
	A. Standard	\$ 56.25	\$ 75.00
	B. Sandmound & Pres.Dosed	\$ 78.75	\$105.00
4.	CONSTRUCTION OBSERVATION	\$ 66.00	\$ 88.00

3 required for At Grade w/out Peat Filters and Standard Inground Systems

4 required for all Drip, Sandmound, Sub-Surface Sand Filter, Alternate At Grade with Peat Filters and Eljen Geotextile Sand Filter Systems

(Large volume (over 800 G.P.D.) and Community Systems will be inspected at the hourly S.E.O. rate (plus mileage) and will be determined on a case by case basis.)

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SECTION 2. Schedule of Permit fees:

ITEM NO.		75%	100%
		<u>CHARGED TO APPLICANT</u>	<u>CHARGED BY SEO TO TOWNSHIP</u>
		SINGLE FAMILY	SINGLE FAMILY
5.	RENEWAL OF EXPIRED PERMIT CURRENT RATES: PER ITEMS 1, 3 & 4 *	*	*
6.	HOURLY S.E.O. RATE	\$45.00/HR	\$60.00/HR
7.	SECRETARIAL RATE PER HOUR	\$30.00/HR	\$40.00/HR
8.	ROUNDTRIP MILEAGE or the current DEP rate	\$.51/Mile	

SECTION 3. The applicant shall pay the TOWNSHIP OF EXETER 75% of the total cost of services rendered by Berks Envirotech, Inc., as listed in Section 2. The Township shall pay the remaining 25% of the aforementioned services plus any reimbursable expenses allowable under Act 537, Sewage Facilities Act. The total cost of all services provided under Section 2 shall be paid by the Township to Berks Envirotech, Inc., within 30 days after receipt of the Monthly Activity Report which illustrates all Sewage Enforcement activities that are reimbursable.

SECTION 4. FEES FOR SUBDIVISION AND LAND DEVELOPMENT

The following fees shall be charged for Land Development/Subdivision and sewage specifications which are non-reimbursable:

		100%
		<u>CHARGED BY SEO TO DEVELOPER</u>
1.	PROBE STAKEOUT	\$ 60.00/HR
2.	CONDUCT PROBE ANALYSES (2 PROBES MIN.)	\$ 61.00 /PROBE
3.	STAKEOUT OF SYSTEM AREA	
	A-OPEN	\$ 77.00/SITE
	B-WOODDED	\$112.00/SITE
4.	CONDUCT PERCOLATION TEST	
	6 HOLES	\$300.00
	12 HOLES	\$455.00
5.	REVIEW OF EXISTING SYSTEM	\$ 50.00

6.	COMPONENT 1 REVIEW (MINOR SUB)	\$ 60.00/HR
7.	COMPONENT II REVIEW (MAJOR SUB) Any additional SEO time for incomplete module submissions, site meetings, office meetings, or any correspondence will be billed by the hourly rate.	\$ 60.00/HR
8.	SEO HOURLY RATE	\$ 60.00/HR
9.	SECRETARIAL HOURLY RATE	\$ 40.00/HR
10.	MATERIALS & SUPPLIES (ACTUAL COST PLUS 5%)	
11.	MILEAGE FEE OR CURRENT PA DEP RATE	\$.51/Mile
12.	EXCAVATION, PREPARATION & PRESOAK OF PERCOLATION HOLES, OPTIONAL SOIL SERVICE.	\$155.00/6 HOLES
13.	DRIP IRRIGATION SYSTEMS PROFESSIONAL SOIL SCIENCE SERVICES (GENERAL)	\$ 86.00/HOUR
	<u>SINGLE FAMILY</u>	
	A. SOIL PIT ANALYSIS & BORINGS	\$344.00/SITE
	B. SOIL MORPHOLOGY REPORT	\$312.00/SITE
	<u>COMMERCIAL</u>	
	A. SOIL PIT ANALYSIS & BORINGS	\$289.00 PLUS \$ 74.00/EDU
	B. SOIL MORPHOLOGY REPORT	\$ 86.00/HOUR

SECTION 5. The Subdivider/Applicant shall pay Berks Envirotech all costs for services rendered as listed in Section 4 **PRIOR TO PERFORMING** any services. The fees for expenses and processing planning modules will be billed upon completion of work.

SECTION 6. All fees listed in Sections 2 and 4 shall be paid by the Applicant and/or Subdivider **PRIOR TO RELEASE** of completed work.

SECTION 7. The Applicant's or Subdivider's fees listed in Sections 2 and 4 shall be collected by Berks Envirotech, Inc. All fees listed in Section 2 shall be submitted MONTHLY to the Township with a monthly activity report.

SECTION 8. The Applicant and or Subdivider shall be responsible for obtaining and paying for probe excavation activities connected with on site testing.

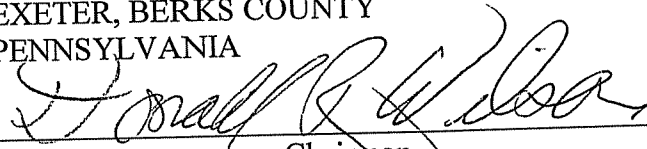
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SECTION 9. Berks Envirotech, Inc., shall invoice the Township on the monthly activity report for services associated with the Annual State Reimbursement Application preparation and filing at the end of the calendar year, attending the Annual Sewage Conference, attending PA DEP MANDATED Training courses and expenses incurred by EXETER TOWNSHIP for the reimbursable mileage, enforcement activities, legal services, which are all reimbursable under Act 537 Sewage Facilities Program.

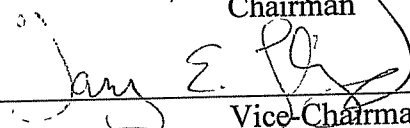
SECTION 10. All Resolutions and parts of Resolutions inconsistent with this Resolution are hereby superseded.

ADOPTED by the BOARD OF SUPERVISORS OF THE TOWNSHIP OF EXETER, BERKS County, Pennsylvania, in a lawful session duly assembled on this 7th day of January 2013.

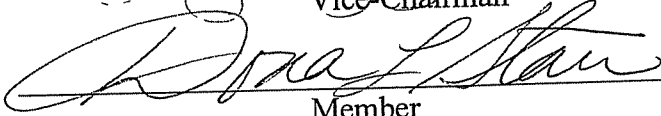
BOARD OF SUPERVISORS OF THE TOWNSHIP OF
EXETER, BERKS COUNTY
PENNSYLVANIA



Chairman

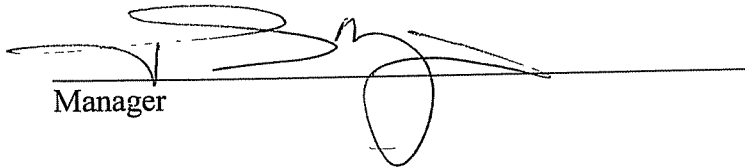


Vice-Chairman



Member

ATTESTED by:



Manager

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