

MINUTES
EXETER TOWNSHIP BOARD OF SUPERVISORS MEETING
MARCH 11, 2013

A Regular Meeting of the Exeter Township Board of Supervisors was called to order on Monday, March 11, 2013, at 7:01 P.M. in the Township Building by Chairman Donald R. Wilson.

Supervisors Present: Donald R. Wilson, Chairman
 Kenneth A. Smith,
 Dona L. Starr
 Gary E. Lloyd, Vice Chairman

Others in Attendance:
 Eva M. Waldman, Business/Personnel Administrator
 Andrew J. Bellwoar, Esquire, Solicitor
 Cheryl A. Franckowiak, Zoning/Assistant Code Enforcement Officer
 Christopher L. Neidert, Chief of Police
 Clarence D. Hamm, Highway Superintendent
 Joseph P. Rogosky, P.E., Great Valley Consultants

Absent from Meeting:
 Jeffrey Bukowski, Supervisor

Pledge of Allegiance
 The Meeting was opened with the recitation of the Pledge of Allegiance.

Public Comment

Linda Focht, 50 Glen Oley Drive, stated she had problems finding information on the Township website and suggested updating the browser. Ms. Waldman stated she just brought up the website on her computer and it worked. Mrs. Focht asked where the equipment would go if the Central Fire Station was built.

Minutes of February 25th 2012 Regular Meetings

MOTION by Mr. Smith, seconded by Mr. Lloyd, to approve the minutes of the February 25, 2013 regular meetings as presented. Motion carried unanimously.

Disbursements

MOTION by Mr. Smith, seconded by Mrs. Starr, to approve for payment the bills presented on the Disbursements List dated March 8th in the amounts of \$290,596.89 in the General Fund; \$19,023.75 in the Fire Services Fund; \$173,866.97 in the Sewer Fund; \$47,126.83 in the Capital Project – GOB 2009; \$10,000.00 in the Capital Improvement Fund; \$13,960.96 in the Park Fund; and \$5,153.04 in the State Liquid Fuels Fund. Motion carried unanimously.

Department Reports

The Engineering, Police, Wastewater, Highway and Parks & Recreation Monthly Reports were submitted for the Board's review.

Communications

A list of incoming and outgoing communications was presented for the Board's review; and, is available for public inspection in the Township Office.

Awarding of Contracts

MOTION by Mr. Smith, seconded by Mrs. Starr, to award the contract for **2013 Asphalt & Stone Products**, items #1-5 and 13 to Eastern Industries; items 6-11 and 14-16 to Dyer Quarry and item 12 to Highway Materials; to award the contract for **2013 Fuels** to Automotive Services, Inc. in the approximate amount of \$3.083/gal for unleaded and \$3.3335 for diesel; to award the contract for **2013-2014 Grass Mowing and Trimming** for the approximate cost of \$40,000/year to IMOW; to award the contract for **2013 Liquid Propane** to Richland Partners, LLC for the approximate cost of \$1.65/gal.; to award the contract for **2013 Intersection Markings** to A-1 Traffic Control Products for the approximate cost of \$14,732.70; to award the **2013 Microsurfing/Ralumac** to Asphalt Paving Systems for the approximate cost of \$1.98/sq yd; and to award the **2013 Polymer** to Polydyne, Inc. with Option A (two years) for the approximate cost of \$77,250/yr. Motion carried unanimously.

2013 RCC Tree Replacement Rebid Contract

MOTION by Mr. Smith, seconded by Mrs. Starr, to award the RCC Tree Replacement Contract to Buddies Nursery, LP at a cost of \$64,000. Motion carried with Mr. Wilson, Mr. Smith and Mrs. Starr voting in favor, and Mr. Lloyd opposed.

UNFINISHED BUSINESS**Economic Development – Proposed Planner RFQ**

Mrs. Franckowiak stated she added a few words to the RFQ and her name as a contact person. Mr. Rogosky suggested making the package available at the Township Building. The Solicitor referred to page 9 and asked if the Board wanted to limit themselves to the factors listed or to use them as a guide; and to limit themselves to the number of consultants from which to chose. He suggested eliminating the limit and changing the language to which the Board agreed. The deadline for submission has been set as May 3, 2013.

MOTION by Mr. Lloyd, seconded by Mrs. Starr, to approve and authorize to advertise the Economic Development Planner RFQ with the suggested changes by the Solicitor and Mrs. Franckowiak.

Lisa VanderLaan, 5560 Boyertown Pike, asked questions to which Mrs. Franckowiak replied she agreed that it looked like the scope of work was being developed in the RFQ; however, since this was just a request to qualify themselves for this type of work and was not a request for proposals, the language would be okay. Mr. Rogosky stated the planner would be allowed to have sub consultants as a part of the team. He noted the RFQ would be posted on websites where planners went to view RFP's and RFQ's. Mr. Smith felt our request should have the broadest exposure possible.

Motion carried unanimously.

RCC Firewood

Mr. Wilson read a draft of a notice to be placed in the Township Newsletter on how the wood from the trees taken down at the Reading Country Club would be distributed to residents. There were several suggestions made by Board members and Mrs. VanderLaan. Mr. Wilson stated there could be as many as 15 cords of wood available and if more than 10 people signed up, a random drawing could be held to determine who gets the wood. Mr. Smith felt a random drawing would be a fair way to distribute the wood. There was a discussion on how not to make registering to get the wood a burden on the Township staff. Mr. Wilson stated he would give the notice to the Newsletter Editor for placement; and the Board decided on an April 12th sign up deadline and an April 20th pick up date at the Country Club from 8:00 A.M. to 12 Noon.

Letter of Intent – Fire Company

Mr. Lloyd read the Board's Letter of Intent for the audience.

MOTION by Mrs. Starr, seconded by Mr. Lloyd, to approve the Letter of Intent for the Fire Company to use in its fund raising efforts. Motion carried unanimously.

Debt Service Fund

Chris Jordan, 3 Golfview Lane and Deputy Fire Chief, passed out information on the debt service fund. Upon studying the numbers, he found the debt service fund was accruing a healthy balance. He stated his information showed how the debt service fund would look with the reallocation of 1/10 of a mil going to the Central Fire Station Project. Mrs. Starr stated she would like to have Mr. Bingaman and Ms. Leinbach in attendance before Mr. Jordan discussed this to which Mr. Jordan agreed. Mr. Smith stated there were other budget considerations. He felt Mr. Jordan was asking residents to increase taxes for the Fire Station and he was not interested in voting for a tax increase until the economy turned around. Mr. Lloyd explained the reasons for the debt service tax accruals and noted the Township currently had a \$200,000 general fund operating deficit. There was a brief discussion on several items in the budget. Mr. Smith stated it is the Board's decision on how the capital funds were used. Mr. Jordan pursued the matter and Mr. Smith stated it is the Board would have to review all the numbers and projects and could not discuss use of the funds further. He felt it would be prudent to wait until Mr. Bingaman returned before those discussions took place. Mr. Jordan stated over \$2 million in capital funds was available. Mr. Lloyd stated projects on the books would use all but approximately \$200,000 to \$300,000. Mr. Smith stated he knew the Fire Department had a potential donation of \$250,000 and could get another \$150,000 from associates. He asked what other monies the Fire Department was seeking and stated he would like to know potentially where they stood financially before the Board worked in funds for the fire station. Mr. Jordan stated he had the financial plan ready since January 2012.

Municipal Trash Collection

Mr. Wilson asked if the Board still wanted to have the discussion regarding municipal trash hauling. Mr. Smith noted municipal trash was not on the agenda tonight and he would like information from the trash haulers and the agreement was to have a meeting on May 13th to discuss municipal trash collection. Mr. Wilson stated the reason for the announcement was to have all parties available. Mr. Lloyd felt the fact finding mission would be to find out what this would cost. Mrs. Franckowiak asked how the facts would be found without hearing from haulers— via a request for bids. Mrs. Franckowiak stated when the matter was brought up before it was stopped because no monies were identified. She felt there were large differences in what people pay as some just pay for one bag and others have greater hauler needs. Mr. Smith stated the purpose of the meeting was to introduce the idea and to decide whether or not to go forward. Mrs. Starr felt Reiffon School was a good place to hold the meeting. Mr. Lloyd asked what the main drive was behind this. Mr. Wilson then read the proposed notice for the Newsletter stating municipal trash collection was suggested by Chief Robert Jordan and Deputy Chief Chris Jordan as a means to fund the new fire station with the savings residents would have from municipal trash collection, and voluntarily passed on to the Fire Department to be able to build the new Fire Station. Chief Jordan objected to the language Mr. Wilson suggested and stated the Board had challenged the Fire Department to come up with ways to fund building the new Fire Station. He felt putting that language in the newsletter would be “throwing the Fire Department under the bus”, and that would send a very bad message to the public. Mr. Wilson countered by saying municipal trash collection was proposed at a Board meeting by the Fire Department along with the suggestion that the savings could be passed on to the Fire Company by residents as a gift. Mr. Jordan agreed stating that was true and he didn't know if it was the proper thing to do and

felt the Board should look at the facts and then make a decision. Mr. Wilson stated the names could be removed; however, he wanted to make clear the Supervisors were not the ones bringing it up as the matter had been before the Board twice before. He stated many in the public and the trash haulers were not in favor of it. He did not want anyone to think it was the Board's idea. Mr. Jordan stated if this was not a good idea they would drop it as they did not want to put a wedge between the people and the Fire Department. Mr. Wilson revised the statement for the Newsletter. Chris Jordan stated he was in favor of having taxes raised for the Fire Station, and the Board had challenged the Fire Department to find other ways to fund the new Fire Station. Municipal trash collection was a suggestion and he appreciated the change in the language. **Tom Howell**, P.O. Box 4635, suggested collecting data for the May 13th meeting. He felt recycling information should be used as a base as we've been recycling for several years. Mrs. VanderLaan stated trash hauling would not have been discussed if the Fire Company would not have asked for it. Mr. Lloyd stated he was not interested in having a meeting to discuss municipal trash collection. Board members disagreed on how the meeting idea came up. Mrs. Starr stated she was not in favor and Mr. Wilson stated he was opposed to municipal trash. Mr. Smith stated he was not in favor of municipal trash collection; but, felt it should be discussed before a decision was made. Mrs. Starr stated she could make a rational decision because she was involved in the matter before and knew enough about it to say no. Mr. Lloyd stated he could not see the sense in discussing the matter at a meeting because three supervisors have stated they did not want municipal trash collection. Mr. Smith stated he was always willing to listen and talk about matters even if there was disagreement. Mr. Lloyd asked where the line should be drawn regarding where meetings should be held when a matter is put on the agenda. Mr. Wilson stated based on past experience, meetings that will knowingly draw large crowds have been held at a location that would accommodate the crowd and the Township meeting room is not large enough. Mr. Howell asked what the category covering trash collection would be to which Mr. Smith stated it was public safety and potential fewer trucks. Mrs. Starr asked to hear from some of the people attending this meeting. **Cleon Kemp**, 5915 Lorane Road, stated with one trash hauler the price could be jacked up because there would be no competition. Mr. Smith stated trash hauling would be put out for bid. **Cindy Kemp**, 5915 Lorane Road, stated with municipal trash collection older residents with one bag of trash would be charged as much as a person with 30 bags of trash. Mr. Smith stated that was a comment that could be made on May 13th. Mrs. Kemp stated a large company like J.P. Mascaro would use many trucks to collect trash in the Township so the numbers of trucks might not be less. She also stated her company was a small company with one truck and they would like to keep their jobs. She guaranteed they would pack the May 13th meeting with their customers and other trash haulers. Mr. Lloyd again asked, if the Board knew this would not pass, why go through the trouble? Mr. Smith objected and there was a heated discussion between Supervisors regarding having a meeting on the subject. Mr. Smith again detailed his rationale for having the meeting. Mrs. Focht suggested the Board needed to have someone research the information. Mr. Wilson stated he would not vote as he personally knew the Kemps. Mrs. VanderLaan objected to Mr. Wilson's plan to abstain.

NEW BUSINESS

Computer Usage Policy

The Solicitor noted the Township Manager created the policy and suggested adding exceptions necessary for the Police Department.

MOTION by Mr. Lloyd, seconded by Mrs. Starr, to approve the Computer Usage Policy as amended by the Solicitor. Motion carried unanimously.

609392

2013 – 2015 PennDOT Mowing Contract – Resolution 13-08

Mr. Lloyd asked about frequency of mowing to which Mr. Hamm stated they mow three times during the summer and this works well.

MOTION by Mr. Lloyd, seconded by Mrs. Starr, to approve the 2013-2015 PennDOT Mowing Contract in accordance with the recommendation of the Highway Superintendent and to authorize the Chairman to execute the same. Motion carried unanimously.

Easement Agreement – 4382 Painted Sky Road

Mrs. Franckowiak stated this was for a replacement fence.

MOTION by Mr. Smith, seconded by Mr. Lloyd, to approve the Easement Agreement for a fence at 4382 Painted Sky Road as recommended by Engineering. Motion carried unanimously.

SOLICITOR'S REPORT**Holding Tank Maintenance Agreement**

The Solicitor stated since an on-lot replacement system was not acceptable for 6341 Daniel Boone Road a holding tank would be used and an agreement with the owners was necessary. This holding tank agreement is recommended by the Sewerage Enforcement Officer. He requested Board authorize the agreement.

MOTION by Mrs. Starr, seconded by Mr. Lloyd, to approve a Holding Tank Maintenance Agreement with the owners of 6341 Daniel Boone Road as recommended by the Sewage Enforcement Officer and Solicitor. Motion carried unanimously.

Metro Development

The Solicitor stated the Zoning Hearing Board decided with a 2-1 vote that there no application pending and a written decision will be mailed.

INDIVIDUAL REPORTS**Stormwater Calculations for Route 562/Oley Turnpike Road**

Mr. Rogosky stated the calculations were received from PennDOT with proposed improvements and he would be looking at those. He stated PennDOT would need a letter of consistency from the Township.

Application for Automatic Red Light Enforcement Program

He stated the Township's application for money to build guiderail was denied by PennDOT. He stated there was little money available and many applicants. He noted they would try again when more funding was available.

902 Recycling Grants

Mr. Hamm requested permission to meet with the Berks County Coordinator on April 12th to discuss the application for the 902 Recycling Grant. He stated the request would include monies to purchase two leaf loaders and maintenance materials for the tub grinder at Trout Run amounting to about \$90,000. He noted the Township has been successful in obtaining grants from this funding source in the past. The Board agreed.

Dunn Community Center Repairs

Mr. Hamm stated the HVAC improvement have started, the heaters were installed, the slabs for the condensers were being poured, and the vestibule frames were now in place. He noted the cost was for the vestibules would be about \$3,000 less than originally quoted.

Farming Ridge Park

Mr. Hamm stated Farming Ridge Park construction had begun. He stated the parking lot has been dug and the stone has been laid for the pavilion slab.

Pharmaceutical Drop Box Now in Police Lobby

Police Chief Neidert stated the Pharmaceutical Drop Box issued by the District Attorney's Office is located in the Police Lobby for residents to bring unused or left over prescription drugs for disposal.

K9 Donations and K9 Grant Opportunity

Police Chief Neidert stated over \$2,000 was donated from the community since the article asking for donations appeared in the last Township Newsletter. He also stated, with the help of Mrs. Heckman, an application for monies from the Darrell & Gloria Rank K9 Corps Fund was completed and would be mailed tomorrow. He stated the grant had the potential of bringing in approximately \$14,000.

EIT

Mr. Lloyd stated he met with the Berks EIT Director. The Director explained the numbers to him. He stated he asked the Director what the amount of local taxable wages were at 1% and she stated she would provide what our true money is supposed to be to compare with the actual dollars the Township receives. He stated Berks EIT had never actually done a check like the one he was requesting; but, they would do it for us. He noted he would follow up with the Berks EIT.

Mr. Wilson apologized to the Fire Company

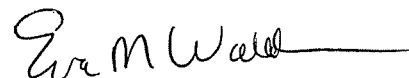
Mr. Wilson stated the revised language would be put in the newsletter and he was wrong to suggest otherwise.

Mr. Howell asked who would be in charge of enforcement of the new computer policy to which Mr. Wilson stated the Township Manager would be in charge. The Solicitor stated the policy is in place in case enforcement would be needed down the line. Mr. Lloyd stated the manpower was not available to enforce the policy all the time. Mr. Smith stated as far as he was concerned he was not in favor of hiring someone to police our own employees. Mrs. VanderLaan made a comment from the floor and Mrs. Kemp objected asking why Mrs. VanderLaan did not have to go to the microphone to make her comments like everyone else did. **Jordan Bausher**, 391 Ritters Road, congratulated the Board on the openness of the meeting. He stated, on the matter of taxation, he would rather see his money go to the Township instead of the Commonwealth or the Federal Government.

ADJOURNMENT

MOTION by Mr. Smith, seconded by Mr. Lloyd, to adjourn the Meeting. Motion carried unanimously. The Meeting adjourned at 8:45 P.M.

Respectfully Submitted,



Eva M. Waldman
Assistant Secretary

609392

Date: 03/11/2012
 Time: 3:27:32PM

Selective City Register

User: NANCY
 1

Exeter Township

Including all check statuses

For Bank Id GC and Check Number from 080402 to 080505

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GC	080403	O	000000031	TERRY L SEYLER	03/07/2013		1,372.82
GC	080404	O	000000173	BRIAN EVELAND	03/07/2013		3,002.16
GC	080405	O	000000756	ACCOUNTS RECOVERY BUREAU INC	03/11/2013		450.53
GC	080406	O	000001933	ADORAMA	03/11/2013		155.80
GC	080407	O	000001033	AGA	03/11/2013		95.00
GC	080408	O	000001733	ALARM TECH SUPPRESSION INC	03/11/2013		1,005.00
GC	080409	O	000000174	ANDREW J WALBERT	03/11/2013		16.94
GC	080410	O	000000402	ARAMARK UNIFORM SERVICES	03/11/2013		40.45
GC	080411	O	000000500	ASSOCIATED TRUCK PARTS	03/11/2013		125.40
GC	080412	O	000001946	BENEFICIAL CONSUMER DISCOUNT COMPANY	03/11/2013		11.40
GC	080413	O	000008159	BERKS COUNTY POLICE CHIEF'S ASSOC	03/11/2013		50.00
GC	080414	O	000000781	BERMAN FREIGHTLINER	03/11/2013		187.84
GC	080415	O	000001349	BIRDSBORO AUTO PARTS	03/11/2013		1,148.79
GC	080416	O	000009010	BLANSKI INC	03/11/2013		12,398.08
GC	080417	O	000008261	BRIAN SANDS	03/11/2013		1,234.00
GC	080418	O	000001947	CANON FINANCIAL SERVICES INC	03/11/2013		633.00
GC	080419	O	000001921	CANON SOLUTIONS AMERICA INC	03/11/2013		107.12
GC	080420	O	000001940	CENTRAL PA TEAMSTERS	03/11/2013		49,767.59
GC	080421	O	000001941	CENTRAL PA TEAMSTERS	03/11/2013		15,170.00
GC	080422	O	000001808	CENTRAL PENN OIL	03/11/2013		68.55
GC	080423	O	000009677	CHRISTOPHER L GEORGE	03/11/2013		99.00
GC	080424	O	000009712	CINTAS DOCUMENT MANAGEMENT	03/11/2013		50.40
GC	080425	O	000000508	DALE T MILLER	03/11/2013		70.42
GC	080426	O	000001945	DONALD J HAAS	03/11/2013		61.40
GC	080427	O	000009239	DOREEN J. SHIMP-WILLIG	03/11/2013		6.00
GC	080428	O	000001500	E J BRENEMAN LP	03/11/2013		4,024.35
GC	080429	O	000003090	EXETER AMBULANCE	03/11/2013		230.00
GC	080430	O	000001298	FASTENAL COMPANY	03/11/2013		128.24
GC	080431	O	000001505	FIRE POLICE ASSOCIATION OF BERKS COUNTY	03/11/2013		7.00
GC	080432	O	000001849	FRANCOTYP-POSTALIA INC	03/11/2013		141.00
GC	080433	O	000001547	FREIGHTLINER OF LANCASTER	03/11/2013		138.04
GC	080434	O	000000354	G FRANK ARTERS INC.	03/11/2013		115.50
GC	080435	O	000008271	GANNETT FLEMING INC	03/11/2013		3,233.20
GC	080436	O	000008086	GENE L. SHIMP	03/11/2013		6.00
GC	080437	V	000004060	GRAINGER	03/11/2013		0.00
GC	080438	O	000004060	GRAINGER	03/11/2013		298.33
GC	080439	O	000008077	GREGORY A MOLL	03/11/2013		39.00
GC	080440	O	000000254	HESS EMBROIDERY & UNIFORM	03/11/2013		285.00
GC	080441	O	000001592	INTERNATIONAL CODE COUNCIL INC	03/11/2013		352.20

Selective Check Register

Exeter Township

Including all check statuses

For Bank Id GC and Check Number from 080402 to 080505

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GC	080444	O	0000008382	JOHN E. ANTUSH	03/11/2013		57.00
GC	080445	O	0000001609	JOHN R YOUNG & CO	03/11/2013		198.00
GC	080446	O	0000000108	LEE MYLES TRANSMISSION	03/11/2013		217.40
GC	080447	V	0000000049	LOWE'S	03/11/2013		0.00
GC	080448	V	0000000049	LOWE'S	03/11/2013		0.00
GC	080449	O	0000000049	LOWE'S	03/11/2013		560.27
GC	080450	O	0000002633	LUCAS LANE INC	03/11/2013		91.85
GC	080451	O	0000001143	MARGARET R MOLL	03/11/2013		18.00
GC	080452	O	0000000401	MARTOWN INC	03/11/2013		225.00
GC	080453	O	0000001950	MARYBETH GRIMNER - EXECUTRIX OF THE	03/11/2013		53.39
GC	080454	O	0000001944	MASANO BRADLEY LLP	03/11/2013		1,241.00
GC	080455	O	0000001261	MATERIAL MATTERS INC	03/11/2013		210.00
GC	080456	O	0000000976	MERCER MACHINE AND	03/11/2013		121.14
GC	080457	O	0000005800	MET-ED	03/11/2013		29,031.27
GC	080458	O	0000001725	METTE EVANS & WOODSIDE	03/11/2013		650.00
GC	080459	O	0000005817	MID ATLANTIC PUMP &	03/11/2013		639.20
GC	080460	O	0000005828	MINUTEMAN PRINTING INC	03/11/2013		57.00
GC	080461	O	0000005830	MONICK COURT REPORTER INC	03/11/2013		424.00
GC	080462	O	0000001943	NCMA	03/11/2013		580.00
GC	080463	O	0000004101	NICHOLAS GUGLIELMO	03/11/2013		2,770.00
GC	080464	O	0000008398	NITV FEDERAL SERVICES LLC	03/11/2013		590.00
GC	080465	O	0000008031	NORMAN R. WILLIG	03/11/2013		88.75
GC	080466	O	0000005848	PA DEPT OF LABOR & INDUSTRY -B	03/11/2013		81.00
GC	080467	O	0000006163	PA ONE CALL SYSTEM INC	03/11/2013		37.40
GC	080468	O	0000002085	PA TRUCK CENTERS INC	03/11/2013		72.26
GC	080469	O	0000000477	PAHMI	03/11/2013		100.00
GC	080470	O	0000000208	PAUL A HERB	03/11/2013		5.30
GC	080471	O	0000000516	PAVEL BABICH	03/11/2013		42.00
GC	080472	O	0000008058	PEN TELE DATA	03/11/2013		99.90
GC	080473	O	0000008133	PENNSYLVANIA-AMERICAN WATER COMPANY	03/11/2013		355.18
GC	080474	O	0000009770	PERMA-PATCH INC	03/11/2013		1,050.00
GC	080475	O	0000000727	PERSONAL PROTECTION CONSULTANTS INC	03/11/2013		149.00
GC	080476	O	0000006307	PIRMA	03/11/2013		268,943.00
GC	080477	O	0000000320	PUBLIC AGENCY	03/11/2013		885.00
GC	080478	O	0000000071	QUILL CORP	03/11/2013		222.31
GC	080479	O	0000001844	R-111 CONSTRUCTION INC	03/11/2013		33,810.83
GC	080480	O	0000006456	RAY DELONG	03/11/2013		9.00
GC	080481	O	0000000898	RAY'S TIRE SERVICE INC	03/11/2013		1,907.58

263929

Date: 03/11/2013
Time: 3:27:32PM

Selective Check Register

NANCY
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Exeter Township
Including all check statuses
For Bank Id GC and Check Number from 080402 to 080505

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GC	080485	O	0000006800	SCOTT REIDER INC	03/11/2013		524.16
GC	080486	O	0000000296	SCOTTYS POTTYS	03/11/2013		70.00
GC	080487	O	0000000015	SIANA BELLWOAR & MC ANDREW LLP	03/11/2013		6,516.07
GC	080488	O	0000001951	STATE WORKERS' INSURANCE FUND	03/11/2013		8,318.75
GC	080489	O	0000001191	STRATIX SYSTEMS	03/11/2013		16,503.12
GC	080490	O	0000001051	STRATIX SYSTEMS INC	03/11/2013		448.41
GC	080491	O	0000001817	SUN TRUST EQUIPMENT FINANCE & LEASING CORP	03/11/2013		1,321.17
GC	080492	O	0000002620	TELEDYNE ISCO INC	03/11/2013		7,225.26
GC	080493	O	0000001719	THE PENNSYLVANIA STATE UNIVERSITY	03/11/2013		46.00
GC	080494	O	0000007200	THE WATER GUY	03/11/2013		44.83
GC	080495	O	0000008122	TRI TECH FORENSICS	03/11/2013		52.45
GC	080496	O	0000006468	UNIFORM & ACCESSORIES WAREHOUSE	03/11/2013		56.82
GC	080497	O	0000005831	UPS	03/11/2013		26.83
GC	080498	O	0000000214	USA BLUE BOOK	03/11/2013		153.85
GC	080499	O	0000001916	VERIZON WIRELESS	03/11/2013		3,794.77
GC	080500	O	0000002329	WALMART COMMUNITY BRC	03/11/2013		195.11
GC	080501	O	0000003750	WILLIAM R GIFT	03/11/2013		10,454.31
GC	080502	O	0000001238	WINDSTREAM	03/11/2013		74.38
GC	080503	O	0000000155	YEAGER SUPPLY INC	03/11/2013		91.88
GC	080504	O	0000000419	ZAMBELLI FIREWORKS MFG CO	03/11/2013		3,500.00
GC	080505	O	0000000776	HOME DEPOT CREDIT SERVICES	03/11/2013		10,918.84

Bank ID: GC Name: General Checking

Checking Account #: 536364227

Bank ID Totals: 513,758.26

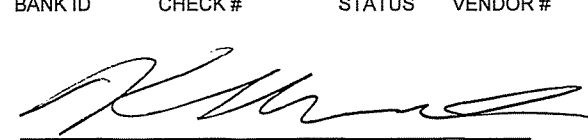


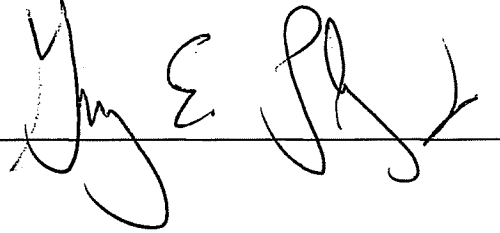
Report Totals: 513,758.26

Date: 03/11/2013
Time: 3:27:32PM

Selective Check Register

User: NANCY
Page: 4

Exeter Township
Including all check statuses
For Bank Id GC and Check Number from 080402 to 080505

BANK ID	CHECK #	STATUS	VENDOR #	VENDOR NAME	CHECK DATE	RECONCILE / VOID DATE	AMOUNT
							
							
							
							

Date: 03/08/2013
Time: 8:53:02AM

Selective Check Register

User: NANCY
Page: 1

Exeter Township

Including all check statuses

For Bank Id VC and Check Number from 000837 to 000851

BANK ID	CHECK #	STATUS	VENDOR #	VENDOR NAME	CHECK DATE	RECONCILE / VOID DATE	AMOUNT
VC	000837	O	0000001641	ADVANCED DISPOSAL SERVICES	03/11/2013		670.89
VC	000838	O	0000000097	AIRGAS EAST	03/11/2013		116.92
VC	000839	O	0000009647	ALLIED WASTE SERVICE #318	03/11/2013		16,318.00
VC	000840	O	0000005020	E M KUTZ INC	03/11/2013		408.29
VC	000841	O	0000002550	EASTERN INDUSTRIES INC	03/11/2013		3,072.16
VC	000842	O	0000003100	EXETER SUPPLY CO INC	03/11/2013		12,240.76
VC	000843	O	0000002311	INTERSTATE BATTERY SYSTEM	03/11/2013		181.90
VC	000844	O	0000008264	LYNX COMPUTER TECHNOLOGIES INC	03/11/2013		556.00
VC	000845	O	0000000454	OFFICE SERVICE CO	03/11/2013		299.31
VC	000846	O	0000002165	PIONEER CROSSING LANDFILL	03/11/2013		2,184.76
VC	000847	O	0000000437	POLYDYNE INC	03/11/2013		5,290.00
VC	000848	O	0000004150	RADIO MAINTENANCE INC	03/11/2013		663.60
VC	000849	O	0000006805	RED THE UNIFORM TAILOR	03/11/2013		426.50
VC	000850	O	0000000626	SUBURBAN WATER TESTING LABS	03/11/2013		2,330.50
VC	000851	O	0000008550	ZEP MANUFACTURING CO	03/11/2013		1,210.59

Bank ID: VC

Name: VISA Clearing

Checking Account #:

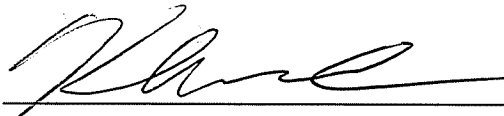
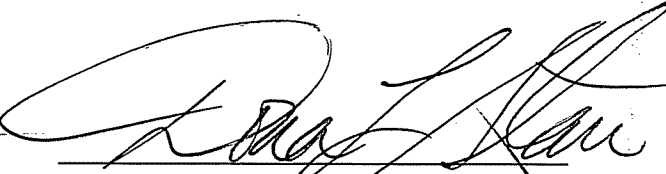

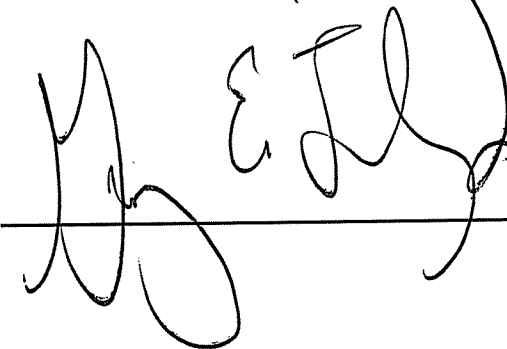
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Bank ID Totals:

45,970.18

Report Totals:

45,970.18

**EXETER TOWNSHIP
COMPUTER, INTERNET AND EMAIL USAGE POLICY
Resolution 13-07**

The Computer, Internet and Email Usage Policy shall apply to all Township employees, except the Police Department. In the event the terms of an employment contract, collective bargaining agreement or separate department policy may be inconsistent with those set forth herein, the terms contained in such employment contract, collective bargaining agreement or separate department policy shall govern.

Computers, computer files, the e-mail system, and software furnished to employees are the Township of Exeter property intended for official business use only, except as limited hereinbelow. Employees shall not expect right to privacy and confidentiality when using township computers and email accounts. The Township reserves its right to monitor and inspect all electronic records, communications, internet activity, history and electronically stored information. Employees should not use a password, access a file, or retrieve any stored communication without authorization.

To ensure compliance with this policy, computer and e-mail usage, including the contents of any e-mail sent or received from Township e-mail/computers may be monitored and reviewed without notice or permission.

The Township of Exeter strives to maintain a workplace free of harassment and sensitive to the diversity of its employees. Therefore, the Township of Exeter prohibits the use of computers and the e-mail system in ways that are disruptive, offensive to others, harmful to morale or in violation of any Township policy concerning unlawful harassment or discrimination.

For example, the display or transmission of sexually explicit images, messages, and jokes/cartoons is not allowed. Other such misuse includes, but is not limited to, ethnic slurs, racial comments, off-color jokes, or anything that may be construed as harassment or showing disrespect for others.

E-mail may not be used to solicit others for commercial ventures, religious or political causes, outside organizations, or other non-business matters. An exception to the general prohibition against electronic communications on non-business related matters exists to the extent employee communication constitutes "concerted activities for the purpose of collective bargaining or other mutual aid or protection" as may be defined by the courts and the Pennsylvania Labor Relations Board.

The Township of Exeter purchases and licenses the use of various computer software for business purposes and does not own the copyright to this software or its related documentation. Unless authorized by the software developer, the Township of Exeter does not have the right to reproduce such software for use on more than one computer.

Employees may only use software on local area networks or on multiple machines according to the software license agreement. The Township of Exeter prohibits the illegal duplication of software and its related documentation.

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Employees are prohibited from downloading or installing software onto Township computers without the permission of the Township Manager or his designee. Employees shall not use Township computers to monitor personal email accounts or access social media sites for personal purposes.

Employees who violate this policy will be subject to disciplinary action, up to and including termination of employment.

INTERNET USAGE

Internet access to global electronic information resources on the World Wide Web is provided by the Township of Exeter to assist employees in obtaining work-related data and technology. The following guidelines have been established to help ensure responsible and productive Internet usage. Internet usage is intended for job-related activities, incidental and occasional brief personal use is permitted within reasonable limits.

All Internet data that is composed, transmitted, or received via our computer communications/email systems is considered to be part of the official records of the Township of Exeter and, as such, is subject to disclosure to law enforcement or other third parties. Consequently, employees should always ensure that the business information contained in Internet e-mail messages and other transmissions is accurate, appropriate, ethical, and lawful.

The equipment, services, and technology provided to access the Internet remain at all times the property of the Township of Exeter. As such, the Township of Exeter reserves the right to monitor Internet traffic, and retrieve and read any data composed, sent, or received through our online connections and stored in our computer systems.

Data that is composed, transmitted, accessed, or received via the Internet must not contain content that could be considered discriminatory, offensive, obscene, threatening, harassing, intimidating, or disruptive to any employee or other person. Examples of unacceptable content may include, but are not limited to, sexual comments or images, racial slurs, gender-specific comments, or any other comments or images that could reasonably offend someone on the basis of race, age, sex, religious or political beliefs, national origin, disability, sexual orientation, or any other characteristic protected by law.

The unauthorized use, installation, copying, or distribution of copyrighted, trademarked, or patented material on the Internet is expressly prohibited. As a general rule, if an employee did not create material, does not own the rights to it, or has not gotten authorization for its use, it should not be put on the Internet. All records, files, material and content generated by Township employees while being paid by the Township is the property of the Township, not the employee. Employees are also responsible for ensuring that the person sending any material over the Internet has the appropriate distribution rights.

Abuse of the Internet access provided by the Township of Exeter in violation of law or the Township of Exeter policies will result in disciplinary action, up to and including termination of employment. Employees may also be held personally liable for any violations of this policy.

The following uses of the Township's computers/e-mail/communications systems are examples of previously stated or additional actions and activities that are prohibited and can result in disciplinary action:

- * Sending or posting discriminatory, harassing, or threatening messages or images
- * Using Township computers/e-mail/communications systems for any commercial purposes that are unrelated to official Township business
- * Stealing, using, or disclosing someone else's code or password without authorization
- * Copying, pirating, or downloading software and electronic files without permission
- * Sending or posting confidential material, trade secrets, or proprietary information outside of the Township
- * Violating Copyright law
- * Failing to observe licensing agreements
- * Engaging in unauthorized transactions that may incur a cost to the Township or initiate unwanted Internet services and transmissions
- * Sending or posting messages or material that could damage the Township's image or reputation
- * Participating in the viewing or exchange of pornography or obscene materials
- * Sending or posting messages that defame or slander other individuals
- * Attempting to break into the computer system of another organization or person
- * Refusing to cooperate with a security investigation
- * Sending or posting chain letters, solicitations, or advertisements not related to business purposes or activities
- * Using the Internet for political causes or activities, religious activities, or any sort of gambling
- * Jeopardizing the security of the Township's electronic communications systems
- * Sending or posting messages that disparage another organization's products or services
- * Sending anonymous e-mail messages
- * Engaging in any other illegal activities

SOCIAL NETWORKING / MEDIA GUIDELINES

With the rise of new media and next generation communications tools, the way in which the Township of Exeter employees can communicate internally and externally continues to evolve. While this creates new opportunities for communication and collaboration, it also creates new responsibilities for Township employees. This Internet Postings Policy applies to employees who use, including but not limited to, the following internet tools:

- * Multi-media and social networking websites such as MySpace, Facebook, Twitter, Yahoo! Groups and YouTube
- * Blogs (Both Township Blogs and Blogs external to the Township)
- * Wikis such as Wikipedia and any other site where text can be posted

All of these activities are referred to as "Internet Postings" for the purposes of this policy.

While the Township does not wish to restrict an employee's non-work related activities and fully respects everyone's right to free speech, there are guidelines that employees are expected to follow regarding the use of Social Media and internet postings/blogs. Activities in or outside of work that affect your job performance, the performance of others, the Township's reputation or the privacy of Township information or that of our residents are subject to Township policy and rules of conduct, except to the extent that the communications constitute "concerted activities for the purpose of collective bargaining or other mutual aid or protection" as defined by the courts and the Pennsylvania Labor Relations Board.

Employees are reminded that they are responsible for what they post on-line and can be held personally liable for any internet postings that violate the laws concerning libel, slander, harassment or discrimination.

Before Posting Something Please Keep in Mind that What You Post Can:

- * Damage your reputation and/or the image and reputation of the Township.
- * Interfere with your relationships with co-workers and supervisors.
- * Have a negative impact on your ability to perform your duties effectively.
- * Release confidential, sensitive, inaccurate, or non-public information.
- * Land you and/or the Township in legal trouble.
- * Lead to the loss of your job.

Employees are expected to adhere to the following guidelines which apply regardless of whether the employee is using Township internet/email/communications systems:

- * Your internet postings should not disclose any information that is confidential or proprietary in nature nor violates the confidentiality of a Township resident, vendor, or co-worker.
- * The Township or any Township departmental logo should never be included in any of your on-line postings without prior authorization of the Township Manager.
- * Employees are prohibited from creating any official Township blog or other internet site or link without the express authorization of the Township Manager.
- * Seasonal Parks and Recreation employees who are responsible for the care and supervision of children through the Tot Lot and Playground programs are prohibited from the on-line "friending" (such as via Facebook) or communicating electronically with any children enrolled in the Township's summer programs or activities.
- * Employees are reminded that internet postings are not private and may be viewed by anyone or forwarded on to many other parties. Employees must take care to insure their personal postings do not constitute a violation of company policies including those policies related to unlawful harassment or discrimination.
- * Employees are prohibited from using Township computers to engage in personal internet postings.

* Those employees who are responsible for the direct supervision of others are discouraged from Facebook "friending" of their direct reports as this can lead to potential conflicts of interest and can blur the line between what is work related and what is not and may place both parties in an awkward professional position. Employees are expected to refrain from postings that can cause an undue disruption in the workplace. For example, calling a named co-worker an "idiot" or a vulgar name in an on-line posting can obviously spill over into the workplace and cause conflict, disruption in the work environment and issues with effective teamwork on the job. If something isn't okay to do or say to or about a co-worker while at work, employees are encouraged to think twice about saying it while online.

* Violations of this policy can result in disciplinary action up to and including termination of employment.

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RESOLUTION

13-08

BE IT RESOLVED, by authority of the Board of Supervisors
(Name of governing body)
of the Township of Exeter, Berks County, and it
(Name of Municipality)

is hereby resolved by authority of the same, that the Chairman of
(designate official title)

said Municipality be authorized and directed to sign the attached Agreement on its behalf.

ATTEST:

Evan M. Wall Bus/Personnel Admin
(Signature and designation of official title)

Township of Exeter
(Name of Municipality)
By: Donald R. Wilson Chairman
(Signature and designation of official title)

I, Donald R. Wilson, Chairman
(Name) (Official title)

of the Board of Supervisors of Exeter Township, do hereby certify that the foregoing
(Name of governing body and Municipality)

is a true and correct copy of the Resolution adopted at a regular meeting of the

Exeter Twp Board of Supervisors, held the 11th day of March, 20 13.
(Name of governing body)

DATE: 3/11/13

Donald R. Wilson
(Signature and designation of official title)

NOTE: Signature on the Department signature page of this Agreement must conform to the signature on this Resolution.

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