

**Douglass Township-Berks County  
Board of Supervisors Re-Organization Meeting  
January 7, 2008**

**CALL TO ORDER**

The January 7, 2008 Re-Organization Meeting of the Douglass Township, Berks County Board of Supervisors, held at the Douglass Township Municipal Building, was called to order at 7:00 PM by Dorothy Pulcher, Supervisor. Present were: Supervisors Dorothy Pulcher, Rosemarie Bauman and Douglass Rhoads. Also in attendance were Toni Hemerka, Township Manager; Karen Albright, Esq., Township Solicitor; Bruce Heilman, Township Engineer and Judith Turner, Township Assistant Secretary/Treasurer.

Ms. Pulcher announced that there were two Executive Sessions held one on December 27, 2007 with the Zoning Hearing Board and one on December 20, 2007 with Reading Materials Inc.

**NOMINATION OF TEMPORARY CHAIRPERSON**

Ms. Pulcher motioned and Mr. Rhoads seconded to nominate Ms. Karen Albright as Temporary Chairperson. The motion carried unanimously.

**ELECTION OF OFFICERS**

Mr. Rhoads nominated Ms. Pulcher for Board Chairperson.

Mr. Rhoads – yes, Ms. Pulcher – yes, Ms. Bauman – no. The motion carried.

Ms. Bauman stated that she objected to the appointment because she has concerns regarding communication between Board members. Ms. Pulcher took exception to that statement and indicated she is more than qualified to serve and will do so professionally.

Mr. Rhoads motioned and Ms. Pulcher seconded to appoint Ms. Bauman as Vice-Chairperson. The motion carried unanimously.

**APPOINTMENTS FOR 2008**

**TOWNSHIP MANAGER**

Mr. Rhoads motioned and Ms. Pulcher seconded to appoint Toni L. Hemerka as Township Manager. The motion carried unanimously.

**RECORDING SECRETARY/TREASURER**

Ms. Pulcher motioned and Ms. Bauman seconded to appoint Toni L. Hemerka as Recording Secretary/Treasurer. The motion carried unanimously.

**ASSISTANT SECRETARY/TREASURER**

Mr. Rhoads motioned and Ms. Bauman seconded to appoint Judith Turner as Assistant Secretary/Treasurer with a 3% salary increase for 2008 and all other benefits per the personnel policy. The motion carried unanimously.

## PUBLIC WORKS

Ms. Bauman motioned and Mr. Rhoads seconded to appoint the current Road crew with a 3% raise for 2008 and all other benefits per the personnel policy. The motion carried unanimously.

## POLICE DEPARTMENT

Mr. Rhoads motioned and Ms. Pulcher seconded to appoint the current Police Officers and to raise their salaries per the Collective Bargaining Agreement dated December 29, 2005. The motion carried unanimously.

## SOLICITOR

Ms. Bauman motioned and Mr. Rhoads seconded to appoint the firm of Hamburg, Rubin, Mullin, Maxwell and Lupin as Township Solicitor for 2008 at the rate of \$140.00 per hour. The motion carried unanimously.

## CONFLICT COUNCEL

Mr. Rhoads motioned and Ms. Bauman seconded to appoint Robert Brant, Esq. as the Township's Conflict Counsel at the rate of \$120.00 per hr. The motion carried unanimously.

## TOWNSHIP ENGINEER/ZONING OFFICER/CODE AND SEWAGE ENFORCEMENT OFFICERS

Ms. Bauman motioned and Mr. Rhoads seconded to appoint Systems Design engineering as the Township's Engineer for 2008 in accordance with the fee schedule received January 3, 2008. The motion carried unanimously.

Mr. Rhoads motioned and Ms. Pulcher seconded to appoint Systems Design engineering as the Township's Zoning Officer for 2008 in accordance with the fee schedule received January 3, 2008. The motion carried unanimously.

Ms. Bauman motioned and Mr. Rhoads seconded to appoint Systems Design engineering as the Township's Code Enforcement Officer for 2008 in accordance with the fee schedule received January 3, 2008. The motion carried unanimously.

Mr. Rhoads motioned and Ms. Bauman seconded to appoint Systems Design engineering as the Township's Sewage Enforcement Officer for 2008 in accordance with the fee schedule received January 3, 2008 and to appoint Ms. Hemerka as Assistant Code Enforcement Officer. The motion carried unanimously.

Ms. Pulcher motioned and Ms. Bauman seconded to appoint the following as Sewage Enforcement Officer: Primary, Carl A. Wolfe, Jr. and Alternates, Michael g. Pohronezny, Jr., Thomas s. Unger, Keith Showalter, Mark A. Kitzmiller, Scott A. Steffey and Thomas Bagenstose. The motion carried unanimously.

## PLANNING COMMISSION

Mr. Rhoads motioned and Ms. Bauman seconded to appoint Gary Twardowski to a four year term on the Planning Commission expiring December 31, 2011. The motion carried unanimously.

Ms. Pulcher motioned and Mr. Rhoads seconded to appoint Kenneth Kirch to a four year term on the Planning Commission expiring December 31, 2011. The motion carried unanimously.

Ms. Bauman motioned and Mr. Rhoads seconded to appoint Toni L. Hemerka as Planning Commission Recording Secretary for 2008. The motion carried unanimously.

Ms. Pulcher motioned and Mr. Rhoads seconded to appoint Cheryl Baro as Township Auditor to a four year term expiring December 31, 2011. The motion carried unanimously.

Ms. Pulcher motioned and Ms. Bauman seconded to appoint Shirley Birmingham as Township Auditor to a two year term expiring December 31, 2009. The motion carried unanimously.

#### PARK & RECREATION COMMITTEE

Mr. Rhoads motioned and Ms. Pulcher seconded to appoint Charlene Conrad, Pete Dannecker, Lawrence Martin, Michael Yarnall and Richard Zuber to the Park and Recreation Committee for 2008. The motion carried unanimously.

#### AGRICULTURAL SECURITY AREA ADVISORY COMMITTEE

Mr. Rhoads motioned and Ms. Pulcher seconded to appoint Edward Peterson, Donald Grim, David Howerter, Warren Lloyd and Dorothy Pulcher to the Agricultural Security Advisory Committee for 2008. The motion carried unanimously.

#### PROPERTY MAINTENANCE APPEALS BOARD

Mr. Rhoads motioned and Ms. Pulcher seconded to appoint Alex Guzik to a three year term, expiring December 31, 2010, to the Property Maintenance Appeals Board. The motion carried unanimously.

Ms. Pulcher motioned and Ms. Bauman seconded to appoint Arthur Miller to a one year term, expiring December 31, 2008, as an alternate to the Property Maintenance Appeals Board. The motion carried unanimously.

#### TAX COLLECTION

Ms. Bauman motioned and Mr. Rhoads seconded to appoint Berkheimer and Company as the Delinquent Per Capita Tax Collector for the Township for 2008. The motion carried unanimously.

#### VACANCY BOARD

Mr. Rhoads motioned and Ms. Pulcher seconded to appoint Pete Dannecker to the Vacancy Board. The motion carried unanimously.

#### ZONING HEARING BOARD

Mr. Rhoads motioned and Ms. Pulcher seconded to appoint Joseph Cioa to the Zoning Hearing Board for a five year term expiring December 31, 2012. The motion carried unanimously.

Ms. Bauman motioned and Mr. Rhoads seconded to appoint Jeffrey Howell, Esq. as the Zoning Hearing Board Solicitor at the rate of \$120.00 per hour. The motion carried unanimously.

#### EMERGENCY MANAGEMENT

Ms. Bauman motioned and Mr. Rhoads seconded to appoint Chief David K. Franke as the Township's Emergency Management Coordinator with a yearly salary of \$500.00. The motion carried unanimously.

Ms. Pulcher motioned and Ms. Bauman seconded to appoint Chief David K. Franke as the Township's representative to the Berks County Communications Center for 2008. The motion carried unanimously.

#### TOWNSHIP DEPOSITORIES

Ms. Pulcher motioned and Mr. Rhoads seconded to adopt Resolution 2008-01 authorizing the Supervisors and Township Manager as signatories for all Township bank accounts and investments. The motion carried unanimously.

Ms. Pulcher motioned and Ms. Bauman seconded to adopt Resolution 2008-2 appointing National Penn Bank and Pennsylvania Local Government Investment Trust (PLIGIT) as depositories for Township funds for 2008. The motion carried unanimously.

#### EXPENSE REIMBURSEMENT

Ms. Bauman motioned and Mr. Rhoads seconded to set the rate for reimbursement of use of personal vehicle on Township Business at the current IRS rate of 50.5 cents per mile for 2008. The motion carried unanimously.

#### PENSION FUNDS

Ms. Pulcher motioned and Ms. Bauman seconded to appoint Toni L. Hemerka as the Chief Administrative Officer for the Police Pension Plan and the Non-Uniformed Pension Plan. The motion carried unanimously.

Ms. Pulcher motioned and Ms. Bauman seconded to waive the member contribution to the Police Pension Fund for 2008. The motion carried unanimously.

Ms. Pulcher announced the reconfirmation of the Committee Liaisons: Ms. Bauman, Planning Commission; Ms. Pulcher, Parks and Recreation; Mr. Rhoads, Monthly Staff Meeting, and the Board of collectively, Police Department.

#### ADJOURNMENT

Ms. Pulcher moved and Ms. Bauman seconded to adjourn the meeting at 7:22 pm.

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Dorothy Pulcher, Chairperson

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Toni L. Hemerka, Township Manager