



The Township of Greenwich

Board of Supervisors Reorganization Meeting

Tuesday, January 3, 2017

MINUTES

Call Meeting to Order: Supervisor Victor Berger called the meeting to order at 7:00PM. Members present: Harry Hoppes and Alice Flyte. Also present: Solicitor, Alex Elliker; Roadmaster, Bobby Follweiler and Secretary/Treasurer, Tara Jones.

Appointment of Chairman and Secretary Pro Tem: Motion was made by HH and seconded by AF to appoint Supervisor Victor Berger as Chairman Pro Tem and Tara Jones as Secretary Pro Tem. Motion passed (3-0).

Appointments & Personnel Matters:

1. Election of Chairman of Board of Supervisors
 - a. Motion was made by AF and seconded by HH to nominate Victor Berger. Motion passed (3-0).
2. Election of Vice-Chairman of Board of Supervisors
 - a. Motion was made by AF and seconded by VB to nominate Harry Hoppes. Motion passed (3-0).
3. Appointment of Township Secretary/Treasurer
 - a. Motion was made by HH and seconded by AF to appoint Tara Jones. Motion passed (3-0).
4. Appointment of Assistant Township Secretary/Treasurer
 - a. Motion was made by HH and seconded by VB to appoint Alice Flyte. Motion passed (3-0).
5. Appointment of Roadmaster
 - a. Motion was made by AF and seconded by HH to appoint Bobby Follweiler. Motion passed (3-0).
6. Appointment of Assistant Roadmaster
 - a. Motion was made by HH and seconded by AF to appoint Victor Berger. Motion passed (3-0).
7. Appointment of Accounting Consultant/Payroll Administrator
 - a. Motion was made by VB and seconded by HH to appoint Jeffrey Strauss. Motion passed (3-0).
8. Resolution #2017-01 to re-appoint employees & set wages
 - a. Motion was made by HH and seconded by AF to adopt Resolution #2017-01. Motion passed (2-0). VB abstained.
9. Motion to approve the Treasurer's bond in the amount of \$1,000,000.00
 - a. Motion was made by HH and seconded by AF to approve the bond. Motion passed (3-0).
10. Motion to approve the Payroll Administrator's bond in the amount of \$500,000.00
 - a. Motion was made by AF and seconded by HH to approve the bond. Motion passed (3-0).
11. Appointment of Township Engineer, Zoning & Driveway Permit Officers
 - a. Motion was made by HH and seconded by AF to appoint Keystone Consulting Engineers. Motion passed (3-0).
12. Setting a fee schedule for Engineering and Code Enforcement Services
 - a. Motion was made by HH and seconded by AF to keep the same fee schedule as last year. Motion passed (3-0).
13. Appointment of Township Building Code Inspector
 - a. Motion was made by AF and seconded by HH to appoint LTL Consultants. Motion passed (3-0).
14. Setting a fee schedule for Building Code Inspector
 - a. Motion was made by AF and seconded by HH to keep the same fee schedule as last year. Motion passed (3-0).
15. Appointment of Township Solicitor
 - a. Motion was made by AF and seconded by HH to appoint Kozloff Stoudt. Motion passed (3-0).
16. Appointment of Solicitor to Zoning Hearing Board
 - a. Motion was made by HH and seconded by AF to appoint Eugene Orlando, Esq. Motion passed (3-0).
17. Appointment of Township Sewage Enforcement Officer
 - a. Motion was made by HH and seconded by AF to appoint Berks Envirotech. Motion passed (3-0).
18. Setting a fee schedule for SEO work
 - a. Motion was made by AF and seconded by HH to keep the same fee schedule as last year. Motion passed (3-0).
19. Appointment of Township Auditing firm
 - a. Motion was made by AF and seconded by HH to appoint France, Anderson, Basile & Co. Motion passed (3-0).
20. Appointment of Emergency Management Coordinator
 - a. Motion was made by VB and seconded by AF to appoint Cheri Keim. Motion passed (2-0). HH abstained.
21. Appointment of Vacancy Board Chairman
 - a. Motion was made by HH and seconded by AF to appoint Oscar Kleinsmith. Motion passed (3-0).
22. Appointment of Planning Commission Members
 - a. Motion was made by AF and seconded by HH to appoint Michael Stevens and Richard Grim. Motion passed (3-0).
23. Establish Compensation of Planning Commission Members

170

- a. Motion was made by HH and seconded by AF to set the rate at \$25 per meeting. Motion passed (3-0).
24. Appointment to Zoning Hearing Board Member
 - a. Motion was made by AF and seconded by HH to appoint Annamarie Schick. Motion passed (3-0).
25. Establish Compensation of Zoning Hearing Board Members
 - a. Motion was made by HH and seconded by AF to set the rate at \$45 per hearing. Motion passed (3-0).
26. Depository of Township Funds
 - a. Motion was made by AF and seconded by HH to appoint New Tripoli Bank, Wells Fargo and PLGIT. Motion passed (3-0).
27. Appointment of Delegates to State Convention
 - a. Motion was made by AF and seconded by HH to appoint Victor Berger, Bobby Follweiler and Tara Jones. Motion passed (3-0).
28. Appointment of Voting Delegate to State Convention
 - a. Motion was made by HH and seconded by AF to appoint Victor Berger. Motion passed (3-0).
29. Appointment of Local Services Tax, Amusement Tax, and Delinquent Per Capita Tax Collector
 - a. Motion was made by AF and seconded by HH to appoint H.A. Berkheimer. Motion passed (3-0).
30. Appointment of Earned Income Tax Collector
 - a. Motion was made by HH and seconded by AF to appoint Berks EIT Bureau. Motion passed (3-0).
31. Appointment of Delinquent Real Estate Tax Collector
 - a. Motion was made by HH and seconded by AF to appoint Berks County Tax Claim Bureau. Motion passed (3-0).
32. Appointment of Per Capita Tax Collector
 - a. Motion was made by AF and seconded by HH to appoint Kay Brendlinger. Motion passed (3-0).
33. Establishing 2017 Monthly Meeting Schedule
 - a. Motion was made by AF and seconded by HH to set the meetings per the established schedule. Motion passed (3-0).
34. Establishing 2017 Township Holiday Schedule
 - a. Motion was made by AF and seconded by HH to set the holidays consistent with 2016. Motion passed (3-0).
35. Establishing Mileage Reimbursement rate
 - a. Motion was made by HH and seconded by AF to set the rate consistent with the IRS of .53.3 cents. Motion passed (3-0).

Adjournment: Motion was made by HH and seconded by AF to adjourn the meeting at 7:12p.m. Motion passed (3-0).

Respectfully Submitted,



Tara Jones,
Secretary/Treasurer
Greenwich Township

609358