

Richmond Township Board of Supervisors
2024 Annual Reorganizational Meeting
Monday, January 2, 2024
4:00 p.m. prevailing

I. **CALL TO ORDER**

Brian Wanner called the Richmond Township Board of Supervisors' annual Reorganizational meeting to order at 4:00 p.m. in the Richmond Township Municipal Building.

II. **ROLL CALL**

In attendance were Supervisors Brian Wanner, Samuel Kemmerer and Scott Brinker; Jen Galomb, Township Manager- Secretary/Treasurer.

III. **2023 REORGANIZATION**

1. **Appointment of "temporary" Chairman**

A motion was made by Sam Kemmerer to appoint Scott Brinker as the "temporary" Chairman, Brian Wanner seconded the motion. Motion carried unanimously.

2. **Appointment of Chairman**

A motion was made by Samuel Kemmerer to re-appoint **Brian S. Wanner as Chairman of the Board of Supervisors for 2024**, Scott Brinker seconded the motion. Motion carried unanimously.

3. **Appointment of Vice-Chairman**

A motion was made by Brian Wanner to re-appoint **Samuel Kemmerer as the Vice-Chairman of the Board of Supervisors for 2024**, Scott Brinker seconded the motion. Motion carried unanimously.

4. **Appointment of Township Manager/ Secretary -Treasurer**

A motion was made by Brian Wanner to re-appoint **Jen Galomb as the Township Manager/Secretary – Treasurer for 2024**, Sam Kemmerer seconded the motion. Motion carried unanimously.

- a.) Brian Wanner made a motion to retain the Treasurer's bond for Jen Galomb at the current rate of \$1,000,000.00
- b.) also, to continue the requirement of having two signatures on all issued checks. (The signature of the Treasurer plus one Supervisor). Scott Brinker made a second to the motion. Motion carried unanimously.

5. Appointment of the depository of Township funds

A motion was made by Brian Wanner to continue with **First National Bank as the depository of all Township funds**, Sam Kemmerer seconded the motion. Motion carried unanimously.

6. Regular monthly meeting dates- as approved December 11, 2023

A motion was made by Brian Wanner to approve the regular monthly meeting dates, Scott Brinker seconded the motion. Motion carried unanimously.

7. Appointment of Township Solicitor- Hartman, Valeriano, Magovern & Lutz

A motion was made by Brian Wanner to re-appoint **Hartman Valeriano Magovern Lutz as the Township Solicitor for 2024**, Sam Kemmerer seconded the motion. Motion carried unanimously.

8. Adoption of Resolution 2024-01- appointment of Township Engineer, Zoning Officer, Code Enforcement Official- Kraft Municipal Group, Inc. and Sewage Enforcement Officer- (On-Lot)- LTL Consultants.

A motion to re-appoint **Kraft Municipal Group, Inc. as the Township Engineer, Zoning Officer and Code Official along with – Sewage Enforcement Officer- (On-Lot)- LTL Consultants for 2024** was made by Brian Wanner and seconded by Sam Kemmerer. Motion carried unanimously. The

9. Adoption of Resolution 2024-02- appointment of sewage enforcement officers- public sewer – Steckbeck Engineering.

On a motion by Samuel Kemmerer to re-appoint, **Steckbeck Engineering and Surveying, Inc. as the Public Sewer Enforcement Officer for 2024**, Scott Brinker seconded the motion. Motion carried unanimously.

10. Appointment of Emergency Management Coordinator

A motion was made by Brian Wanner to re-appoint, **Joshua Young as the Emergency Management Coordinator for 2024**, Sam Kemmerer seconded the motion. Motion carried unanimously.

11. Additional Board Appointments

A motion to adopt **Resolution #2024-03 re-appointing Kenneth Schlegel to a four-year term on the Richmond Township Planning Commission commencing January 2, 2024** was made by Brian Wanner and seconded by Samuel Kemmerer. Motion carried unanimously.

A motion to adopt Resolution #2024-04 appointing Lee Gauker to a three-year term on the Richmond Township Zoning Hearing Board commencing January 2, 2024 was made by Brian Wanner and seconded by Samuel Kemmerer. Motion carried unanimously.

12. ADOPTION OF RESOLUTION #2024-05 – APPOINTMENT OF CPA

A motion to adopt Resolution #2024-05 re-appointing the certified public accounting firm of Herbein & Company, Inc. to perform the audit of the Richmond Township financial records for the year 2023 was made by Brian Wanner and seconded by Scott Brinker. Motion carried unanimously.

13. ADOPTION OF RESOLUTION 2024-06 - APPOINTMENT OF THE BERKS COUNTY TAX CLAIM BUREAU

A motion to adopt Resolution #2024-06 re-appointing the Berks County Tax Claim Bureau to collect all delinquent taxes imposed by Richmond Township was made by Brian Wanner and seconded by Sam Kemmerer. Motion carried unanimously.

14. Motion to establish per mile reimbursement rate for 2024

A motion was made by Sam Kemmerer to establish the 2024 mileage reimbursement rate for Richmond Township at the rate established by the I.R.S. as \$.67 cents per mile. The motion was seconded by Brian Wanner. Motion carried unanimously.

15. Appointment of Township office to continue the collection of the Amusement Taxes

A motion was made by Brian Wanner to continue having the Township Office collect the amusement taxes. Sam Kemmerer seconded the motion. Motion carried unanimously.

16. Appointment of the Tax Collector for the collection of fire and street and light taxes

A motion was made by Sam Kemmerer to re-appoint Norann Warmkessel as tax collector of the Fire Tax and Street Light Tax assessments. The motion was seconded by Scott Brinker. Motion carried unanimously.

2024 Wages- As per adopted final budget-

17. Re-affirmation of Roadmaster- Robert Rarick

A motion was made by Brian Wanner to re-appoint Robert Rarick III as the full-time Township Roadmaster at the rate of \$31.85/hr. Sam Kemmerer seconded the motion. Motion carried unanimously.

18. Re-affirmation of Assistant Roadmaster- Cody Luckenbill

A motion was made by Brian Wanner to re-appoint Cody Luckenbill as the full-time Township Assistant Roadmaster at the rate of \$28.63/hr., Sam Kemmerer seconded the motion. Motion carried unanimously.

19. Re-affirmation of FT roadcrew member- Justin Conrad

A motion was made by Brian Wanner to re-appoint Justin Conrad as full-time road crew at the rate of \$23.68/hr., Sam Kemmerer seconded the motion. Motion carried unanimously.

20. Re-affirmation of PT roadcrew member- Keith Treichler

A motion was made by Brian Wanner to re-appoint Keith Treichler as part-time road crew member at the rate of \$25.78, Sam Kemmerer seconded the motion. Motion carried unanimously.

21. PT - laborers with CDL

A motion was made by Brian Wanner for part time laborers with CDL hourly rate of \$25.99/hr. Sam Kemmerer. Motion carried unanimously.

22. PT -laborers without CDL

A motion was made by Brian Wanner for part time laborers without a CDL hourly rate of \$23.10/hr., Sam Kemmerer seconded the motion. Motion carried unanimously.

2023 ANNUAL CONTRIBUTIONS

23. Fleetwood Public Library

A motion was made by Sam Kemmerer for the yearly donation to the Fleetwood Public Library to be \$7,000.00 Scott Brinker seconded the motion. Motion carried unanimously.

24. Life Lion – Ambulance Service

A motion was made by Brian Wanner to make an annual donation to Life Lion Ambulance of \$7,210.00 Sam Kemmerer seconded the motion. Motion carried unanimously.

25. Local Government Program- Albright College

A motion was made by Sam Kemmerer for the yearly donation to Albright College's Local Government Program to be \$100.00 Scott Brinker seconded the motion. Motion carried unanimously.

26. Berks County Conservation District

A motion was made by Sam Kemmerer for the yearly donation to Berks County Conservation District to be \$25.00 Scott Brinker seconded the motion. Motion carried unanimously.

27. Continuation of the bi-weekly pay period- (Monday- Sunday)

A motion was made by Brian Wanner to continue the bi-weekly pay period as Monday through Sunday. The motion was seconded by Samuel Kemmerer. Motion carried unanimously.

28. Payment of bills between meetings.

A motion was made by Brian Wanner to allow the Township Manager/Secretary - Treasurer to continue to pay bills between meetings, Sam Kemmerer seconded the motion. Motion carried unanimously.

29. Miscellaneous Business


None.

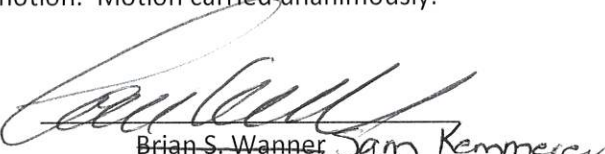
30. Public participation- Business from the floor

None.

31. Adjournment of the Reorganizational Meeting

There being no further business, a motion was made by Brian Wanner to adjourn the meeting at 4:10 P.M. Sam Kemmerer seconded the motion. Motion carried unanimously.


Jennifer Galomb
Township Manager- Secretary/Treasurer


Brian S. Wanner Sam Kemmerer
Vice Chairman, Richmond Township