

Richmond Township Board of Supervisors
2025 Annual Reorganizational Meeting
Monday, January 6, 2025
4:00 p.m. prevailing

I. **CALL TO ORDER**

Brian Wanner called the Richmond Township Board of Supervisors' annual Reorganizational meeting to order at 4:08 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 2025**, 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 2025**, 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 2025**, 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). Sam Kemmerer seconded 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. Appointment of PLGIT as the high yield depository for the General and Sewer Funds.

A motion was made by Brian Wanner to continue with **PLGIT as the depository for the General and Sewer Funds**, Sam Kemmerer seconded the motion. Motion carried unanimously.

7. Regular monthly meeting dates- as approved December 09, 2024

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

8. Designation of Reading Eagle for publications of notices.

A motion was made by Scott Brinker to approve the designation of **Reading Eagle for publications of notices**, Sam Kemmerer seconded the motion. Motion carried unanimously.

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

A motion was made by Scott Brinker to re-appoint **Hartman Valeriano Magovern Lutz as the Township Solicitor for 2025**, Sam Kemmerer seconded the motion. Motion carried unanimously.

10. Adoption of Resolution 2025-01- 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 2025** was made by Scott Brinker and seconded by Sam Kemmerer. Motion carried unanimously.

11. Adoption of Resolution 2025-02- appointment of sewage enforcement officers- public sewer – Steckbeck Engineering.

On a motion by Scott Brinker to re-appoint, **Steckbeck Engineering and Surveying, Inc. as the Public Sewer Enforcement Officer for 2025**, Sam Kemmerer seconded the motion. Motion carried unanimously.

12. Appointment of Emergency Management Coordinator

A motion was made by Scott Brinker to re-appoint, **Joshua Young as the Emergency Management Coordinator for 2025**, Sam Kemmerer seconded the motion. Motion carried unanimously.

13. Additional Board Appointments

A motion to adopt **Resolution #2025-03 re-appointing Samuel Burkholder to a four-year term on the Richmond Township Planning Commission commencing January 6, 2025** was made by Scott Brinker and seconded by Samuel Kemmerer. Motion carried unanimously.

A motion to adopt **Resolution #2025-04 re-appointing Robert Heffner to a three-year term as the alternate on the Richmond Township Zoning Hearing Board commencing January 6, 2025** was made by Scott Brinker and seconded by Samuel Kemmerer. Motion carried unanimously.

14. ADOPTION OF RESOLUTION #2025-05 – APPOINTMENT OF CPA

A motion to adopt **Resolution #2025-05 re-appointing the certified public accounting firm of Herbein & Company, Inc. to perform the audit of the Richmond Township financial records for the year 2024** was made by Scott Brinker and seconded by Sam Kemmerer. Motion carried unanimously.

15. ADOPTION OF RESOLUTION 2025-06 - APPOINTMENT OF THE BERKS COUNTY TAX CLAIM BUREAU

A motion to adopt **Resolution #2025-06 re-appointing the Berks County Tax Claim Bureau to collect all delinquent taxes imposed by Richmond Township** was made by Scott Brinker and seconded by Sam Kemmerer. Motion carried unanimously.

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

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

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

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

18. Re-affirmation of Roadmaster- Robert Rarick

A motion was made by Scott Brinker to re-appoint Robert Rarick III as the full-time Township Roadmaster, Sam Kemmerer seconded the motion. Motion carried unanimously.

19. Re-affirmation of Assistant Roadmaster- Cody Luckenbill

A motion was made by Scott Brinker to re-appoint Cody Luckenbill as the full-time Township Assistant Roadmaster, Sam Kemmerer seconded the motion. Motion carried unanimously.

20. Re-affirmation of FT roadcrew member- Tyler Miller

A motion was made by Scott Brinker to re-appoint Tyler Miller as full-time road crew, Sam Kemmerer seconded the motion. Motion carried unanimously.

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

A motion was made by Scott Brinker to re-appoint Keith Treichler as part-time road crew member, Sam Kemmerer seconded the motion. Motion carried unanimously.

2025 ANNUAL CONTRIBUTIONS

22. Fleetwood Public Library

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

23. Life Lion – Ambulance Service

A motion was made by Scott Brinker to make an annual donation to Life Lion Ambulance of \$25,249.00 Sam Kemmerer seconded the motion. Motion carried unanimously.

24. Topton Ambulance

A motion was made by Scott Brinker to make a donation to the Topton Ambulance for \$1,000.00 Sam Kemmerer seconded the motion. Motion carried unanimously.

25. Local Government Program- Albright College

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

26. Berks County Conservation District

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

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

A motion was made by Scott Brinker 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 Scott Brinker 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 4:16 P.M. Sam Kemmerer seconded the motion. Motion carried unanimously.



Jennifer Galomb
Township Manager- Secretary/Treasurer



~~Brian S. Wanner~~ Sam Kemmerer
Chairman, Richmond Township