

**BETHEL TOWNSHIP  
REORGANIZATION MEETING  
MINUTES  
2018**

January 2, 2018

The Reorganization meeting of the Bethel Township Board of Supervisors was held in the Bethel Township Meeting Room, Bethel, PA. Jayne Seifrit called the meeting to order at 7:00 p.m.

In attendance were Jacob C Meyer, Michael Graby and Lee Groff. Also in attendance were Township Secretary Treasurer, Jayne Seifrit and other interested residents.

**Reorganization**

**Chairman of the Board**

Jayne Seifrit asked for a nomination for Chairman of the Board of Supervisors. A motion was made by Lee Groff to appoint Jake Meyer as Chairman of the Board of Supervisors, second by Michel Graby. All agreed. Motion carried.

**Vice Chairman of the Board**

Mike Graby made a motion to appoint Lee Groff as Vice Chairman of the Board of Supervisors, second by Jake Meyer. All agreed. Motion carried.

**Township Secretary Treasurer**

Lee Groff made a motion to appoint Jayne Seifrit as Bethel Township Secretary Treasurer second by Jake Meyer. All agreed. Motion carried.

**Assistant Secretary Treasurer**

Lee Groff made a motion to appoint Lisa Ilus as Assistant Secretary Treasurer, seconded by Mike Graby. All agreed. Motion carried.

**Road Master**

Mike Graby made a motion to appoint Casey Davis Sr. as Bethel Township's Road Master, seconded by Jake Meyer. All agreed. Motion carried.

**Full Time Public Works Employees**

Lee Groff made a motion to appoint Michael Graby as Full Time Public Works Employee, seconded by Jake Meyer. All agreed. Motion carried.

**Part Time Public Works Employees**

A motion was made by Lee Groff, second by Mike Graby to appoint Randy Behney and Robert Mease Jr, as Part Time Public Works Employees. All agreed. Motion carried.

### **Maintenance Part Time Employees**

Mike Graby made a motion to appoint Arthur DeMill and John Ritchie as Part Time Maintenance Employees, seconded by Jake Meyer. All agreed. Motion carried.

### **As Needed Snow Plow Drivers**

Mike Graby made a motion to appoint David Younker, Leslie Kegerreis, Jeff Brown and Dean Haag for as needed Snowplow Drivers, seconded by Lee Groff. All agreed. Motion carried.

### **Police Chief**

Lee Groff made a motion to appoint Ryan Murphy Police Chief, seconded by Mike Graby. All agreed. Motion carried.

### **Full Time Police Officers**

Lee Groff made a motion to appoint Todd Szkwarek and Aaron Ogden as Full Time Bethel Township Police Officers, seconded by Mike Graby. All agreed. Motion carried.

### **Part Time Police Officers**

Mike Graby made a motion to appoint Bryan Dronick and John Lerch as Part Time Bethel Township Police Officers, seconded by Jake Meyer. All agreed. Motion carried.

### **Part Time Police Secretary**

Mike Graby made a motion to appoint Robbi Lane as Part Time Police Secretary, seconded by Lee Groff. All agreed. Motion carried.

### **Sewage Enforcement Officer**

A motion was made by Mike Graby, second by Lee Groff to adopt Resolution 2018-01 stating JB Environmental Services LLC, Jeremy Bentz and setting fees schedule. All agreed. Motion carried.

### **Alternate Sewage Enforcement**

A motion was made Mike Graby, seconded by Jake Meyer to appoint Light-Hiegel Engineering Firm as alternate sewage enforcement. All agreed. Motion carried.

### **Custodian**

Mike Graby made a motion to appoint Melanie Davis as Custodian for Bethel Township, seconded by Jake Meyer. All agreed. Motion carried.

### **Township Solicitor**

Lee Groff made a motion to adopt Resolution 2018-02 appointing Eugene Orlando Jr. and the Orlando Law Office as Solicitor for Bethel Township and setting hourly compensation, seconded Mike Graby. All agreed. Motion carried.

### **Township Zoning Hearing Board Solicitor**

Mike Graby made a motion to appoint James Gavin of Masano, Bradley to serve as Zoning Hearing Board Solicitor, seconded by Lee Groff. All agreed. Motion carried.

**Zoning Hearing Board and Planning Commission Secretary**

Lee Groff made a motion to appoint Jayne Seifrit as Secretary for the Bethel Township Zoning Hearing Board and Planning Commission, seconded by Mike Graby. All agreed. Motion carried.

**Zoning Officer**

A motion was made by Mike Graby, seconded by Jake Meyer to adopt Resolution 2018-03 naming LTL Consultants Ltd. as Bethel Township Zoning Officer and the fees. All agreed. Motion carried.

**Building Code Enforcement Officer**

Mike Graby made a motion to adopt Resolution 2018-04 naming Commonwealth Code Inspection Service Building Enforcement Officer and the fees, seconded by Jake Meyer. All agreed. Motion carried.

**Township Engineer**

Lee Groff made a motion to adopt Resolution 2018-05 appointing Kraft Engineering as Bethel Township's Engineering Firm and the fees, seconded by Michael Graby. All agreed. Motion carried.

**Planning Commission Solicitor**

A motion was made by Lee Groff, seconded by Mike Graby to appoint Eugene Orlando Jr. and the Orlando Law Office as Planning Commission Solicitor. All agreed. Motion carried.

**Planning Commission Engineer**

A motion was made by Mike Graby, seconded by Jake Meyer to appoint Kraft Engineering as Planning Commission Engineer. All agreed. Motion carried.

**Vacancy Board**

Need to appoint at regular meeting

**Emergency Management Coordinator**

A motion was made by Mike Graby, seconded by Lee Groff to appoint Randy Behney as Emergency Management Coordinator for Bethel Township. All agreed. Motion carried.

**Deputy Emergency Management Coordinators**

A motion was made by Mike Graby, seconded by Jake Meyer to appoint Lee Groff as Deputy Emergency Management Coordinator. All agreed. Motion carried.

**Appointment of Zoning Hearing Board Member**

Need to appoint at regular meeting

### **Appointment of Planning Commission Members**

Mike Graby made a motion to reappoint Lee Groff to serve on Bethel Township's Planning Commission, seconded by Jake Meyer. All agreed. Motion carried.

### **Appointment of Municipal Authority Member**

Mike Graby made a motion to reappoint David Younker to the Bethel Township Municipal Authority, seconded by Lee Groff. All agreed. Motion carried.

### **Recreation Board Member**

Mike Graby made a motion to adopt Resolution 2018-06 to appoint Rodney Keeney for the remaining term vacated by Shirley Folmer which ends 2018 and appoint Sherri Glass for a new term, seconded by Lee Groff. All agreed. Motion carried.

### **Environmental Advisory Board Member**

Jake Meyer made a motion to adopt Resolution 2018-07 to reappoint Daphne Meyer to the EAC, seconded by Lee Groff. All agreed. Motion carried.

### **Depository of Township Funds**

A motion was made by Mike Graby, second by Lee Groff to adopt Resolution 2018-08 stating the First Citizens Community Bank, First National Bank of Pennsylvania and PLGIT are the Depositories for Township funds. All agreed. Motion carried.

### **Payment of Payments and Bills between Meetings**

Mike Graby made a motion to adopt Resolution 2018-09 authorizing payment of bills and payroll between meetings, seconded by Jake Meyer. All agreed. Motion carried.

### **Gypsy Moth Coordinator**

A motion was made by Lee Groff, seconded by Mike Graby to appoint Mike Najarian as the Gypsy Moth Coordinator. All agreed. Motion carried.

### **Police Authorization**

A motion was made by Lee Groff, seconded by Jake Meyer authorizing the Police Department to secure whatever assistance that is necessary to keep Bethel Township safe. All agreed. Motion carried.

### **Subscribe to the PA Township News & Support PSATS**

A motion was made by Lee Groff, seconded by Mike Graby to subscribe to the PA Township News & Support PSATS. All agreed. Motion carried.

### **Legal Advertising-Reading Eagle**

Mike Graby made a motion to use the Reading Eagle newspaper as our legal advertising means, seconded by Lee Groff. All agreed. Motion carried.

### **Office Hours**

A motion was made by Mike Graby, second by Jake Meyer to set the Municipal Office hours from 8:00 a.m. - 4:00 p.m. Monday through Friday All agreed. Motion carried.

### **Fees Resolution**

Mike Graby made a motion to adopt Resolution 2018-10 listing fees, seconded by Jake Meyer. All agreed. Motion carried.

### **Subdivision and Land Development Fees**

Mike Graby made a motion to adopt Resolution 2018-11 setting Subdivision and Land Development Plan Fees for Bethel Township, seconded by Jake Meyer. All agreed. Motion carried.

### **Employee**

#### **Health Care 9% Employee Contribution – Full Time Employees – Police per Contract**

Mike Graby made a motion for employees covered by health/dental/vision insurance with the Township to pay 9% of premium, seconded by Jake Meyer. All agreed. Motion carried.

#### **Pay Rate for Employees**

##### **Public Works/Road Master**

Mike Graby made a motion to set Road Masters hourly wage at \$21.22 seconded by Jake Meyer. All agreed. Motion carried.

##### **Full Time Public Works Employee**

Full Time employee is a Supervisor, wages set by Auditors.

##### **Part Time Public Works as needed Employee**

Lee Groff made a motion to set hourly wage for part time public works employee at \$19.36, seconded by Mike Graby. All agreed. Motion carried.

##### **Township Secretary Treasurer**

Lee Groff made a motion to set hourly wage for the Township Secretary Treasurer at \$24.18, seconded by Jake Meyer. Lee Groff and Jake Meyer agreed. Mike Graby opposed. Motion carried.

##### **Assistant Secretary Treasurer**

Mike Graby made a motion to set hourly wage for assistant secretary treasurer at \$17.51, seconded by Carl Kauffman. All agreed. Motion carried.

##### **\*Police Chief**

Lee Groff made a motion to set hourly wage for Police Chief at \$28.58, seconded by Jake Meyer. All agreed. Motion carried.

##### **\*Police Officers – Full Time**

Mike Graby made a motion to set hourly wage for Full Time Police Officers at \$26.44, seconded by Lee Groff. All agreed. Motion carried.

**\*Part Time Police Officers (probation) – Part Time**

Mike Graby made a motion to set hourly wage for Part Time Probationary Police Officers at \$17.00, seconded by Jake Meyer. All agreed. Motion carried.

\*per contract, other police employee wages are listed in contract

**Part Time Police Secretary**

Mike Graby made a motion to set hourly wage for Part Time Police Secretary at \$16.50, seconded by Jake Meyer. All agreed. Motion carried.

**Custodian**

Lee Groff made a motion to set hourly wage for Custodian at \$17.29, seconded by Mike Graby. All agreed. Motion carried.

**Mileage Township Business**

Lee Groff made a motion approving the rate of \$.545 a mile, seconded by Jake Meyer. All agreed. Motion carried.

**Broker for Insurance Transactions**

Mike Graby made a motion to appoint Richard I Hart as Township Insurance Broker, seconded by Jake Meyer. All agreed. Motion carried.

**Donation to Ambulance**

Lee Groff made a motion to adopt Resolution 2018-12 for Ambulance Service in Bethel Township, seconded by Mike Graby. All agreed. Motion carried. Lee Groff made a motion to donate \$1,500.00 to the Bethel Community Ambulance, seconded by Mike Graby. All agreed. Motion carried.

**Donation Fire Companies**

Mike Graby made a motion to adopt Resolution 2018-13 for Fire Service in Bethel Township, seconded by Lee Groff. All agreed. Motion carried. Jake Meyer made a motion to approve the cash donation of \$16,250.00 (payable in two installments of \$8,125.00 each in June (if complied with Township required documentation) and December, for each of the fire companies, seconded by Mike Graby. Fuel allowance is no longer separate. Donation was increased. All agreed. Motion carried.

**Donation Animal Rescue League**

Lee Groff made a motion to donate \$450.00 to the Animal Rescue League, seconded by Jake Meyer. All agreed. Motion carried.

**Donation Bethel Tulpehocken Library**

A motion was made by Mike Graby, seconded by Jake Meyer to approve cash donation of \$15,000.00 (\$7,500.00 payable 1st and 3rd quarters). All agreed. Motion carried.

**Bonding for Township Treasurer**

Did a three year policy in 2017

**Chief Administrative Officer**

Lee Groff made a motion to adopt Resolution 2018-14 appointing Chairman the Chief Administrative Officer for the Township, seconded by Mike Graby. All agreed. Motion carried.

**Police Pension**

Lee Groff made a motion to adopt Resolution 2018-15 police officers not needing to contribute to pension, seconded by Mike Graby. All agreed. Motion carried.

**Open Records Officer and fee Resolution**

Lee Groff made a motion to adopt Resolution 2018-16 Open Records Officer, seconded by Jake Meyer. All agreed. Motion carried.

**Fire Police**

Jake Meyer made a motion to adopt Resolution 2018-17 for Fire Police for the fire companies, seconded by Mike Graby. All agreed. Motion carried.

**Ball Park**

Lee Groff made a motion to adopt Resolution 2018-18 Ball Park, seconded by Mike Graby. All agreed. Motion carried.

**Meeting Room**

Mike Graby made a motion to adopt Resolution 2018-19 Meeting Room, seconded by Jake Meyer. All agreed. Motion carried.

**Records Retention**

Jake Meyer made a motion to adopt Resolution 2018-20 destroying 2007 records, seconded by Mike Graby. All agreed. Motion carried.

**Supervisors Comments**

Lee Groff – nothing at this time

Michael Graby – nothing at this time

Jacob Meyer – Jake Meyer stated he is looking forward to a busy year.

**Unfinished Business**

Flood Plain Administrator – need to check on appointing Zoning Officer

**New Business**

State Conference – Jake Meyer made a motion authorizing Supervisors, Township Secretary Treasurer, Assistant Secretary Treasurer, Road Master and Auditors to attend the 2018 State Conference in Hershey and having Jake Meyer be the voting delegate for Bethel Township, seconded by Lee Groff. All agreed. Motion carried.

**Listed are the liaisons to various meetings:**

BTMA – Lee Groff

Rec. Board – Michael Graby

BCCPC – Jake Meyer

Leadership Council – Jake Meyer  
EAC – Jake Meyer  
Zoning Hearing – Lee Groff  
Library – Mike Graby  
Planning Commission – All Board members  
Agricultural Security Council – Jake Meyer (and serves as Chairman for  
committee)

**In charge of Personnel**

Office and Custodian – Lee Groff  
Public Works Department – Jake Meyer  
Police Department – Mike Graby

Snow Removal for Sidewalk over I-78 Bridge – The Public Works Department will be responsible for snow removal, with the understanding it will not be done until the roads are completed.

Keys and Credit Card – Jayne Seifrit asked if the Township keys and credit card were turned in by outgoing Supervisor Carl Kauffman III. It was stated none of the Board members have received them. He will be contacted.

Signers on the accounts – remain the same as we have been doing, will remove Carl Kauffman III and add Lee Groff.

Banks – do we want to use just one bank or keep it as it is? We will stay with the accounts as they are.

Auditors – need to appoint two, Mike Graby made a motion to appoint Linda Groff and Ruth Pisco as Auditors to serve until the next municipal election, seconded by Jake Meyer. All agreed. Motion carried.

**Public Comment**

**Adjournment**

A motion was made by Mike Graby seconded by Lee Groff to adjourn. Meeting adjourned at 7:58 p.m.

Respectfully Submitted

Jayne K Seifrit, Township Secretary Treasurer