

**BETHEL TOWNSHIP  
REORGANIZATION MEETING  
MINUTES  
2017**

January 3, 2017

The Reorganization meeting of the Bethel Township Board of Supervisors was held in the Bethel Township Community Center, Bethel, PA. Jayne Seifrit called the meeting to order at 7:02 p.m.

In attendance were Jacob C Meyer, Michael Graby and Carl Kauffman III. Also in attendance were Township Manager 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 Carl Kauffman 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 Carl Kauffman as Vice Chairman of the Board of Supervisors, second by Jake Meyer. All agreed. Motion carried.

**Township Manager**

Mike Graby made a motion to appoint Jayne Seifrit as Bethel Township Manager, second by Jake Meyer. All agreed. Motion carried.

**Assistant Secretary**

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

**Road Master**

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

**Full Time Road Employees**

Jake Meyer made a motion to appoint Michael Graby as full time road crew employee, seconded by Carl Kauffman. All agreed. Motion carried.

**Part Time Road Employees**

A motion was made by Mike Graby, second by Jake Meyer to appoint Randy Behney and Robert Mease Jr, as part time road employees. All agreed. Motion carried.

**As Needed Snow Plow Drivers**

Carl Kauffman made a motion to appoint David Younker, Leslie Kegerreis, Jeff Brown and Dean Haag for as needed snowplow drivers, seconded by Mike Graby. All agreed. Motion carried.

**Police Chief**

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

**Full Time Police Officers**

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

**Part Time Police Secretary**

Jake Meyer made a motion to appoint Robbi Lane as part time police secretary, seconded by Mike Graby. All agreed. Motion carried.

**Sewage Enforcement Officer**

A motion was made by Carl Kauffman, second by Mike Graby to adopt Resolution 2017-01 stating Dave Siminitus and Larson Design Group as Sewage Enforcement Officer and setting fees schedule. All agreed. Motion carried.

**Alternate Sewage Enforcement**

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

**Custodian**

Carl Kauffman made a motion to appoint Shannon Haag as Custodian for Bethel Township, seconded by Mike Graby. All agreed. Motion carried.

**Township Solicitor**

Mike Graby made a motion to adopt Resolution 2017-02 appointing Eugene Orlando Jr. and the Orlando Law Office as Solicitor for Bethel Township and setting hourly compensation, seconded Jake Meyer. All agreed. Motion carried.

**Township Zoning Hearing Board Solicitor**

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

**Zoning Hearing Board and Planning Commission Secretary**

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

### **Zoning Officer**

A motion was made by Mike Graby, seconded by Jake Meyer to adopt Resolution 2017-03 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 2017-04 naming Commonwealth Code Inspection Service Building Enforcement Officer and the fees, seconded by Carl Kauffman. All agreed. Motion carried.

### **Township Engineer**

Jake Meyer made a motion to adopt Resolution 2017-05 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 Carl Kauffman, seconded by Jake Meyer 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 Carl Kauffman to appoint Kraft Engineering as Planning Commission Engineer. All agreed. Motion carried.

### **Vacancy Board**

Carl Kauffman made a motion to appoint Gerald Seiler to the Vacancy Board, seconded by Mike Graby. All agreed. Motion carried.

### **Emergency Management Coordinator**

A motion was made by Jake Meyer, seconded by Mike Graby to appoint Randy Behney as EMA Coordinator for Bethel Township. All agreed. Motion carried.

### **Deputy Emergency Management Coordinators**

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

### **Appointment of Zoning Hearing Board Member**

Carl Kauffman made a motion to adopt Resolution 2017-06 reappointing Robert Stockholm to a three year term, seconded by Mike Graby. All agreed. Motion carried.

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

Mike Graby made a motion to reappoint George Shollenberger and William Straw 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 Robert Lingle to the Bethel Township Municipal Authority, seconded by Jake Meyer. All agreed. Motion carried.

**Recreation Board Member**

Tabled until January 16, 2017

**Environmental Advisory Board Member**

Tabled until January 16, 2017

**Depository of Township Funds**

A motion was made by Carl Kauffman, second by Mike Graby to adopt Resolution 2017-07 stating the First Citizens Community Bank, Metro 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**

Jake Meyer made a motion to adopt Resolution 2017-08 authorizing payment of bills and payroll between meetings, seconded by Carl Kauffman. All agreed. Motion carried.

**Gypsy Moth Coordinator**

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

**Police Authorization**

A motion was made by Mike Graby, seconded by Carl Kauffman to approve 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 Carl Kauffman, seconded by Jake Meyer 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 Carl Kauffman. All agreed. Motion carried.

**Office Hours**

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

**Fees Resolution**

Jake Meyer made a motion to adopt Resolution 2017-09 listing fees, seconded by Mike Graby. All agreed. Motion carried.

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

Mike Graby made a motion to adopt Resolution 2017-10 setting Subdivision and Land Development Plan fees for Bethel Township, seconded by Carl Kauffman. All agreed. Motion carried.

### **Employee**

#### **Health Care 8% Employee Contribution – Full Time Employees – Police per Contract**

Carl Kauffman made a motion for employees covered by health/dental/vision insurance with the Township to pay 8% of premium, seconded by Jake Meyer. All agreed. Motion carried.

#### **Pay Scale for Employees**

##### **Road Master**

Carl Kauffman made a motion set Road Masters hourly wage at \$20.60 seconded by Mike Graby. All agreed. Motion carried.

##### **Full Time Road Employee**

Carl Kauffman made a motion to set hourly wage for full time road employee at \$19.31, seconded by Jake Meyer. All agreed. Motion carried.

##### **Part Time Road Employee**

Mike Graby made a motion to set hourly wage for part time road employee at \$18.80, seconded by Carl Kauffman. All agreed. Motion carried.

##### **Township Manager**

Mike Graby made a motion to adopt Resolution 2017-11 setting the Township Manager salary at \$48,492.40, seconded by Jake Meyer. All agreed. Motion carried.

##### **Assistant Secretary**

Mike Graby made a motion to set hourly wage for assistant secretary at \$17.00, seconded by Carl Kauffman. All agreed. Motion carried.

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

Carl Kauffman made a motion to set hourly wage for Police Chief at \$27.25, 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 \$25.67, seconded by Carl Kauffman. 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 \$14.94, seconded by Jake Meyer. All agreed. Motion carried.

### **Custodian**

Carl Kauffman made a motion to set hourly wage for custodian at \$16.79, seconded by Mike Graby. All agreed. Motion carried.

### **Mileage Township Business**

Mike Graby made a motion approving the rate of \$.535 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 Carl Kauffman. All agreed. Motion carried.

### **Donation to Ambulance**

Carl Kauffman made a motion to adopt Resolution 2017-12 for Ambulance service in Bethel Township, seconded by Jake Meyer. All agreed. Motion carried. Mike Graby made a motion to donate the cost of the annual promissory note for the county radio system to the Bethel Ambulance Association, seconded by Carl Kauffman. All agreed. Motion carried.

### **Donation Fire Companies**

Mike Graby made a motion to adopt Resolution 2017-13 for Fire service in Bethel Township, seconded by Jake Meyer. All agreed. Motion carried. Carl Kauffman made a motion to approve the cash donation of \$12,500.00 (payable in two installments of \$6,250.00 each in June [if complied with Township required documentation] and December), cost of the annual promissory note for the county radio system and fuel \$2500.00 for each of the fire companies, seconded by Jake Meyer. All agreed. Motion carried.

### **Donation Animal Rescue League**

Mike Graby made a motion to donate \$450.00 to the Animal Rescue League, seconded by Carl Kauffman. All agreed. Motion carried.

### **Donation Bethel Tulpehocken Library**

A motion was made by Jake Meyer, seconded by Mike Graby to approve cash donation of \$10,000.00 (5,000.00 payable 1st and 3rd quarters). All agreed. Motion carried.

### **Bonding for Township Treasurer**

Carl Kauffman made a motion to recommend the auditors approve the bonding for Township Treasurer to \$2,000,000.00, seconded by Jake Meyer. All agreed. Motion carried.

### **Chief Administrative Officer**

Carl Kauffman made a motion to adopt Resolution 2017-14 appointing Township Manager the Chief Administrative Officer for the Township, seconded by Mike Graby. All agreed. Motion carried.

### **Police Pension**

Carl Kauffman made a motion to adopt Resolution 2017-15 police officers not needing to contribute to pension, seconded by Mike Graby. All agreed. Motion carried.

### **Open Records Officer and fee Resolution**

Mike Graby made a motion to adopt Resolution 2017-16 Open Records Officer, seconded by Carl Kauffman. All agreed. Motion carried.

### **Fire Police**

Carl Kauffman made a motion to adopt Resolution 2017-17 for Fire Police for the fire companies, seconded by Mike Graby. All agreed. Motion carried.

### **Ball Park**

Mike Graby made a motion to adopt Resolution 2017-18 Ball Park, seconded by Carl Kauffman. All agreed. Motion carried.

### **Meeting Room**

Jake Meyer made a motion to adopt Resolution 2017-19 Meeting Room, seconded by Mike Graby. All agreed. Motion carried.

### **Records Retention**

Mike Graby made a motion to adopt Resolution 2017-20 destroying 2006 records, seconded by Carl Kauffman. All agreed. Motion carried.

### **Supervisors Comments**

Carl Kauffman – nothing at this time

Michael Graby – nothing at this time

Jacob Meyer – nothing at this time

### **Unfinished Business**

**Thank you Event** – To be held January 14, 2017 at the Mt Aetna Fire Company Social Hall at 6:00 pm and dinner at 6:30pm.

### **New Business**

State Conference – Carl Kauffman made a motion authorizing Supervisors, Township Manager, Assistant Secretary, Road Master and Auditors to attend the 2017 State Conference in Hershey and having Jake Meyer be the voting delegate for Bethel Township, seconded by Mike Graby. All agreed. Motion carried.

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

BTMA – Carl Kauffman

Rec. Board – Michael Graby

BCCPC – Jake Meyer

Leadership Council – Jake Meyer

EAC – Jake Meyer

Zoning Hearing – Carl Kauffman

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 – Jake Meyer  
Road Crew – Carl Kauffman  
Police Department – Mike Graby

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

**Public Comment**

Randall Haag stated in the past Ken Norton reimbursed the Township when he was unable to attend the State Conference. Randall Haag stated there should be a policy in place for when a supervisor does not attend a function that was signed up for and paid for but then not attended. Tax payers should not have to foot the bill. Jake Meyer stated he was signed up for a meeting, forgot about it until too late and reimbursed the Township the cost.

Bonnie Behney stated it is important for the Supervisor liaisons to attend the meetings they are supposed to. In 2016 attendance was less than 45%, there needs to be a conscious effort to attend.

**Adjournment**

A motion was made by Carl Kauffman seconded by Mike Graby to adjourn. Meeting adjourned at 8:06 p.m.

Respectfully Submitted

Jayne K Seifrit, Township Manager