

**BETHEL TOWNSHIP
REORGANIZATION MEETING
MINUTES
2019**

January 7, 2019

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 Pete Davis.

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 Michael 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

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

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

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

As Needed Snow Plow Drivers

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

Police Chief

Mike Graby made a motion to appoint Ryan Murphy Police Chief, seconded by Lee Groff. 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, John Lerch and Donald Rusnak 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 Jake Meyer. All agreed. Motion carried.

Sewage Enforcement Officer

A motion was made by Mike Graby, second by Lee Groff to adopt Resolution 2019-01 stating JB Environmental Services LLC, Jeremy Bentz and setting fees schedule. All agreed. Motion carried.

Alternate Sewage Enforcement

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

Custodian

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

Township Solicitor

Mike Graby made a motion to adopt Resolution 2019-02 appointing Eugene Orlando Jr. and the Orlando Law Office as Solicitor for Bethel Township and setting hourly compensation, seconded Lee Groff. All agreed. Motion carried.

Township Zoning Hearing Board Solicitor

Lee Groff 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

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

Zoning Officer

A motion was made by Mike Graby, seconded by Lee Groff to adopt Resolution 2019-03 naming LTL Consultants Ltd. as Bethel Township Zoning Officer and the fees. All agreed. Motion carried.

Building Code Enforcement Officer

Need to do at the next meeting, waiting for 2019 rates.

Township Engineer

Jake Meyer made a motion to adopt Resolution 2019-04 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 Mike Graby, 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 Lee Groff, seconded by Mike Graby to appoint Kraft Engineering as Planning Commission Engineer. All agreed. Motion carried.

Vacancy Board

Mike Graby made a motion to appoint Robbi Lane to the Vacancy Board, seconded by Jake Meyer. All agreed. Motion carried.

Emergency Management Coordinator

A motion was made by Lee Groff, seconded by Jake Meyer 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 Michael Orendo and Corey Houser 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 Harold Gruber to the Bethel Township Municipal Authority, seconded by Lee Groff. All agreed. Motion carried.

Recreation Board Member

Need to appoint at regular meeting

Environmental Advisory Board Member

Mike Graby made a motion to adopt Resolution 2019-05 to reappoint Marthe Olesh to the EAC, seconded by Jake Meyer. All agreed. Motion carried.

Depository of Township Funds

A motion was made by Mike Graby, second by Lee Groff to adopt Resolution 2019-06 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 2019-07 authorizing payment of bills and payroll between meetings, seconded by Lee Groff. All agreed. Motion carried.

Gypsy Moth Coordinator

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

Police Authorization

A motion was made by Mike Graby, seconded by Lee Groff 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 Jake Meyer, seconded by Lee Groff 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 Jake Meyer. All agreed. Motion carried.

Office Hours

A motion was made by Lee Groff, 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

Jake Meyer made a motion to adopt Resolution 2019-08 listing fees, seconded by Mike Graby. All agreed. Motion carried.

Subdivision and Land Development Fees

Jake Meyer made a motion to adopt Resolution 2019-09 setting Subdivision and Land Development Plan Fees for Bethel Township, seconded by Lee Groff. All agreed. Motion carried.

Employee

Health Care 10% 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 10% of premium, seconded by Lee Groff. All agreed. Motion carried.

Pay Rate for Employees

Public Works/Road Master

Lee Groff made a motion to set Road Masters hourly wage at \$23.22 seconded by Mike Graby. All agreed. Motion carried.

Full Time Public Works Employee

None at this time

Full Time Public Works Employee (BOS Member)

wages set by Auditors.

Part Time Public Works as needed Employee

Mike Graby made a motion to set hourly wage for part time public works employee at \$21.36, seconded by Jake Meyer. All agreed. Motion carried.

Part Time Maintenance Employee as needed

Jake Meyer made a motion to set hourly wage for part time maintenance employee as needed at \$17.45, 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 \$24.91, seconded by Jake Meyer. Lee Groff and Jake Meyer agreed. All Agreed. Motion carried.

Assistant Secretary Treasurer

Lee Groff made a motion to set hourly wage for assistant secretary treasurer at \$18.04, seconded by Jake Meyer. All agreed. Motion carried.

Police Chief

Per Contract hourly wage for Police Chief at \$29.91

Police Officers – Full Time

Per Contract hourly wage for Full Time Police Officers at \$27.23

Part Time Police Officers (probation) – Part Time

Per Contract hourly wage for Part Time Probationary Police Officers at \$17.00

Part Time Police Officers

Per Contract hourly wage for Part Time Police Officers \$18.00

Part Time Police Secretary

Mike Graby made a motion to set hourly wage for Part Time Police Secretary at \$18.03, seconded by Jake Meyer. All agreed. Motion carried.

Custodian

Mike Graby made a motion to set hourly wage for Custodian at \$17.81, seconded by Lee Groff. All agreed. Motion carried.

Mileage Township Business

Mike Graby made a motion approving the rate of \$.58 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

Jake Meyer made a motion to adopt Resolution 2019-10 for Ambulance Service in Bethel Township, and to donate \$2,000.00 to the Bethel Community Ambulance, seconded by Lee Groff. All agreed. Motion carried.

Donation Fire Companies

Mike Graby made a motion to adopt Resolution 2019-11 for Fire Service in Bethel Township and approve cash donation of \$16,250.00 and 8.75% of LST to each of the fire companies, seconded by Mike Graby. All agreed. Motion carried. The \$16,250.00 will be paid in June pending paperwork received and 8.75% of LST will be paid December.

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

Mike Graby made a motion to adopt Resolution 2019-12 appointing Chairman the Chief Administrative Officer for the Township, seconded by Lee Groff. All agreed. Motion carried.

Police Pension

Lee Groff made a motion to adopt Resolution 2019-13 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 2019-14 Open Records Officer, seconded by Jake Meyer. All agreed. Motion carried.

Fire Police

Lee Groff made a motion to adopt Resolution 2019-15 for Fire Police for the fire companies, seconded by Mike Graby. All agreed. Motion carried.

Ball Park

Jake Meyer made a motion to adopt Resolution 2019-16 Ball Park, seconded by Mike Graby. All agreed. Motion carried.

Meeting Room

Lee Groff made a motion to adopt Resolution 2019-17 Meeting Room, seconded by Mike Graby. All agreed. Motion carried.

Records Retention

Mike Graby made a motion to adopt Resolution 2019-18 destroying 2008 records, seconded by Jake Meyer. All agreed. Motion carried.

Supervisors Comments

Lee Groff – Lee Groff stopped in at 41 Martha Dr about the trash. They said they weren't sure whose trash it is. Lee Groff stated it is clear where the trash is coming from.

Michael Graby – nothing at this time

Jacob Meyer – nothing at this time

Unfinished Business

New Business

State Conference – will do at next meeting

Meeting Liaisons - Lee Groff made a motion to have the meeting liaisons the same as in 2018, seconded by Mike Graby. All agreed. Motion carried.

Listed are the liaisons to various meetings:

BTMA – Mike Graby

Rec. Board – Lee Groff

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)

Mike Graby stated he has checked with other Township's and they don't attend other meetings. He said it is only the BOS meetings they get paid for and the others are voluntary. He doesn't see why they need to attend other committee meetings.

Personnel - Lee Groff made a motion to keep the Supervisors in charge of personnel and departments the same as in 2018, seconded by Mike Graby.

In charge of Personnel

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

Credit Card – Mike Graby stated the Custodian should have a credit card so purchases can be made for supplies. Mike Graby made a motion to have Melanie Davis added to the credit card account with a \$500.00 limit (if the bank can do that) for purchases, seconded by Jake Meyer. All agreed. Motion carried.

Public Comment

Pete Davis asked what is happening with the pension plan. Lee Groff stated the Board has not discussed. Mike Graby said he thought it was agreed to make the term 5 years, let's just do that a while. Jayne Seifrit stated it requires an Ordinance and all that goes with that. So, if there are other items to be amended it should be done at the same time. Further discussion needs to happen.

Jayne Seifrit asked about additional vacation time she proposed to Lee Groff for the Board to consider. Jayne Seifrit explained the full time non-uniform vacation is structured at 6 years, 18 days of vacation is attained. She proposes an additional day of vacation for each year starting in year 7 and maxing out at 25 days' vacation (would take until year 13). Lee Groff made a motion to keep structure as it is currently and adding one day of vacation for every year thereafter until 25 vacation days are earned, seconded by Mike Graby. All agreed. Motion carried.

Adjournment

A motion was made by Mike Graby seconded by Lee Groff to adjourn. Meeting adjourned at 7:48 p.m.

Respectfully Submitted

Jayne K Seifrit, Township Secretary Treasurer