

**BETHEL TOWNSHIP  
REORGANIZATION MEETING  
MINUTES  
2020**

January 6, 2020

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 Robbi Lane. Also, in attendance were Township Secretary Treasurer, Jayne Seifrit, Pete Davis, Donald Daub, David Younker, Harold Gruber, Jerry Bowman and John Brown.

**Reorganization**

**Chairman of the Board**

Jayne Seifrit asked for a nomination for Chairman of the Board of Supervisors. A motion was made by Robbi Lane 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 Robbi Lane as Vice Chairman of the Board of Supervisors, second by Jake Meyer. All agreed. Motion carried.

**Hearing of Visitors**

David Younker stated he and Harold Gruber are present to let the Board know they have two qualified people to serve on the BTMA; they are suggesting Burnell Bross or Erin Kreitzer.

**Auditor**

Jake Meyer made a motion to appoint Ruth Pisco as auditor until the next municipal election, seconded by Mike Graby. All agreed. Motion carried.

**Township Secretary Treasurer**

Robbi Lane made a motion to appoint Jayne Seifrit as Bethel Township Secretary Treasurer seconded 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 Jake Meyer. All agreed. Motion carried.

**Road Master**

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

### **Full Time Public Works Employees**

Robbi Lane 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 Mike Graby, second by Robbi Lane to appoint Jake Meyer 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 DeMille and John Ritchie as needed Part Time Maintenance Employees, seconded by Jake Meyer. All agreed. Motion carried.

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

Mike Graby made a motion to appoint Leslie Kegerreis and Jeff Brown for as needed Snowplow Drivers, seconded by Robbi Lane. All agreed. Motion carried.

### **Police Chief**

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

### **Full Time Police Officers**

Mike Graby made a motion to appoint Todd Szkwarek, Aaron Ogden, John Lerch and Matthew Fogarty as Full Time Bethel Township Police Officers, seconded by Jake Meyer. All agreed. Motion carried.

### **Part Time Police Officers**

Jake Meyer made a motion to appoint Bryan Dronick, Chris Miller, Kevin Mickle and Jeffrey Arnold as Part Time Bethel Township Police Officers, seconded by Mike Graby. 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 Robbi Lane, second by Jake Meyer to adopt Resolution 2020-01 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 Robbi Lane to appoint Light-Heigel Engineering Firm as alternate sewage enforcement. All agreed. Motion carried.

### **Custodian**

Robbi Lane made a motion to appoint John Snyder as Custodian for Bethel Township, seconded by Jake Meyer. All agreed. Motion carried.

### **Township Solicitor**

Mike Graby made a motion to adopt Resolution 2020-02 appointing Mogel Speidel Bobb and Kershner, Stephen Price as Solicitor for Bethel Township and setting hourly compensation, seconded Jake Meyer. All agreed. Motion carried.

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

Robbi Lane 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**

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

### **Zoning Officer**

A motion was made by Mike Graby, seconded by Robbi Lane to adopt Resolution 2020-03 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 2020-04 naming Commonwealth Code Inspection Service Inc as building code officials, seconded by Robbi Lane. All agreed. Motion carried.

### **Township Engineer**

Jake Meyer made a motion to adopt Resolution 2020-05 appointing Steckbeck Engineering and Surveying Inc, Jeffrey Steckbeck as Bethel Township's Engineering Firm and the fees, seconded by Robbi Lane. All agreed. Motion carried.

### **Planning Commission Solicitor**

A motion was made by Mike Graby, seconded by Jake Meyer to appoint Mogel Speidel Bobb and Kershner, Stephen Price as Planning Commission Solicitor. All agreed. Motion carried.

### **Planning Commission Engineer**

A motion was made by Jake Meyer, seconded by Mike Graby to appoint Steckbeck Engineering and Surveying Inc, Jeffrey Steckbeck as Planning Commission Engineer. All agreed. Motion carried.

### **Vacancy Board**

Is vacant at this time

### **Emergency Management Coordinator**

A motion was made by Mike Graby, seconded by Robbi Lane to appoint Brian Blouch as Emergency Management Coordinator for Bethel Township. All agreed. Motion carried.

### **Deputy Emergency Management Coordinators**

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

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

Mike Graby made a motion to adopt Resolution 2020-06 reappointing Robert Stockholm as member and appointing David Bahner as 2<sup>nd</sup> alternate to the Zoning Hearing Board, seconded by Robbi Lane. All agreed. Motion carried.

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

Jake Meyer made a motion to reappoint Betsy Bowman and appoint Lisa Hassler and Sheldon Martin to serve on Bethel Township's Planning Commission, seconded by Mike Graby. All agreed. Motion carried.

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

Mike Graby made a motion to appoint John Brown to the Bethel Township Municipal Authority, seconded by Jake Meyer. All agreed. Motion carried.

### **Recreation Board Member**

Jake Meyer made a motion to adopt Resolution 2020-07 for member terms, seconded by Mike Graby. All agreed. Motion carried.

### **Environmental Advisory Board Member**

Mike Graby made a motion to adopt Resolution 2020-08 to reappoint Mike Najarian and appoint Tamara Ritter to the EAC, seconded by Robbi Lane. All agreed. Motion carried.

### **Depository of Township Funds**

A motion was made by Mike Graby, seconded by Robbi Lane to adopt Resolution 2020-09 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**

Jake Meyer made a motion to adopt Resolution 2020-10 authorizing payment of bills and payroll between meetings, seconded by Mike Graby. All agreed. Motion carried.

### **Gypsy Moth Coordinator**

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

### **Police Authorization**

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

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

Robbi Lane 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 Robbi Lane, seconded by Mike Graby to set the Municipal Office hours from 8:00 a.m. - 4:00 p.m. Monday through Thursday and 8:00 am – 12:00 pm Friday. All agreed. Motion carried.

### **Fees Resolution**

Mike Graby made a motion to adopt Resolution 2020-11 listing fees, seconded by Jake Meyer. All agreed. Motion carried.

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

Robbi Lane made a motion to adopt Resolution 2020-12 setting Subdivision and Land Development Plan Fees for Bethel Township, seconded by Mike Graby. 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 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 \$25.00 seconded by Robbi Lane. 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**

Robbi Lane made a motion to set hourly wage for part time public works employee at \$22.64, seconded by Jake Meyer. All agreed. Motion carried. Supervisor wage will be set by Auditors.

**Part Time Maintenance Employee as needed**

Mike Graby made a motion to set hourly wage for part time maintenance employees as needed at \$18.50, seconded by Jake Meyer. All agreed. Motion carried.

**Township Secretary Treasurer**

Jake Meyer made a motion to set hourly wage for the Township Secretary Treasurer at \$26.41, seconded by Robbi Lane. All Agreed. Motion carried.

**Assistant Secretary Treasurer**

Mike Graby made a motion to set hourly wage for Assistant Secretary Treasurer at \$19.12, seconded by Jake Meyer. All agreed. Motion carried.

**Police Chief**

Per Contract hourly wage for Police Chief at \$32.00, Mike Graby made the motion seconded by Jake Meyer. All agreed. Motion carried.

**Police Officers – Full Time**

Per Contract hourly wage for Full Time Police Officers at \$28.86, Mike Graby made the motion seconded by Jake Meyer. All agreed. Motion carried.

**Police Officers – Full Time (probation)**

Per Contract

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

Per Contract hourly wage for Part Time Probationary Police Officers at \$17.50, Jake Meyer made the motion seconded by Mike Graby. All agreed. Motion carried.

**Part Time Police Officers**

Per Contract hourly wage for Part Time Police Officers \$20.00, Mike Graby made the motion seconded by Jake Meyer. All agreed. Motion carried.

**Part Time Police Secretary**

Set by auditors

**Custodian**

Mike Graby made a motion to set hourly wage for Custodian at \$18.88, seconded by Jake Meyer. All agreed. Motion carried.

**Mileage Township Business**

Mike Graby made a motion approving the rate of \$.575 a mile, seconded by Robbi Lane. 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 2020-13 for Ambulance Service in Bethel Township, and to donate \$2,000.00 to the Bethel Community Ambulance, seconded by Mike Graby. All agreed. Motion carried.

### **Donation Fire Companies**

Mike Graby made a motion to adopt Resolution 2020-14 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 Robbi Lane. 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 Robbi Lane, seconded by Mike Graby to approve cash donation of \$15,000.00 (\$7,500.00 payable 1st and 3rd quarters). All agreed. Motion carried.

### **Bonding for Township Treasurer**

Township did a three-year policy, renewal coming up for August 2020, will look at numbers closer to renewal.

### **Chief Administrative Officer**

Mike Graby made a motion to adopt Resolution 2020-15 appointing Chairman the Chief Administrative Officer for the Township, seconded by Robbi Lane. All agreed. Motion carried.

### **Police Pension**

Mike Graby made a motion to adopt Resolution 2020-16 police officers not needing to contribute to pension, seconded by Jake Meyer. All agreed. Motion carried.

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

Jake Meyer made a motion to adopt Resolution 2020-17 Open Records Officer, seconded by Mike Graby. All agreed. Motion carried.

### **Fire Police**

Robbi Lane made a motion to adopt Resolution 2020-18 for Fire Police for the fire companies, seconded by Jake Meyer. All agreed. Motion carried.

### **Ball Park**

Mike Graby made a motion to adopt Resolution 2020-19 Ball Park, seconded by Robbi Lane. All agreed. Motion carried.

### **Meeting Room**

Robbi Lane made a motion to adopt Resolution 2020-20 Meeting Room, seconded by Jake Meyer. All agreed. Motion carried.

### **Records Retention**

Robbi Lane made a motion to adopt Resolution 2020-21 destroying 2009 records, seconded by Jake Meyer. All agreed. Motion carried.

## **Supervisors Comments**

Robbi Lane – nothing at this time

Michael Graby – nothing at this time

Jacob Meyer – Jake Meyer had the EAC members come in to recognize Fred Folmer.

Jake Meyer thanked Fred Folmer for his many years of service and listed some of the activities that have happened during Fred’s time on the committee. Fred Folmer thanked his fellow board members and the Board of Supervisors for their support over the years.

## **Unfinished Business**

### **New Business**

LST – Jayne Seifrit gave totals from the LST 2019 collection. Jayne Seifrit asked the Board if they wanted any changes for the 2020 collection disbursement based on the 2019 numbers. It was stated they will keep it the same at this time.

State Conference – Jake Meyer made a motion authorizing the Board Members, Road Master, office staff to attend state conference if desired, seconded by Robbi Lane. All agreed. Motion carried. Robbi Lane made a motion to have Jake Meyer be the voting delegate for the state conference, seconded by Mike Graby. All agreed. Motion carried. Jayne Seifrit stated if the Board members want her to sign them up, she would like to have their information at the meeting January 20, 2020.

### **Meeting Liaisons -**

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

BTMA –

Rec. Board –

BCCPC – Jake Meyer

Leadership Council – Jake Meyer

EAC – Jake Meyer

Zoning Hearing – Jake Meyer

Library – Jake Meyer

Planning Commission – All Board members

Agricultural Security Council – Jake Meyer (and serves as Chairman for committee)

### **Personnel -**

#### **In charge of Personnel**

Office and Custodian – Jake Meyer Motion by Robbi Lane and seconded by Mike Graby. All agreed. Motion carried

Public Works Department – Mike Graby Motion by Jake Meyer and seconded by Robbi Lane. All agreed. Motion carried

Police Department – Robbi Lane Motion by Mike Graby and seconded by Jake Meyer. All agreed. Motion carried.



Library request to use the meeting room – Jake Meyer made a motion allowing the Library Board to use the Township meeting room for their meeting January 9, 2020 at 7:15 pm, seconded by Mike Graby. All agreed. Motion carried.

**Public Comment**

**Adjournment**

A motion was made by Mike Graby seconded by Jake Meyer to adjourn. Meeting adjourned at 7:53 p.m.

Respectfully Submitted

Jayne K Seifrit, Township Secretary Treasurer