January 4, 2021

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, and several 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 Mike Graby to appoint Jake Meyer as Chairman of the Board of Supervisors, seconded by Robbi Lane. All agreed. Motion carried.

Vice Chairman of the Board
Jake Meyer made a motion to appoint Robbi Lane as Vice Chairman of the Board of Supervisors, seconded by Mike Graby. All agreed. Motion carried.

Hearing of Visitors
Lisa Hassler asked questions concerning time sheets and accountability, logs for the public works department and transparency, and questioned why Robbi Lane is doing payroll and not the Township Secretary. Robbi Lane stated how it works in the Police Department and her opinion of better accountability using time sheets and Chief signing off on the time sheets. Mike Graby stated a former Solicitor stated time clocks are not used in most areas and time sheets work well. Mike Graby commented logs are not kept and have never been kept, but then stated he has been keeping notes of important things that have been done for the last 3-4 months. Robbi Lane stated she has been doing payroll for years, it is not since she became Supervisor… it was before that.

Fred Bowman commented there are computer programs for payroll.
Fred Bowman gave the Township written letter of his comments, it will be filed with the official minutes. He is questioning the transparency and accountability of Supervisors overseeing the department in which they are employed.

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
Robbi Lane made a motion to appoint Mike Graby Road Master. Jake Meyer stated he cannot second, motion died for lack of second.

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 Robbi Lane, second by Jake Meyer to appoint Robert Mease Jr and Arthur (Ed) DeMille, as Part Time as needed Public Works Employees. All agreed. Motion carried.

Maintenance Part Time Employees
Mike Graby made a motion to appoint John Ritchie as needed Part Time Maintenance Employee, seconded by Robbi Lane. All agreed. Motion carried.

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

Supervisor in any capacity
Robbi Lane made a motion to have Jacob Meyer employed in any capacity needed (office, custodian etc.) at rates set by auditors, seconded by Mike Graby. 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.

Full Time Police Secretary
Jake Meyer made a motion to appoint Robbi Lane as Full Time Police Secretary, seconded by Mike Graby. All agreed. Motion carried.
Sewage Enforcement Officer
A motion was made by Robbi Lane, second by Mike Graby to adopt Resolution 2021-01 stating JB Environmental Services LLC, Jeremy Bentz and setting fees schedule. All agreed. Motion carried.

Alternate Sewage Enforcement
A motion was made by Jake Meyer, seconded by Robbi Lane to appoint Light-Heigel Engineering Firm as alternate sewage enforcement. All agreed. Motion carried.

Custodian
Robbi Lane stated the Police Department would like to clean their own office due to potentially sensitive information on desks. Robbi Lane made a motion to appoint Liz Laubenstein as Custodian for Bethel Township office and Public Works, seconded by Jake Meyer. All agreed. Motion carried.

Township Solicitor
Robbi Lane made a motion to adopt Resolution 2021-02 appointing Mogel Speidel Bobb and Kershner, Stephen Price 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 Jake Meyer. All agreed. Motion carried.

Zoning Hearing Board and Planning Commission Secretary
Robbi Lane 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 Robbi Lane to adopt Resolution 2021-03 naming LTL Consultants Ltd. as Bethel Township Zoning Officer and the fees. All agreed. Motion carried.

Building Code Enforcement Officer
Jake Meyer made a motion to adopt Resolution 2021-04 naming Commonwealth Code Inspection Service Inc as building code officials, seconded by Robbi Lane. All agreed. Motion carried.

Township Engineer
Robbi Lane made a motion to adopt Resolution 2021-05 appointing Steckbeck Engineering and Surveying Inc, Jeffrey Steckbeck as Bethel Township’s Engineering Firm and the fees, seconded by Mike Graby. All agreed. Motion carried.
Planning Commission Solicitor
A motion was made by Jake Meyer, seconded by Mike Graby 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 Mike Graby, seconded by Jake Meyer to appoint Steckbeck Engineering and Surveying Inc, Jeffrey Steckbeck as Planning Commission Engineer. All agreed. Motion carried.

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

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 Robbi Lane, seconded by Jake Meyer to appoint Alicia Moyer as Deputy Emergency Management Coordinator. All agreed. Motion carried.

Appointment of Zoning Hearing Board Member
Jake Meyer made a motion to adopt Resolution 2021-06 reappointing Carl Kauffman Jr as member to the Zoning Hearing Board, seconded by Mike Graby. All agreed. Motion carried.

Appointment of Planning Commission Members
Robbi Lane made a motion to reappoint George Shollenberger and William Straw to serve on Bethel Township’s Planning Commission, seconded by Jake Graby. All agreed. Motion carried.

Appointment of Municipal Authority Member
Mike Graby made a motion to appoint John High 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 2021-07 for member terms, seconded by Robbi Lane. All agreed. Motion carried.

Environmental Advisory Board Member
Robbi Lane made a motion to adopt Resolution 2021-08 for member terms, seconded by Mike Graby. All agreed. Motion carried.
**Depository of Township Funds**
A motion was made by Robbi Lane, seconded by Jake Meyer to adopt Resolution 2021-09 stating the First Citizens Community Bank (FCCB), 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 2021-10 authorizing payment of bills and payroll between meetings, seconded by Jake Meyer. 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 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 Robbi Lane 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 Jake Meyer, 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**
Robbi Lane made a motion to adopt Resolution 2021-11 listing fees, seconded by Jake Meyer. All agreed. Motion carried.

**Subdivision and Land Development Fees**
Jayne Seifrit stated she needs to analyze the fee structure; she is not sure the fees collected are covering the reviews. Jayne Seifrit stated we can adopt this one, but may need to revise later. Robbi Lane asked it would be done for the January 18th meeting; Jayne Seifrit hopes to have it completed by then. Jake Meyer made a motion to adopt Resolution 2021-12 setting Subdivision and Land Development Plan Fees for Bethel Township, seconded by Robbi Lane. All agreed. Motion carried.
Employee

**Health Care 10% Employee Contribution – Full Time Employees – Police per Contract**

Robbi Lane made a motion for employees covered by health/dental/vision insurance with the Township to pay 10% of premium, seconded by Mike Graby. All agreed. Motion carried.

**Pay Rate for Employees**

Robbi Lane made a motion to approve increases at 5%, seconded by Jake Meyer. All agreed. Motion carried.

**Public Works/Road Master**

**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 and as needed snow plow driver**
$23.77

**Part Time Maintenance Employee as needed**
$19.43

**Township Secretary Treasurer**
$27.73

**Assistant Secretary Treasurer**
$20.08

**Police Chief**
$33.28

**Police Officers – Full Time**
$30.31

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

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

**Part Time Police Officers**
$21.00
Full Time Police Secretary
Set by auditors

Custodian
$19.82

Mileage Township Business
Robbi Lane made a motion approving the rate of $.56 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 Robbi Lane. All agreed. Motion carried.

Donation to Ambulance
Mike Graby made a motion to adopt Resolution 2021-13 for Ambulance Service in Bethel Township, and to donate $2,000.00 to the Bethel Community Ambulance, seconded by Jake Meyer. All agreed. Motion carried.

Donation Fire Companies
Robbi Lane made a motion to adopt Resolution 2021-14 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 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 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

Chief Administrative Officer
Mike Graby made a motion to adopt Resolution 2021-15 appointing Chairman the Chief Administrative Officer for the Township, seconded by Robbi Lane. All agreed. Motion carried.

Police Pension
Jake Meyer made a motion to adopt Resolution 2021-16 police officers not needing to contribute to pension, seconded by Mike Graby. All agreed. Motion carried.

Open Records Officer and fee Resolution
Robbi Lane made a motion to adopt Resolution 2021-17 Open Records Officer, seconded by Mike Graby. All agreed. Motion carried.
Fire Police
Jake Meyer made a motion to adopt Resolution 2021-18 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 2021-19 Ball Park, seconded by Robbi Lane. All agreed. Motion carried.

Meeting Room
Robbi Lane made a motion to adopt Resolution 2021-20 Meeting Room, seconded by Mike Graby. All agreed. Motion carried.

Records Retention
Robbi Lane made a motion to adopt Resolution 2021-21 destroying 2009 records, seconded by Jake Meyer. All agreed. Motion carried.

Supervisors Comments
Robbi Lane – Robbi Lane stated they are waiting to hear about installation of the impound lot.
Michael Graby – nothing at this time
Jacob Meyer – Jake Meyer is asking people to pray, this month could be crazy

Unfinished Business

New Business
LST – Jayne Seifrit asked the Board if they wanted any changes for the 2021 collection. It was stated they will keep it the same at this time.
State Conference - Jayne Seifrit stated the 2020 funds paid for the state conference are being rolled in 2021’s conference. Pete Davis was signed up, so we will see if someone else will attend or get a refund. 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.

Meeting Liaisons -
Listed are the various meetings:

- BTMA -
- Rec. Board -
- BCCPC -
- Leadership Council -
- EAC -
- Zoning Hearing -
- Library -
- Planning Commission -
- Agricultural Security Council – Jake Meyer (and serves as Chairman for committee)
Jake Meyer stated he attended most of the meetings, he cannot get to the Authority meetings regularly. Board stated they will leave it as it was in 2020. If there is something specific from any of the committees Joint Meetings can be arranged.

**Personnel -**

**In charge of Personnel**
- Office and Custodian – Jake Meyer
- Public Works Department – Mike Graby
- Police Department – Robbi Lane

**Public Comment**

Fred Bowman asked about bonding Robbi Lane because of working with fund. Jayne Seifrit stated insurance/bond company stated treasurer to be bonded; others not needed. Fred Bowman also asked who makes the determination to secure assistance for the police department. It was stated it would be Chief Murphy.

Alicia Moyer said she has her fire company hat on now, she stated other Municipalities donate more to their fire companies. She pointed out Annville receives $67,500.00 from just Annville Township, then the other townships donate additional funds. It was stated we have two fire companies and if you add the two together, we are close. At this time donations are what work in the budget, can look at in the future.

**Adjournment**

A motion was made by Robbi Lane seconded by Mike Graby to adjourn. Meeting adjourned at 7:57 p.m.

Respectfully Submitted

[Signature]

Jayne K Seifrit, Township Secretary Treasurer
To ensure transparency and accountability, all types of government should be run on a system of checks and balances, not allowing any individuals or factions to have the ability to modify the operations of government to their advantage.

It is an inherent conflict of interest to have two employees of the township that are both supervisors to be in positions that affect the workings and the finances of the community. These two individuals are in charge of the checkbook of the township. With two members of the board in these positions, how are inappropriate actions and other abuses of power going to be prevented, and appropriate actions taken, when the supervisors themselves maybe involved in those matters, especially those that involve their employment responsibilities?

There are no safeguards. The police department and road department no longer have independent oversight by the board of supervisors – they are now run by their respective employees. When criticisms are made against those departments how will the residents be assured that they will receive the response they deserve, especially in the event of wrongdoing?

At a minimum, safeguards should be put in place for proper governance that prohibits board members from voting on actions that benefit them personally as an employee of the township. Absent a lack of other options, the position of chairman should not be held by an employee of the township when the majority of the board are township employees.