BETHEL TOWNSHIP
REORGANIZATION MEETING
MINUTES
2022

January 3, 2022

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 6:00 p.m.

In attendance were Michael Graby, Jay Bicksler 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 Robbi Lane as Chairperson of the Board of Supervisors, second by Jay Bicksler. All agreed. Motion carried.

Vice Chairman of the Board
Robbi Lane made a motion to appoint Mike Graby as Vice Chairman of the Board of Supervisors, second by Jay Bicksler. All agreed. Motion carried.

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

Assistant Secretary Treasurer
Robbi Lane made a motion to appoint Leigh Beamesderfer as Assistant Secretary Treasurer, seconded by Mike Graby. All agreed. Motion carried.

Road Master
Robbi Lane made a motion to appoint Mike Graby Road Master, seconded by Jay Bicksler. All agreed. Motion carried.

Full Time Public Works Employees
None at this time

Part Time Public Works Employees
A motion was made by Mike Graby, second by Jay Bicksler to appoint Robert Mease Jr, Jeff Brown, James Seger, Brian Blouch and Arthur (Ed) DeMille, as Part Time as needed Public Works Employees. All agreed. Motion carried.

Maintenance Part Time Employees
Not using this title, all under Part Time Public Works
As Needed Snow Plow Drivers
Mike Graby made a motion to appoint Leslie Kegerreis for as needed Snowplow Driver, seconded by Robbi Lane. All agreed. Motion carried.

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

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

Part Time Police Officers
Jay Bicksler made a motion to appoint Bryan Dronick, Craig Barket, Kevin Mickle and Chad Hepler as Part Time Bethel Township Police Officers, seconded by Mike Graby. All agreed. Motion carried.

Full Time Police Secretary
Mike Graby made a motion to appoint Robbi Lane as Full Time Police Secretary, seconded by Jay Bicksler. All agreed. Motion carried.

Sewage Enforcement Officer
A motion was made by Mike Graby, second by Robbi Lane to adopt Resolution 2022-01 stating JB Environmental Services LLC, setting fees schedule, as sewage enforcement. All agreed. Motion carried.

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

Custodian
Mike Graby made a motion to appoint Liz Laubenstein as Custodian for Bethel Township office and Public Works, seconded by Robbi Lane. All agreed. Motion carried.

Township Solicitor
Robbi Lane made a motion to appoint Hartman Valeriano Magovern and Lutz PC as Solicitor for Bethel Township, seconded Jay Bicksler. All agreed. Motion carried. Resolution will be ready for January 13, 2022 meeting.

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

Zoning Officer
A motion was made by Robbi Lane, seconded by Mike Graby to adopt Resolution 2022-02 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 2022-03 naming Commonwealth Code Inspection Service Inc as building code officials, seconded by Jay Bicksler.  All agreed. Motion carried.

Township Engineer
Mike Graby made a motion to adopt Resolution 2022-04 appointing Steckbeck Engineering and Surveying Inc, Jeffrey Steckbeck as Bethel Township’s Engineering Firm and the fees, seconded by Jay Bicksler.  All agreed. Motion carried.

Planning Commission Solicitor
A motion was made by Mike Graby, seconded by Robbi Lane to appoint Hartman Valeriano Magovern and Lutz PC as Planning Commission Solicitor.  All agreed. Motion carried.

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

Vacancy Board
Tabled until January 13, 2022 meeting

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

Deputy Emergency Management Coordinators
A motion was made by Mike Graby, seconded by Robbi Lane to appoint Alicia Nye as Deputy Emergency Management Coordinator.  All agreed. Motion carried.

Appointment of Zoning Hearing Board Member
Mike Graby made a motion to adopt Resolution 2022-05 reappointing Michael Peace as member to the Zoning Hearing Board and having Herbert Zechman as member, not an alternate, seconded by Robbi Lane.  All agreed. Motion carried.
Appointment of Planning Commission Members
Board will try to reach Sheldon Martin to confirm he is willing to remain on commission.

Appointment of Municipal Authority Member
Mike Graby made a motion to appoint Robert Lingle to the Bethel Township Municipal Authority, seconded by Jay Bicksler. All agreed. Motion carried.

Recreation Board Member
Robbi Lane made a motion to adopt Resolution 2022-06 for member terms, seconded by Mike Graby. All agreed. Motion carried.

Environmental Advisory Board Member
Robbi Lane made a motion to adopt Resolution 2022-07 for member terms, seconded by Mike Graby. All agreed. Motion carried.

Depository of Township Funds
A motion was made by Mike Graby, seconded by Robbi Lane to adopt Resolution 2022-08 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 2022-09 authorizing payment of bills and payroll between meetings, seconded by Robbi Lane. All agreed. Motion carried.

Gypsy Moth Coordinator
A motion was made by Robbi Lane, 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 Jay Bicksler 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 Mike Graby, 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 Jay Bicksler. All agreed. Motion carried.

Office Hours
A motion was made by Jay Bicksler, 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 2022-10 listing fees, seconded by Jay Bicksler. 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. Mike Graby made a motion authorizing the Township Office staff look at the fees to see if they need to be increased or not, seconded by Jay Bicksler. All agreed. Motion carried.

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 Jay Bicksler. All agreed. Motion carried.

Pay Rate for Employees
Mike Graby made a motion to approve increases at 4%, and police per their contract, seconded by Jay Bicksler. All agreed. Motion carried.

Public Works/Road Master
Set by Auditors

Full Time Public Works Employee
None at this time

Full Time Public Works Employee (BOS Member)
Wages set by Auditors.

Mileage Township Business
Mike Graby made a motion approving the rate of $0.585 a mile, seconded by Jay Bicksler. All agreed. Motion carried.

Broker for Insurance Transactions
Mike Graby made a motion to appoint Richard I Hart, The Seltzer Group as Township Insurance Broker, seconded by Robbi Lane. All agreed. Motion carried.

Donation to Ambulance
Mike Graby made a motion to adopt Resolution 2022-11 for Ambulance Service in Bethel Township, and to donate $2,000.00 to the Bethel Community Ambulance, seconded by Robbi Lane. All agreed. Motion carried.

Donation Fire Companies
Mike Graby made a motion to adopt Resolution 2022-12 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 Jay Bickler, 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, August 2023

Chief Administrative Officer
Mike Graby made a motion to adopt Resolution 20212-13 appointing Chairman the Chief Administrative Officer for the Township, seconded by Jay Bickler. All agreed. Motion carried.

Police Pension
Mike Graby made a motion to adopt Resolution 2022-14 police officers not needing to contribute to pension, seconded by Jay Bickler. All agreed. Motion carried.

Open Records Officer and fee Resolution
Mike Graby made a motion to adopt Resolution 2022-15 Open Records Officer, Jayne Seifrit, seconded by Jay Bickler. All agreed. Motion carried.

Fire Police
Mike Graby made a motion to adopt Resolution 2022-16 for Fire Police for the fire companies, seconded by Robbi Lane. All agreed. Motion carried.

Ball Park
Mike Graby made a motion to adopt Resolution 2022-17 Ball Park, seconded by Jay Bickler. All agreed. Motion carried.

Meeting Room
Robbi Lane made a motion to adopt Resolution 2022-18 Meeting Room, seconded by Mike Graby. All agreed. Motion carried.

Records Retention
Mike Graby made a motion to adopt Resolution 2022-19 destroying 2011 records, seconded by Robbi Lane. All agreed. Motion carried.

Robbi Lane stated the Board is looking to hire professional Auditor Herbine and Co. to do the audit and the Solicitor needs to advertise the action. Mike Graby made a motion authorizing the Solicitor to advertise the appointment of a CPA to do 2021 audit, seconded by Jay Bickler. All agreed. Motion carried.

Robbi Lane asked if the monthly meeting dates have been advertised. Jayne Seifrit stated they have been advertised.

Robbi Lane stated they would like to make changes to the agenda, keeping the public comment on agenda items only at the beginning of the meeting and add public comment on items not on the agenda at the end of the meeting. The Solicitor will meet with Jayne Seifrit to discuss.
Mike Graby made a motion to make those changes, seconded by Jay Bicksler. All agreed. Motion carried. Robbi Lane also stated the hearing of visitor section should be removed in light of the previous motion. Mike Graby made a motion to remove the hearing of visitor section in light of the previous changes, seconded by Jay Bicksler. All agreed. Motion carried. Jayne Seifrit stated these items may need to be redone on January 13, 2022. Tom Moorhead asked if he calls in and wants to discuss something will that still work? Robbi Lane said she would hope so. Robbi Lane stated they are restructuring the agenda to try and streamline things, keep things moving. Robbi Lane also stated we will be working through the changes and is asking for patience as they are happening. The new Solicitor is a municipal attorney and will help guide through the changes. Lisa Hassler asked about some of the changes, meeting dates, solicitor and agenda without public discussion. Robbi Lane responded nothing will be discussed further without the Solicitor.

**Hearing of Visitors**

**Supervisors Comments**

- Robbi Lane – Robbi Lane stated she appreciates everyone here. Robbi Lane stated they might do a cutoff date for the agenda.
- Michael Graby – nothing at this time
- Jay Bicksler – Jay Bicksler stated he is new and he has a learning curve. He will work toward the items he ran on like recycling. He will get answers if he doesn’t know them. He wants to work together.

**Unfinished Business**

**New Business**

- LST – Jayne Seifrit asked the Board if they wanted any changes for the 2022 collection allocations. It was stated they will keep it the same at this time. They will look at it for next year.
- State Conference - Jayne Seifrit stated the paperwork is out, we will discuss at the January meeting.

**Meeting Liaisons**

- Listed are the various meetings:
  - BTMA –
  - Rec. Board –
  - BCCPC –
  - Leadership Council –
  - EAC –
  - Zoning Hearing –
  - Library –
  - Planning Commission –
  - Agricultural Security Council – Robbi Lane (and serves as Chairman for committee)

Tabled until next meeting.
Personnel -
In charge of Personnel
   Office and Custodian – Jay Bicksler
   Public Works Department – Mike Graby
   Police Department – Robbi Lane

Mike Graby made a motion to have Robbi Lane in charge of the Police Department, Mike Graby in charge of Public Works and Jay Bicksler in charge of Office and Custodian, seconded by Jay Bicksler. All agreed. Motion carried.

Public Comment
   Lisa Hassler is asking about wages 4% for almost everyone, Robbi Lane said the almost is referring to Mike and herself as they are set by Auditors. Lisa Hassler asked questions regarding changes that were announced, she is questioning because of no discussion, when was all that decided. Robbi Lane stated not talking about until Solicitor is present.
   Fred Bowman asked about board members attending other committee meetings. Robbi Lane stated it has not been discussed, but will happen at a later time.

Adjournment
   A motion was made by Mike Graby seconded by Jay Bicksler to adjourn. Meeting adjourned at 6:49 p.m.

Respectfully Submitted

Jayne K Seifrit, Township Secretary Treasurer
Bethel Township Police Department Monthly Report

December 2021

Mileage - 4241
Fuel - 326.096 Gallons
Domestics - 6
Thefts - 3
Traffic Citations - 31
Non-Traffic Citations - 4
Warning - 27
Parking Tickets - 1
Criminal Arrests - 8
Phone Assignments - 12
Security Checks - 2
Residential/Commercial Alarms - 7
Reportable Accidents - 10
Non-Reportable Accident - 8
Reckless Driver Complaints - 2
Motorists Assists - 2
Traffic Stops - 64
Fire and EMS Advisories - 40
Other Law Agency Assists - 10
Suspicious Situations - 8
Disorderly Incidents - 15
Miscellaneous Complainants - 38
Court Appearances - 6
School Zone - 12

Total Activities: 245

Dated: January 13, 2022
Chief Ryan P. Murphy

Miles on vehicles as of 12/31/2021

2014 Black Ford Explorer - 108,008
2011 Ford Expedition - 126,931
2018 Grey Ford Explorer - 99,744
2021 Grey Ford Explorer - 11,995
December Criminal Complaints

1) 3-Misdemeanor-Possession of a Controlled Substance.
2) 2-Misdemeanor-Driving Under Influence of Alcohol or Controlled Substance.
3) 1-Misdemeanor-Resisting arrest or other law enforcement.
4) 1- Felony-Fleeing or Attempting to Elude a Police Officer.
5) 1-Misdemeanor-Tampering with or Fabricating Physical Evidence.