

**MINUTES
BETHEL TOWNSHIP BOARD OF SUPERVISORS
JANUARY 2, 2024**

The reorganization and regularly scheduled meeting of the Bethel Township Board of Supervisors was held at 3:00 p.m. at the Bethel Township Building, 3015 S. Pine Grove Street, Fredericksburg, Pa with the following people present;

Bruce Light	Supervisor
Richard Rudy	Supervisor
Michael Saphore	Supervisor
Melissa Johnson	Township Manager
John Enck	Township Solicitor
Jackie Hollenbach	Mack Engineering

Two audience members were in attendance.

The Call to Order was made and the Pledge to the Flag was completed.

COMMENTS – James Shotzberger congratulated Supervisor Rudy appointment of Chairman.

CHAIRMAN - Bruce Light made a motion to appoint Richard Rudy as Chairman. Seconded by Michael Saphore. All voted in favor.

VICE CHAIRMAN – Richard Rudy made a motion to appoint Michael Saphore as Vice-Chairman. Seconded by Bruce Light. All voted in favor.

SECRETARY/TREASURER – Bruce Light made a motion to appoint Melissa Johnson as Secretary/Treasurer. Seconded by Richard Rudy. All voted in favor.

APPOINT NEW AND/OR REAPPOINT EMPLOYEES – Bruce Light made a motion to reappoint all current employees. Seconded by Michael Saphore. All voted in favor.

AFFIRM THE SUPERVISORS WHO ARE EMPLOYEES OF THE TOWNSHIP AND THEIR DUTIES - Michael Saphore made a motion to affirm the supervisors; Bruce Light, Richard Rudy and Michael Saphore, as employees of the township with the duties of the road maintenance workers. Seconded by Bruce Light. All voted in favor.

TREASURER’S/MANAGER BOND – Michael Saphore made a motion to approve the treasurer’s/manager’s bond at two (2) million dollars. Seconded by Bruce Light. All voted in favor.

APPOINT TOWNSHIP SOLICITOR & FEE SCHEDULE - Richard Rudy made a motion to appoint John Enck from Spitler, Kilgore and Enck as the township solicitor and accept the fee schedule. Seconded by Michael Saphore. All voted in favor.

APPOINT ENGINEERING FIRM & FEE SCHEDULE - Bruce Light made a motion to appoint Matt Mack from Mack Engineering Inc. as the township engineer and accept the fee schedule and appoint RETTEW as the traffic engineer, and the fee schedule. Seconded by Michael Saphore. All voted in favor.

SEO AND FIRM’S FEE SCHEDULE – Bruce Light made a motion to appoint Jeremy Bentz from JB Environmental Services, LLC as the township Sewer Enforcement Officer and accept the fee schedule. Seconded by Michael Saphore. All voted in favor.

VACANCY BOARD CHAIRMAN – Michael Saphore made a motion to appoint Elaine Ludwig as the Vacancy Board Chairman. Seconded by Bruce Light. All voted in favor.

PLANNING COMMISSION MEMBER - Bruce Light made a motion to appoint David Brubaker as a Planning Commission Member for a five (5) year term. Seconded by Michael Saphore. All voted in favor.

ZONING HEARING BOARD MEMBER – Michael Saphore made a motion to appoint Wesley Harding as a Zoning Hearing Board Member for a three (3) year term. Seconded by Bruce Light. All voted in favor.

MINUTES
BETHEL TOWNSHIP BOARD OF SUPERVISORS
JANUARY 2, 2024

UCC OFFICER AND FEE SCHEDULE – Michael Saphore made a motion to appoint Light-Heigel as the Uniform Construction Code Officer and accept the fee schedule. Seconded by Bruce Light. All voted in favor.

UCC APPEAL BOARD – Bruce Light made a motion to appoint; David Hanula, Gene Kreitzer, and Shane Moyer as the Uniform Construction Code Appeal Board members to serve at the pleasure of the Board. Seconded by Michael Saphore. All voted in favor.

AG SECURITY BOARD MEMBERS – Michael Saphore made a motion to appoint; Dale Snader, Linford Snyder, Loren Stoner, and Randy Zeigler as Ag Security Board Members, to serve at the pleasure of the Board, and Bruce Light as the township representative. Seconded by Richard Rudy. All voted in favor.

RECREATION BOARD MEMBER – Michael Saphore made a motion to appoint Julie Keiter as a Recreation Board Member for a five (5) year term, and John Shireman as the alternate. Seconded by Bruce Light. All voted in favor.

ZONING OFFICER – Michael Saphore made a motion to appoint Jackie Hollenbach from Mack Engineering as the township zoning officer. Seconded by Bruce Light. All voted in favor.

FLOOD PLAIN ADMINISTRATOR - Bruce Light made a motion to appoint Jackie Hollenbach from Mack Engineering as the Flood Plain Administrator. Seconded by Michael Saphore. All voted in favor.

FREDERICKSBURG SEWER AND WATER AUTHORITY BOARD MEMBER – Bruce Light made a motion to appoint Richard Rudy as Fredericksburg Sewer and Water Authority Member for a five (5) year term commencing the 1st Monday in January 2024. Seconded by Michael Saphore. All voted in favor.

TAX COLLECTION COMMITTEE – Michael Saphore made a motion to appoint James Shotzberger as the representative to the Tax Collection Committee and Jennifer Harding as the alternate. Seconded by Bruce Light. All voted in favor.

SUBDIVISION AND LAND DEVELOPMENT ENFORCEMENT OFFICER – Bruce Light made a motion to appoint Mack Engineering Inc. as the Subdivision and Land Development Enforcement Officer. Seconded by Michael Saphore. All voted in favor.

DELINQUENT TAX COLLECTOR - Richard Rudy made a motion to appoint Lebanon County Tax Claim Bureau as the township delinquent tax collector for the municipal taxes and G.H. Harris as the township delinquent tax collector for the Occupation Privilege Tax. Seconded by Michael Saphore. All voted in favor.

CHIEF ADMINISTRATIVE OFFICER FOR PENSION PLANS – Bruce Light made a motion to appoint Richard Rudy as the Chief Administrative Officer for the pension plans. Seconded by Michael Saphore. All voted in favor.

ROADMASTER – Richard Rudy made a motion to appoint Michael Saphore as the Roadmaster. Seconded by Bruce Light. All voted in favor.

EMPLOYEE REPRESENTATIVE – Richard Rudy made a motion to appoint Michael Saphore as the employee representative. Seconded by Bruce Light. All voted in favor.

REP TO RECREATION BOARD – Richard Rudy made a motion to appoint Bruce Light and Michael Saphore as co-representative to the Park and Recreation Board. Seconded by Michael Saphore. All voted in favor.

REP TO FSWA – Michael Saphore made a motion to appoint Richard Rudy as the representative to the Fredericksburg Sewer and Water Authority. Seconded by Bruce Light. All voted in favor.

CDL CONTACT – Michael Saphore made a motion to appoint Melissa Johnson as the CDL contact. Seconded by Richard Rudy. All voted in favor.

RIGHT TO KNOW OFFICER – Bruce Light made a motion to appoint Kathleen Sheroky as the Right-to-Know Officer and Melissa Johnson, as the alternate. Seconded by Michael Saphore. All voted in favor.

MINUTES
BETHEL TOWNSHIP BOARD OF SUPERVISORS
JANUARY 2, 2024

DEPOSITORIES – Bruce Light made a motion to approve PLGIT, First Citizens Community Bank and Fulton Financial as depositories for the township funds. Seconded by Michael Saphore. All voted in favor.

AUTHORIZED SIGNERS/FINANCIAL INSTITUTIONS – Richard Rudy made a motion to approve Melissa Johnson, Bruce Light, Richard Rudy and Michael Saphore as authorized signers for PLGIT, First Citizens Community Bank, Fulton Financial and TCM Bank, N.A. Seconded by Bruce Light. All voted in favor.

WARRANT FOR TAX COLLECTOR/MUNICIPAL TAXES - Richard Rudy made a motion to approve and issue the warrant to Anne Marie Boltz to collect the 2024 municipal taxes. Seconded by Michael Saphore. All voted in favor.

VOTING DELEGATE TO ANNUAL PSATS EDUCATIONAL CONFERENCE AND TRADE SHOW – Michael Saphore made a motion to appoint Richard Rudy, as the voting delegate at the Annual PSATS Educational Conference and Trade Show. Seconded by Bruce Light. All voted in favor.

MILEAGE RATE FOR EMPLOYEES - Richard Rudy made a motion to approve the current IRS mileage rate, as set at (.67¢) or as revised by the IRS for 2024 for township employees. Seconded by Bruce Light. All voted in favor.

AUTHORIZATION TO PAY PAYROLL AND OTHER INVOICES BETWEEN MEETINGS – Michael Saphore made a motion to authorize the payment of payroll, insurance premiums and other invoices approved by the Supervisors between meetings. Seconded by Bruce Light. All voted in favor.

MINUTES – Bruce Light made a motion to approve the December 27, 2023 minutes as presented. Seconded by Michael Saphore. All voted in favor.

Richard Rudy made a motion to approve the December 27, 2023 Comcast Hearing minutes as presented. Seconded by Bruce Light. All voted in favor.

ROADMASTER REPORT - Supervisor Saphore read the report as submitted.

ENGINEERS BUSINESS

Randy Martin Implement Shed Stormwater Management Plan Approval – Pending. The cost estimate will be sent to Solicitor Enck, so he can prepare the agreements.

Christ Lantz Stormwater Plan Approval – Pending, financial security.

Treeline Ave Pipe Replacement Update – Solicitor Enck is working on the legal easements.

Intersection Evaluation of Mountain Drive and Camp Strause Road – A copy of the traffic study will be sent to Solicitor Enck so he can prepare an ordinance.

Chestnut Hill and Blue Mtn Road, NPDES Signature Request and DEP – Municipal Notification of Planned Land Development for Chapter 102 Permits – Pending, waiting on the neighbor’s attorney to contact Engineer Mack and Solicitor Enck.

SOLICITOR BUSINESS - Solicitor Enck reported on the following:

Resolution 010224 - Conditional Use Application and Fee Schedule – Michael Saphore made a motion to adopt Resolution 010224 – ESTABLISHING A FORM TO BE USED FOR THE APPLICATION FOR A CONDITIONAL USE UNDER THE TOWNSHIP’S ZONING ORDINANCE, CHAPTER 27 OF THE TOWNSHIP OF BETHEL CODE OF ORDINANCES; AND ESTABLISHING A FEE OR FILING AN APPLICATION FOR A CONDITIONAL USE. Seconded by Bruce Light. All voted in favor.

Zoning Ordinance Review Update – Pending, final review from Planning Commission.

**MINUTES
BETHEL TOWNSHIP BOARD OF SUPERVISORS
JANUARY 2, 2024**

Spruce Ave and a portion of Beech Ave - Elvin and Sharon Shilling – Engineer Mack submitted a cost estimate for the Board to review.

After some discussion, an executive session will be held on January 17, 2023 at 9 a.m. to discuss the cost estimate and possible litigation.

Township Line Drive – Agreement with Swatara Township – The Township Manager will reach out to the Swatara Township Manager to inquire if the deed was ever recorded correctly and if not ask them to have it recorded.

Lebanon County – to install the License Plate Reading Technology Rte 22 and Rte 343 – Richard Rudy made a motion to executive the Memo of Understanding, to install the License Plate Reading Technology at Rte 22 and Rte 343, with the corrections of removing one signature line and Commissioners changed to Board of Supervisors. Seconded by Bruce Light. All voted in favor.

RECREATION REPORT – None, the meeting is scheduled for January 4, 2024.

FSWA REPORT - Chairman Rudy gave a brief report.

FINANCIAL REPORT – Bruce Light made a motion to approve the Financial Report as presented in the meeting packet, subject to audit. Seconded by Michael Saphore. All voted in favor.

BILLS PAYABLE – Richard Rudy made a motion to approve the Bills Payable as presented in the meeting packet. Seconded by Bruce Light. All voted in favor.

OLD BUSINESS - None.

NEW BUSINESS

PSATS Annual Educational Conference and Trade Show - Richard Rudy made a motion to approve the Supervisors, the Manager, the Administrative Assistant and the Planning Commission Chairman attending the PSATS Annual Educational Conference and Trade Show April 14th – 17th for \$199.00 a person, and the reimbursement of wages to the Administrative Assistant, Manager and Supervisors. Seconded by Bruce Light. All voted in favor.

Road Materials – Michael Saphore made a motion to purchase the road materials through CoStars with certifications. Seconded by Bruce Light. All voted in favor.

C.M. High Traffic Signal Proposals – Bruce Light made a motion to approve the C.M. High Traffic Signal Proposals for the intersections at Rte 22 and Blue Mountain Rad for \$375.00, Rte 22 and Fredericksburg Road and Rte 22 and Legionaire Drive for \$800.00 and Rte 22 and Rte 343 for \$425.00. Seconded by Mike Saphore. All voted in favor.

Part-Time Employee Compensation – An executive session was held from 4:57 p.m. until 5:26 p.m. to discuss personnel issues regarding compensation.

Bruce Light made a motion to approve the compensation of \$20.50 an hour for Shawn Hernley as a part-time maintenance worker and \$18.00 an hour for Charles Mengel, Jr. for as need snow plow operator. Seconded by Michael Saphore. All voted in favor.

ADJOURNMENT - With no further business, Bruce Light made a motion to adjourn the meeting at 5:27 p.m. Seconded by Bruce Light. All voted in favor.

Respectfully Submitted,

**Melissa Johnson
Secretary**