

**MINUTES
BETHEL TOWNSHIP BOARD OF SUPERVISORS
JANUARY 6, 2025**

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
Andrew Morrow	Township Solicitor

One audience member was in attendance.

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

COMMENTS - None.

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

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

SECRETARY/TREASURER - Bruce Light made a motion to appoint Melissa Johnson as Secretary/Treasurer. Seconded by Michael Saphore. All voted in favor.

APPOINT NEW AND/OR REAPPOINT EMPLOYEES - Richard Rudy 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 - Richard Rudy made a motion to affirm the supervisors; Bruce Light, Richard Rudy and Michael Saphore, as employees of the township. Seconded by Bruce Light. All voted in favor.

Richard Rudy made a motion to approve the duties of the working township supervisors as snow plowing and all other maintenance crew duties. 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 - Bruce Light made a motion to appoint Andrew Morrow 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 - Richard Rudy made a motion to appoint Matt Mack from Mack Engineering Inc. as the township engineer and accept the fee schedule. Seconded by Michael Saphore. All voted in favor.

APPOINT TRAFFIC STUDY ENGINEER & FEE SCHEDULE - Bruce Light made a motion to appoint RETTEW as the traffic engineer and accept 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.

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

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

ZONING HEARING BOARD SOLICITOR FEE SCHEDULE - Bruce Light made a motion to accept the Zoning Hearing Board Solicitor fee schedule from Michael J. Gombar, Jr. Masano Bradley, LLP. Seconded by Michael Saphore. All voted in favor.

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 Richard Rudy. All voted in favor.

UCC APPEAL BOARD - Richard Rudy made a motion to appoint; David Hanula, and Shane Moyer as Uniform Construction Code Appeal Board members, to serve at the pleasure of the Board. Seconded by Bruce Light. 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 Samantha Acri 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 - Bruce Light made a motion to appoint Jackie Hollenbach from Mack Engineering as the township zoning officer. Seconded by Michael Saphore. All voted in favor.

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

FREDERICKSBURG SEWER AND WATER AUTHORITY BOARD MEMBER - Richard Rudy made a motion to appoint Scott Gettle as Fredericksburg Sewer and Water Authority Member for a five (5) year term commencing the 1st Monday in January 2025. Seconded by Bruce Light. All voted in favor.

TAX COLLECTION COMMITTEE - Bruce Light 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 - Bruce Light 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 - Bruce Light made a motion to appoint Michael Saphore as the employee representative. Seconded by Richard Rudy. All voted in favor.

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

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

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

DEPOSITORIES - Richard Rudy made a motion to approve PLGIT, First Citizens Community Bank and Fulton Financial as depositories for the township funds. Seconded by Bruce Light. 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 Michael Saphore. 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 2025 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 - Bruce Light made a motion to approve the current IRS mileage rate, as set at (.70¢) or as revised by the IRS for 2025 for township employees. Seconded by Michael Saphore. All voted in favor.

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

MINUTES - Bruce Light made a motion to approve the December 30, 2024 minutes as presented. Seconded by Michael Saphore. All voted in favor.

ROADMASTER REPORT - Supervisor Saphore read the report as submitted.

Fuel Pumps/Tanks – Pending. Testing and research are being completed.

ENGINEERS BUSINESS - Melissa Johnson read the report submitted by Matthew Mack.

Treeline Ave Pipe Replacement Update - Project to be bid late winter for an early spring construction.

Randy Martin Implement Shed Stormwater Management Plan Approval - No update, waiting for applicant to post escrow.

Bell and Evans - Chestnut Hill and Blue Mtn Road - Last update, applicant is re-evaluating intersection after purchasing additional property in the area.

Eric Hoover & Daryl Brubaker Minor Subdivision Plan Approval - The township Solicitor is currently working on the agreements.

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Fireman's Park Stormwater Management Plan for Fredericksburg Fire Co #1 - Modification/Waiver Request – Subdivision and Land Development Ordinance (Chapter 23), Part 3 - Land Plan Processing - After some discussion, Bruce Light made a motion to grant Waiver Request Chapter 23, Part 3 Subdivision and Land Development

Ordinance - Land Plan Processing with the following stipulations, noted in Mack Engineering's letter dated 1/5/2025; **a.** The applicant shall submit a Stormwater Management Plan for review and approval and pay all fees, **b.** The application shall apply to PennDOT immediately to secure a PennDOT HOP Permit for the existing driveway and install all improvements as required by PennDOT, **c.** The applicant shall apply to PennDOT for a temp driveway construction permit prior to starting any construction associated with the building, **d.** As, agreed to at the PC meeting, the applicant will not rent out the new proposed building until at such time that the PennDOT Permit is approved and all improvements are installed. Seconded by Michael Saphore. All voted in favor.

SOLICITOR BUSINESS - Solicitor Morrow reported on the following:

Zoning Ordinance Review Update - The zoning update will be emailed to the PC Board members, then to Attorney Morrow to review the changes proposed with this update.

Outstanding Invoices - Sherwin Williams - The township received payment in full.

Matthew Balmer Ag Operation Approval and Agreements - Bruce Light made a motion to enter into the Stormwater Management Agreement with Matthew and Jennifer Balmer. Seconded by Michael Saphore. All voted in favor.

Michael Saphore made a motion to enter into the Subdivision and Land Development Improvements Agreement with Matthew and Jennifer Balmer. Seconded by Bruce Light. All voted in favor.

Bruce Light made a motion to approve the Matthew Balmer Ag Operation plan as presented. Seconded by Michael Saphore. All voted in favor.

RECREATION REPORT - Melissa Johnson gave a brief report.

2025 Pool Season - Supervisor Saphore gave an update on the water leak and the possible repair. Preparation will be made to start the pool staff hiring process.

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 - Michael Saphore 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 - Bruce Light 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 May 4th - 7th for \$199.00 a person, and the reimbursement of wages to the Administrative Assistant, Manager and Supervisors. Seconded by Michael Saphore. All voted in favor.

Road Materials - Richard Rudy made a motion to purchase the road materials through CoStars with certifications. Seconded by Michael Saphore. All voted in favor.

C.M. High Traffic Signal Proposals - Michael Saphore made a motion to approve the C.M. High Traffic Signal repair estimates for the intersections at Rte 22 and Legionaire Drive for \$435.68, and Rte 22 and Rte 343 for \$232.96. Seconded by Bruce Light. All voted in favor.

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ADJOURNMENT - With no further business, Richard Rudy made a motion to adjourn the meeting at 4:03 p.m. Seconded by Bruce Light. All voted in favor.

Respectfully Submitted,

**Melissa Johnson
Secretary**