

**MINUTES
BETHEL TOWNSHIP BOARD OF SUPERVISORS
JANUARY 5, 2026**

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;

David Brubaker	Supervisor
Richard Rudy	Supervisor
Michael Saphore	Supervisor
Melissa Johnson	Township Manager
Jackie Hollenbach	Mack Engineering
Andrew Morrow	Township Solicitor

Four (4) audience members were in attendance.

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

COMMENTS - None.

TEMPORARY CHAIRMAN - Michael Saphore made a motion to appoint Richard Rudy as the Temporary Chairman. Seconded by David Brubaker. All voted in favor.

TEMPORARY SECRETARY - Richard Rudy made a motion to appoint Melissa Johnson as the Temporary Secretary. Seconded by Michael Saphore. All voted in favor.,

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

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

SECRETARY/TREASURER - Richard Rudy made a motion to appoint Melissa Johnson as Secretary/Treasurer. Seconded by David Brubaker. All voted in favor.

APPOINT NEW AND/OR REAPPOINT EMPLOYEES - Richard Rudy made a motion to reappoint all current employees. Seconded by David Brubaker. 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; David Brubaker, Richard Rudy and Michael Saphore, as employees of the township, and the duties being snow plowing and all other maintenance crew duties. Seconded by David Brubaker. All voted in favor.

TREASURER'S/MANAGER BOND - Michael Saphore made a motion to approve the treasurer's/manager's bond at three (3) million dollars. Seconded by David Brubaker. All voted in favor.

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

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 David Brubaker. All voted in favor.

TRAFFIC STUDY ENGINEER & FEE SCHEDULE - Richard Rudy 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 - Michael Saphore 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 David Brubaker. All voted in favor.

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

PLANNING COMMISSION MEMBER - Richard Rudy made a motion to appoint Dale Snader 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 Richard Rabuck as a Zoning Hearing Board Member and Dale Bevans as the alternate for a three (3) year term. Seconded by David Brubaker. All voted in favor.

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

UCC APPEAL BOARD - David Brubaker made a motion to appoint; David Hanula, Shane Moyer and Randy Zeigler as 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 David Brubaker as the township representative. Seconded by Richard Rudy. All voted in favor.

RECREATION BOARD MEMBER - Michael Saphore made a motion to appoint Lauren Snader as a Recreation Board Member for a five (5) year term, and John Shireman as the alternate. Seconded by David Brubaker. 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 David Brubaker. All voted in favor.

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

EMA COORDINATOR - Michael Saphore made a motion to reaffirm the appointment of Brianna Laliberte from LCDES as the EMA Coordinator. Seconded by David Brubaker. All voted in favor.

FREDERICKSBURG SEWER AND WATER AUTHORITY BOARD MEMBER - Richard Rudy made a motion to appoint Thomas Demler as Fredericksburg Sewer and Water Authority Member for a five (5) year term commencing the 1st Monday in January 2026. Seconded by Michael Saphore. All voted in favor.

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

SUBDIVISION AND LAND DEVELOPMENT ENFORCEMENT OFFICER - David Brubaker made a motion to appoint Mack Engineering Inc. as the Subdivision and Land Development Enforcement Officer. Seconded by Richard Rudy. All voted in favor.

DELINQUENT TAX COLLECTOR – David Brubaker 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 – David Brubaker 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 David Brubaker. All voted in favor.

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EMPLOYEE REPRESENTATIVE - David Brubaker made a motion to appoint Michael Saphore as the employee representative. Seconded by Richard Rudy. All voted in favor.

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

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

WARRANT FOR TAX COLLECTOR/MUNICIPAL TAXES – David Brubaker made a motion to approve and issue the warrant to Anne Marie Boltz to collect the 2026 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 David Brubaker. All voted in favor.

MILEAGE RATE FOR EMPLOYEES - David Brubaker made a motion to approve the current IRS mileage rate, as set at (72.5¢) or as revised by the IRS for 2026 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.

EMPLOYEE EXPENDITURE LIMIT - Michael Saphore made a motion to approve the employee expenditure limit of \$200.00 with purchase order. Seconded by David Brubaker. All voted in favor.

MINUTES – David Brubaker made a motion to approve the December 30, 2025 minutes as presented. Seconded by Michael Saphore. All voted in favor.

ROADMASTER REPORT - Supervisor Saphore gave the report.

ENGINEERS BUSINESS – Jackie Hollenbach reported on the following.

Bell and Evans Realty II, LLC - Cook Facility Plan -

Waiver Request: §22-512.3.a & b - David Brubaker made a motion to table waiver request §22-512.3.A & b. Seconded by Michael Saphore. All voted in favor.

Bell and Evans Realty II, LLC - Legionaire Drive -

Time Extension Request March 20, 2026 - Michael Saphore made a motion to accept the time extension of March 20, 2026. Seconded by David Brubaker. All voted in favor.

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Michele Grumbine Plan -

Time Extension Request April 18, 2026 - Richard Rudy made a motion to accept the time extension request of April 18, 2026. Seconded by Michael Saphore. All voted in favor.

Jeff Brubaker, 2288 South Pine Grove Street -

Time Extension Request February 20, 2026 - David Brubaker made a motion to accept the time extension of February 20, 2026. Seconded by Michael Saphore.

Jay and Miriam Weaver Plan Approval (Jackson Township) - David Brubaker made a motion to sign the plan as presented. Seconded by Michael Saphore. All voted in favor.

Seth and Janet Oberholtzer Plan - Pending.

Greenview Tractor Pavement Expansion - Waiver Request - Bethel Township Code Pertaining to Stormwater Management - Richard Rudy made a motion to table the waiver request. Seconded by Michael Saphore. All voted in favor.

James and Francis Hoover Financial Security Release - \$371.25 - David Brubaker made a motion to release the remaining financial security of \$371.25. Seconded by Richard Rudy. All voted in favor.

SOLICITOR BUSINESS - Solicitor Morrow reported on the following:

Zoning Ordinance Review Update - They are continuing to make progress.

RECREATION REPORT - None, the next meeting is January 8, 2026.

FSWA REPORT - Chairman Rudy gave a brief report, next meeting is January 19, 2026.

FINANCIAL REPORT - David Brubaker 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 - David Brubaker made a motion to approve the Bills Payable as presented in the meeting packet. Seconded by Michael Saphore. All voted in favor.

OLD BUSINESS

Speed Study (Mill & Chestnut Hill Road) - Temporary Speed Humps - Pending, RETTEW completing the study.

Low Volume Road funding - Camp Strause Road Culvert Replacement Update - Engineer Mack is working with Karl Kerchner from the Conservation District.

NEW BUSINESS

PSATS Annual Educational Conference and Trade Show - David Brubaker 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 19-22 for \$199.00 a person, and the reimbursement of wages to the Administrative Assistant, Manager and Supervisors. Seconded by Richard Rudy. All voted in favor.

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

C.M. High Traffic Signal Proposals - Richard Rudy made a motion to approve the C.M. High Traffic Signal Proposals. Seconded by Michael Saphore. All voted in favor. Note: Approved at the December 30, 2025 meeting.

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Agricultural Security Area Application for Elvin & Lenna Martin and Joseph & Dawn Detweiler - Michael Saphore made a motion accept the Agricultural Security Area Application for 35.67 acres located at 65 Halteman Lane, Lebanon, PA for Elvin and Lenna and Joseph & Dawn Detweiler. Seconded by David Brubaker. All voted in favor.

Dale Weiler Agenda Request - Extension of Time to Relocate/Shutdown Business at 333 Union Road/Possible Violation Letter from Township - After some discussion with James Tomanelli and Dale Weiler and the recommendation of the township solicitor, a motion was made by Michael Saphore to authorize the township zoning officer, Jackie Hollenbach to send the Weiler's a notice of violation letter as it relates to the illegal lumber yard use at 333 Union Road, Lebanon, PA 17046 with legal action to follow if they fail to comply with the terms of the letter. Seconded by Richard Rudy. David Brubaker was opposed.

ADJOURNMENT - With no further business, David Brubaker made a motion to adjourn the meeting at 4:16 p.m. Seconded by Michael Saphore. All voted in favor.

Respectfully Submitted,

**Melissa Johnson
Secretary**