

**MINUTES
BETHEL TOWNSHIP BOARD OF SUPERVISORS
JANUARY 3, 2017**

The reorganization and regularly scheduled meeting of the Bethel Township Board of Supervisors was held at 7:00 p.m. at the Bethel Township Building, 3015 S. Pine Grove Street, Fredericksburg, Pa with the following people present.

Terry Knapp	Supervisor
Charles Mengel, Sr.	Supervisor
Richard Rudy	Supervisor
Melissa Johnson	Township Manager
John Enck	Township Solicitor
Victor Grande	Township Engineer

Also in attendance were two township residents.

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

COMMENTS - None.

TEMPORARY CHAIRMAN - Richard Rudy made a motion to appoint Terry Knapp as the temporary Chairman, seconded by Charles Mengel, Sr. All voted in favor.

TEMPORARY SECRETARY - Charles Mengel, Sr. made a motion to appoint Melissa Johnson as the temporary Secretary, seconded by Terry Knapp. All voted in favor.

CHAIRMAN - Richard Rudy made a motion to appoint Terry Knapp as Chairman, seconded by Charles Mengel, Sr. All voted in favor.

VICE CHAIRMAN - Charles Mengel, Sr. made a motion to appoint Richard Rudy as Vice-Chairman, seconded by Terry Knapp. All voted in favor.

SECRETARY/TREASURER - Terry Knapp made a motion to appoint Melissa Johnson as Secretary/Treasurer, seconded by Charles Mengel, Sr. All voted in favor.

APPOINT NEW AND/OR REAPPOINT EMPLOYEES - Richard Rudy made a motion to reappoint all current employees, seconded by Charles Mengel, Sr. All voted in favor.

Discussion was held on the part-time employee's duties. More discussion will be held and be decided at next month's meeting.

SET WAGES FOR 2017 - Richard Rudy made a motion to increase the maintenance crew: Jay Bicksler, Larry Fox, Shawn Hernley and Jonas Kreiser, the cleaning lady: Geraldine Weidman and the crossing guards: Allen Saphore, Joyce Saphore and Helen Swope wages by 3%, seconded by Terry Knapp. All voted in favor.

RESOLUTION 010317-A - MANAGER'S COMPENSATION - Richard Rudy made a motion to increase the manager's compensation, Melissa Johnson, by 3%, seconded by Terry Knapp. All voted in favor.

Charles Mengel, Sr. made a motion to increase Melissa Johnson's meeting pay to \$55.00 per meeting, seconded by Richard Rudy. All voted in favor.

Richard Rudy made a motion to adopt Resolution 010317-A - MANAGER'S COMPENSATION, seconded by Terry Knapp. All voted in favor.

BENEFITS - VACATION, SICK AND BEREAVEMENT LEAVE - Charles Mengel, Sr. made a motion to approve the vacation time of one (1) week after one (1) year of service, two (2) weeks after three (3) years of service and three (3) weeks after five (5) years of service, sick time of forty (40) hours after one (1) year of service, and bereavement of three (3) days for a spouse, children, parent, sibling, grandparent, grandchildren or in-laws, and one (1) day for aunt, uncle, niece, nephew or cousin, seconded by Richard Rudy. All voted in favor.

AFFIRM THE SUPERVISORS WHO ARE EMPLOYEES OF THE TOWNSHIP - Charles Mengel, Sr. made a motion to affirm the supervisors Terrance Knapp, Charles Mengel, Sr. and Richard Rudy, as employees of the township, seconded by Richard Rudy. All voted in favor.

TREASURER'S/MANAGER BOND - Charles Mengel, Sr. made a motion to approve the treasurer's/manager bond at one (1) million dollars, seconded by Richard Rudy. All voted in favor.

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APPOINT TOWNSHIP SOLICITOR - Terry Knapp made a motion to appoint John Enck from Spitler Kilgore and Enck as the township solicitor, seconded by Richard Rudy. All voted in favor.

APPOINT ENGINEERING FIRM & FEE SCHEDULE Charles Mengel, Sr. made a motion to appoint Victor Grande, McCarthy Engineering as the township engineer and accept their fee schedule, seconded by Charles Mengel, Sr. All voted in favor.

SEO AND FIRM'S FEE SCHEDULE - Charles Mengel, Sr. made a motion to appoint Dave Siminitus and Jeremy Bentz, from Larson Design Group as the township Sewer Enforcement Officers and accept their fee schedule, seconded by Richard Rudy. All voted in favor.

VACANCY BOARD CHAIRMAN - Charles Mengel, Sr. made a motion to reappoint Elaine Ludwig as the Vacancy Board Chairman, seconded by Terry Knapp. All voted in favor.

PLANNING COMMISSION MEMBER - Richard Rudy made a motion to reappoint Bruce Light as a Planning Commission Member for a five (5) year term, seconded by Charles Mengel, Sr. All voted in favor.

ZONING HEARING BOARD MEMBER - Richard Rudy made a motion to reappoint Robert Buckingham as a Zoning Hearing Board Member for a three (3) year term, seconded by Terry Knapp. All voted in favor.

UCC OFFICER AND FEE SCHEDULE - Charles Mengel, Sr. made a motion to reappoint Light-Heigel as the Uniform Construction Code Officer and accept their fee schedule, seconded by Richard Rudy. All voted in favor.

UCC APPEAL BOARD – Richard Rudy made a motion to reappoint; 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 Charles Mengel, Sr. All voted in favor.

AG SECURITY BOARD MEMBERS - Charles Mengel, Sr. made a motion to reappoint; Larry Royer, Dale Snader, Linford Snyder, Randy Zeigler as Ag Security Board Members to serve at the pleasure of the Board and Terry Knapp as the township representative, seconded by Richard Rudy. All voted in favor.

RECREATION BOARD MEMBER - Vacant.

ZONING OFFICER - Charles Mengel, Sr. made a motion to reappoint Jeremy Bentz, Larson Design Group as the township zoning officer, seconded by Richard Rudy. All voted in favor.

SUBDIVISION AND LAND DEVELOPMENT ENFORCEMENT OFFICER - Charles Mengel, Sr. made a motion to reappoint Victor Grande, McCarthy Engineering as the subdivision and land Development enforcement officer, seconded by Richard Rudy. All voted in favor.

CHIEF ADMINISTRATIVE OFFICER FOR PENSION PLANS – Charles Mengel, Sr. made a motion to appoint Richard Rudy as the Chief Administrative Officer for the pension plans, seconded by Terry Knapp. All voted in favor.

DELINQUENT TAX COLLECTOR - Charles Mengel, Sr. made a motion to reappoint G.H. Harris as the township delinquent tax collector, seconded by Richard Rudy. All voted in favor.

ROADMASTER - Terry Knapp made a motion to appoint Richard Rudy as the roadmaster, seconded by Richard Rudy. All voted in favor.

EMPLOYEE REPRESENTATIVE - Richard Rudy made a motion to appoint Charles Mengel, Sr. as the employee representative, seconded by Terry Knapp. All voted in favor.

REP TO RECREATION BOARD - Charles Mengel, Sr. made a motion to appoint Terry Knapp as the representative to the Park and Recreation Board, seconded by Richard Rudy. All voted in favor.

REP TO FSWA - Charles Mengel, Sr. made a motion to appoint Richard Rudy as the representative to the Fredericksburg Sewer and Water Authority, seconded by Terry Knapp. All voted in favor.

CDL CONTACT - Terry Knapp made a motion to appoint Melissa Johnson as the CDL contact, seconded by Charles Mengel, Sr. All voted in favor.

DEPOSITORIES – Charles Mengel, Sr. made a motion to approve – PLGIT, First Citizens Community Bank and Fulton Financial as depositories for township funds, seconded by Richard Rudy. All voted in favor.

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WARRANT FOR TAX COLLECTOR/MUNICIPAL TAXES – Richard Rudy made a motion to approve and issue the warrant to Anne Marie Boltz to collect the 2017 municipal taxes, seconded by Charles Mengel, Sr. All voted in favor.

VOTING DELEGATE TO 95th ANNUAL PSATS EDUCATIONAL CONFERENCE AND TRADE SHOW - Charles Mengel, Sr. made a motion to appoint Terry Knapp, as the voting delegate at the 95th Annual PSATS Educational Conference and Trade Show, seconded by Richard Rudy. All voted in favor.

HOLIDAYS FOR 2017 - Charles Mengel, Sr. made a motion to approve New Years Day, Good Friday, Memorial Day, July 4th, Labor Day, Veteran's Day, Thanksgiving Day, the Day after Thanksgiving, Christmas Eve, Christmas Day, and the Employees Birthday, as holiday for 2017, seconded by Richard Rudy. All voted in favor.

MILEAGE RATE FOR EMPLOYEES - Richard Rudy made a motion to approve the IRS Mileage Rate, as set at (53.5¢) or revised for 2017 for township employees, seconded by Charles Mengel, Sr. All voted in favor.

AUTHORIZATION TO PAY PAYROLL AND OTHER INVOICES BETWEEN MEETINGS - Richard Rudy made a motion to authorize to pay the payroll and other invoices between meetings, seconded by Charles Mengel, Sr. All voted in favor.

MINUTES OF THE END-OF-YEAR MEETING - Charles Mengel, Sr. made a motion to approve the December 28, 2016 minutes as presented, seconded by Richard Rudy. All voted in favor.

ROADMASTER REPORT - Richard Rudy gave a brief report.

Winter Maintenance on Roads - Discussion was held on the winter maintenance on Laurel and Spruce Streets in Camp Strause. The township must maintain township roads due to liability issues.

ENGINEERS BUSINESS - Victor Grande provided a hard copy of his monthly report and the following required official action:

GSLB, LLC (Lot No. 3) - 461 Shirksville Road – Charles Mengel, Sr. made a motion to approve releasing the letter of credit for GSLB, LLC (Lot No. 3) in its entirety, as recommended by the township engineer, seconded by Richard Rudy. All voted in favor.

Lebanon Valley Distribution Center - No action. Solicitor Enck and Engineer Grande provided an update.

Bruce Heilinger Dairy Operations – Charles Mengel, Sr. made a motion to approve releasing the letter of credit for Bruce Heilinger Dairy Operations in its entirety, as recommended by the township engineer, seconded by Richard Rudy. All voted in favor.

FSWA (Martin) WWTP Lot Addition - Charles Mengel, Sr. made a motion to accept the time extension of 3/24/17, seconded by Richard Rudy. All voted in favor.

SOLICITOR BUSINESS - John Enck reported on the following:

Resolution 010317 – Administrative Fee – Richard Rudy made a motion to adopt Resolution 010317 – ADMINISTRATIVE FEE, seconded by Charles Mengel, Sr. All voted in favor.

Ray and Susan Stichler Subdivision Issues – 136 Laurel Drive – Solicitor Enck received a phone call and a letter from Attorney Loren A. Schrum from Reilly Wolfson regarding Ray and Susan Stichler property at 136 Laurel Drive.

After some discussion, Attorney Enck will contact the township zoning officer to ask him to check if there are any property records and the township manager will check if there are any land development records. If there are no records from 2007 - 2009 stating the township required them to add the lots to one deed, Solicitor Enck will inform them it's a private deed restriction and they will need to contact Eugene and Lisa Cramer.

RECREATION REPORT - None.

FSWA REPORT - None.

Board Member – Charles Mengel, Sr. made a motion to reappoint Dale Bevans to a five year term on the Fredericksburg Sewer and Water Authority Board, seconded by Terry knapp. All voted in favor.

FINANCIAL REPORT - Charles Mengel, Sr. made a motion to approve the Financial Report as presented in the meeting packet, seconded by Richard Rudy. All voted in favor.

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BILLS PAYABLE - Charles Mengel, Sr. made a motion to approve the Bills Payable as presented in the meeting packet, seconded by Richard Rudy. All voted in favor.

OLD BUSINESS – None.

NEW BUSINESS

Hershey Convention - Charles Mengel, Sr, made a motion to approve the Supervisors, the manager and the Planning Commission Chairman attending the PSATS 95th Annual Educational Conference and Trade Show April 23rd - 26th and approving the registration fee of \$150.00 a person on-line registration by March 31st, seconded by Richard Rudy. All voted in favor.

Advertisement for Fuel Bids - Richard Rudy made a motion to approve purchasing diesel and gasoline through telephonic bids, seconded by Charles Mengel, Sr. All voted in favor.

Road Materials - Richard Rudy made a motion to purchase the road materials through CoStars with certifications, seconded by Charles Mengel, Sr. All voted in favor.

Fire Companies – Diesel and Gasoline - Charles Mengel, Sr. made a motion to approve providing the diesel and fuel to the three fire companies as part of their annual donation, seconded by Richard Rudy. All voted in favor.

The fire companies will still be responsible to complete fuel tickets and include the fuel and gasoline as part of their annual donation, as per the second class township code §1803.a - the fire companies shall submit to the board of supervisors an annual report of the use of the appropriated moneys for each completed year of the township before any further payments may be made to the fire companies for the current year.

Fredericksburg Special Fire Police Application – Edwin Bolles – Terry Knapp made a motion to approve the Special Fire Police application for Edwin Bolles, seconded by Charles Mengel, Sr. All voted in favor.

ADJOURNMENT - With no further business, Richard Rudy made a motion to adjourn the meeting at 8:23 p.m., seconded by Charles Mengel, Sr. All voted in favor.

Respectfully Submitted,

**Melissa Johnson
Secretary**