

BETHEL TOWNSHIP, DELAWARE COUNTY  
BOARD OF SUPERVISORS REORGANIZATION MEETING AGENDA  
JANUARY 3, 2023, 6:00PM

*PLEASE SILENCE ALL ELECTRONICS*  
*Public Comment will be accepted and addressed throughout the Meeting*

I. CALL TO ORDER

- a. Call for Nomination of Interim Chair
- b. Pledge of Allegiance
- c. Disclosure of Recording Device

II. PROOF OF PUBLICATION

III. APPOINTMENT OF THE BOARD OF SUPERVISORS

- a. Appointment of Chair of the Board of Supervisors
- b. Appointment of Vice Chair of the Board of Supervisors

IV. ADOPTION OF RESOLUTIONS

- a. Resolution No. 2023-01 Mileage Reimbursement Rate
- b. Resolution No. 2023-02 Fee for Collection of Trash/Recycling
- c. Resolution No. 2023-03 Appointment of Professional Fees for 2023
- d. Resolution No. 2023-04 Appointment of CPA for 2022 Township and Tax Collector Audits
- e. Resolution No. 2023-05 Adoption of 2023 Fee Schedule
- f. Resolution No. 2023-06 Act 57 Property Tax Penalty Waiver Provision

V. APPOINTMENT OF TOWNSHIP STAFF

- a. Administrative
  - i. Township Manager *William Addison*
  - ii. Finance Director *Anita Swayne*
  - iii. Township Secretary *Jaclyn Borcky*
  - iv. Township Code Administrator *Elana Rothenberg*
  - v. Code Official *Barbara Cooper*
- b. Public Safety
  - i. Police Department
    - a. Police Chief (Part-Time) *John Egan*

b. Police Lieutenant	<i>John McCarthy</i>
c. Police Corporals	<i>John McIntosh Louis Stackeni, Jr.</i>
d. Police Department Secretary	<i>Tyler Eckerd</i>
ii. Public Works Department	
a. Highway Foreman	<i>Brett Small</i>
iii. Fire Department	
a. Fire Marshal	<i>Brett Small</i>
b. Assistant to Fire Marshal	<i>Craig Small, Jr.</i>
c. Emergency Management Coordinator	<i>Ray Stiles</i>
d. Floodplain Manager	<i>Matt Houtmann</i>
e. Captain of Fire Police	<i>Robert Bardsley</i>
f. Assistant Captain of Fire Police	<i>Craig Small, Jr.</i>
g. Fire Police	<i>Chip Natrin Tom Anderson</i>

VI. APPOINTMENT OF TOWNSHIP PROFESSIONALS

a. Solicitor	<i>Michael Maddren, Esq. (Murphy, Maddren LTD)</i>
b. Right-to-Know Officer	<i>William Addison</i>
c. Planning Commission Solicitor	<i>Laurence Smith, Esq. (Simon &amp; Smith P.C.)</i>
d. Zoning Hearing Board Solicitor	<i>Daniel C. Van Wyk, Esq.</i>
e. Treasurer	<i>Peter R. Barsz, CPA (Barsz Gowie Amon &amp; Fultz LLC)</i>
f. Engineer	<i>Matthew Houtmann, P.E. (GD Houtman &amp; Sons, Inc.)</i>
g. Alternate Engineer	<i>Catania Engineering Associates, Inc.</i>
h. Electrical Inspector	<i>Len Warren (United Inspections)</i>
i. Zoning Officer	<i>Stephen J. Wasylyszyn (GD Houtman &amp; Sons, Inc.)</i>
j. Act 537 Officer	<i>Mark Bryan (Environmental Management &amp; Consulting, Inc.)</i>

- k. Health Inspector *Michelle Fanelli*
- l. Animal Control Officer *Alan Strickler*

VII. APPOINTMENT OF TOWNSHIP COMMITTEES/BOARDS/COMMISSIONS

- a. Parks and Recreation Board *Kristina Lamia (Term to 2027) 5-year*
- b. Planning Commission *George Lincoln (Term to 2027) 4-year*  
*Dave Tustin (Term to 2027) 4-year*
- c. Zoning Hearing Board *Garry Lanahan (Term to 2026) 3-year*  
*Dan Van Wyk, Esq., Solicitor 1-year*
- d. Sewer Authority Board *Stephen Barrar (Term to 2028) 5-year*
- e. Vacancy Board *Laurence Smith, Esq. (Simon & Smith P.C.)*

VIII. ADOPTION OF SALARIES AND FEES

- a. Tax Collector *\$10.00 per Bethel Tax Invoice for 2023*
- b. Administrative
  - i. Township Manager *\$120,000.00 Annual Salary*
  - ii. Finance Director *\$66,000.00 Annual Salary*
  - iii. Township Secretary *\$18.00 per hour*
  - iv. Code Enforcement Secretary *\$42,250.00 Annual Salary*
  - v. Code Official *\$46,350.00 Annual Salary*
- c. Public Safety
  - i. Police Department
    - a. Police Chief *\$64,000.00 Annual Salary*
    - b. Lieutenant *\$25.00 per hour*
    - c. Corporals *\$23.50 per hour*
    - d. Officers *\$23.00 per hour*
    - e. Secretary *\$18.10 per hour*
  - ii. Public Works
    - a. Highway Foreman *\$46,800.00 Annual Salary*

- b. Highway and Maintenance Personnel
  - \$21.00 per hour*
- iii. Fire Department
  - a. Fire Marshal *\$5,000.00 Annual Salary*
  - b. Emergency Management Coordinator *\$5,000.00 Annual Salary*
- d. Boards and Commissions
  - i. Board of Supervisors *To be paid quarterly and not to exceed \$2,500.00 annual maximum, as per the PA Second Class Township Code.*
  - ii. Planning Commission *\$200.00 per member, per year.*
  - iii. Zoning Hearing Board *\$75.00 per member and per alternate, per appeal.*
  - iv. Sewer Authority *\$200.00 per member, per year.*

IX. OTHER BUSINESS

- a. Township Meeting Dates *BOS meetings will be the second Tuesday of each month at 6:30 PM in the John L. Myers Building.*
- b. Realty Transfer Tax *Continue transfer tax, as per Resolution 1994-14, at one-half (1/2) of one (1) percent for the Township.*
- c. Designation of *Delaware County Daily Times* as Newspaper of General Circulation
- d. Establishment of Bonds for Township Officials
  - i. Treasurer *\$2,700,000.00*
  - ii. Tax Collector *\$902,404.22*
- e. Designation of PSATS Voting Delegate *Michael Schneider, PE*
- f. Depository
  - i. Republic and Fulton Banks as depositories in 2023 for Bethel Township's: General Fund Account, State Fund Account, Payroll Account, Escrow Fund Account, Library Fund Account, Transfer Fund Account, Fire Fund Account, Trash Fund Account, Zoning Hearing Board Account, Tax Collector -Odd Year Account, Tax Collector -Even Year Account and Tax Collector -Interim Account.
- g. Bethel Township Schedule for Holidays
  - i. *New Year's Day ----- Saturday, January 1<sup>st</sup>*
  - ii. *Martin Luther King Jr. Day ----- Monday, January 16<sup>th</sup>*
  - iii. *Easter Sunday ----- Sunday, April 9<sup>th</sup>*
  - iv. *Memorial Day ----- Monday, May 29<sup>th</sup>*

- v. *Independence Day* ----- *Tuesday, July 4<sup>th</sup>*
- vi. *Labor Day* ----- *Monday, September 4<sup>th</sup>*
- vii. *Thanksgiving Day* ----- *Thursday, November 23<sup>rd</sup>*
- viii. *Christmas Eve* ----- *Sunday, December 24<sup>th</sup>*
- ix. *Christmas Day* ----- *Monday, December 25<sup>th</sup>*

\*Note: During the 24-hour period of each designated holiday, on-duty police officers and highway personnel will receive pay at one and one-half (1 ½) times their normal hourly rate.

X. NEW BUSINESS

- a. Motion to ratify 2022 bills
- b. 2023 Assignment of Supervisor Liaison Duties

XI. ADJOURNMENT