January 5th 2026
Branch Township Board of Supervisor Reorganization Meeting

The Branch Township Board of Supervisors held their Reorganization meeting on January 5th 2026 at 6:00pm at the Branch Township Memorial Building Llewellyn PA. In attendance : Joseph Carvajal, David Schultz, Sue Ellen Holley(Supervisors).

Supervisor Schultz nominated Supervisor Carvajal for Temporary Chair, seconded by Supervisor Holley, the motion carried.

Supervisor Schultz made a motion for Joseph Carvajal for Chairman, seconded by Supervisor Holley, all in favor.

Vice Chair – Supervisor Carvajal nominated Sue Ellen Holley, seconded by Supervisor Schultz, all in favor.

Roadmaster- Supervisor Carvajal nominated Supervisor Schultz, seconded by Supervisor Holley, all in favor.

Secretary / Treasurer- Supervisor Carvajal nominated Sue Ellen Holley, seconded by Supervisor Schultz , all in favor.

Vacancy Chairman- On a motion by Supervisor Carvajal, Clyde Beach had been nominated, seconded by Supervisor Schultz, all in favor.

Amotion to approve Police Officers – Ryan Murphy ( Officer In Charge ) , Dawn Ray, Eric Sterner, Daniel Weikel, Joseph Kavanugh, was made by Supervisor Schultz, seconded by Supervisor Holley, all in favor.

A motion to approve 2026 meeting dates 3rd Monday of the Month at 6:00pm was made by Supervisor Schultz , seconded by Supervisor Holley, all in favor.

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| January 19th | February 16th | March 16th | April 20th |
| May 18th | June 15th | July 20th | August 17th |
| September 21st | October 19th | November 16th | December 21st |

A motion to appoint Gino DiNicola for solicitor was made by Supervisor Schultz , seconded by Supervisor Carvajal, all in favor.

A motion to appoint Mid Penn Bank & Pa Invest for Bank depositories was made by Supervisor Holley , seconded by Supervisor Schultz , all in favor.

A motion to appoint John Andruchek for Building Code Official was made by Supervisor Shultz, seconded by Supervisor Holley, all in favor.

A motion for Arro Consulting for Engineer was made by Supervisor, Schultz, seconded by Supervisor Holley, all in favor.

A motion to appoint Arro Consulting for Sewage Enforcement Officer was made by Supervisor Schultz, seconded by Supervisor Holley, all in favor.

A motion to appoint John Andruchek for Flood Plain Manager was made by Supervisor Holley, seconded by Supervisor Schultz, all in favor.

Insurance: H.A. Thomson, Capital Blue Cross, Highmark Blue Sheild, United Concordia. A motion to approve was made by Supervisor Holley, seconded by Supervisor Schultz, all in favor.

John Andruchek for Emergency Management Coordinator – A motion to approve was made by Supervisor Schultz, seconded by Supervisor Carvajal, all in favor.

A motion to reappoint Joanne Bingaman 2030 to the Zoning Hearing Board was made by Supervisor Schultz, seconded by Supervisor Carvajal.
Rick Yutko 2026 Mike Naradko 2027 James Spangler 2028
Brandon Witmer 2029

A motion to reappoint John Direnzo 2030 to the Planning Commission was made by Supervisor Holley, seconded by Supervisor Schultz, all in favor.
John Kunigonis 2026 Laine Gehres 2027 Edward Siminitis 2028
Ray Sekenna 2029

A motion to approve the TCC voting delegate resolution 2026-1 was made by Supervisor Schultz, seconded by Supervisor Carvajal, all in favor.
Sue Ellen Holley
Joseph Carvajal
Brittany Doyle

A motion to approve Resolution 2026-reappoint Frank Bosack for 1 yr term to the Board of Appeals was made by Supervisor Schultz, seconded by Supervisor Carvajal, all in favor. This Board has two vacancies, interested parties can contact the Township office.

A motion to approve Berkheimer for Delinquent Occupation tax, Local service tax and Earned income Tax collector was made by Supervisor Holley, seconded by Supervisor Carvajal, all in favor.

Resolution 2026-3 to accord Fire companies – A motion to approve was made by Supervisor Holley, seconded by Supervisor Schultz, all in favor.

A motion to set allocation for Good Intent Fire Co. No1 and Phoenix Park Community Fire Company at 5,000.00, was made by Supervisor Schultz, seconded by Supervisor Holley, all in favor. Each Company is responsible for their own vehicle insurance and monthly sewage fee.

A motion to approve paid Holidays for full time employees was made by Supervisor Schultz, seconded by Supervisor Holley, all in favor.
New Year's Day Good Friday Easter Monday Memorial Day

4th of July Labor Day Columbus Day Thanksgiving
The Day After Thanksgiving Christmas Day The Day After Christmas

Resolution 2026-4 Amending the Employee Handbook Holidays – A motion to approve was made by Supervisor Carvajal, seconded by Supervisor Holley, all in favor.

A motion to approve the Sanitation fee schedule was made by Supervisor Schultz, seconded by Supervisor Holley, all in favor.
Household -150.00 per 6 months, 10% late fee
Single Occupant -120.00 per 6 months, 10% Late fee
( ALL LATE PAYMENT WILL REVERT TO HOUSEHOLD RATE ONCE REPORTED TO THE TOWNSHIP)

Extra Sanitation toter charge paid directly to the Township 20.00 monthly. A motion to approve was made by Supervisor Schultz, second by Supervisor Carvajal, all in favor.

A motion to approve Employees Salaries was made by Supervisor Schultz, seconded by Supervisor Carvajal, all in favor.

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| David Schultz Jr. | 21.25 | Ryan Murphy | 26.50 |
| Herbert Spangler | 19.75 | Eric Sterner | 22.25 |
| John Andruchek | 19.50 | Dawn Ray | 22.25 |
| Clyde Beach | 20.25 | Daniel Weikel | 22.25 |
| Jacobi Zigarski | 19.75 | Joseph Kavanaugh | 22.25 |

A motion to approve the 2026-5 Resolution amending the employee handbook vacation, was made by Supervisor Schultz , seconded by Supervisor Carvajal, all in favor.
1 year of service – 1 week vacation (40 hour)
2 years of service -2 weeks' vacation (80 hours)
5 years of service – 3 weeks' vacation (120 hours)

A motion to approve Supervisor Wages was made by Supervisor Holley, seconded by Supervisor Carvajal, all in favor.
Set by Ordinance # 85-5
Joseph Carvajal -1,000.00 a year
Sue Ellen Holley -1,000.00 a year
David Schultz Sr. 2,000.00 a year (Set by Ordinance # 2024-1)

Supervisor Hourly working rate set by Auditors
Joseph Caravajal-21.00
Sue Ellen Holley-21.50
David Schultz Sr. 21.00
No raise is being requested to the auditors. The working Supervisors are requesting to be

included in the 2026-4 & 2026-5 Resolutions amending the employee handbook. A motion to approve was made by Supervisor Holley, seconded by Supervisor Carvajal, all in favor.

A motion to approve the December Roadmasters report was made by Supervisor Holley, seconded by Supervisor Carvajal, all in favor. A complete report will be kept on file at the Township Office.

A motion to approve purchasing (2) road closed signs for Branch Township Fire Police was made by Supervisor Holley, seconded by Supervisor Schultz, all in favor.

Approval to hire Robert Houser, Jeff Quandel, Joseph E. Carvajal adding David Schultz III for Part time as needed for snow plowing at a rate of 19.00 hourly was made by Supervisor Holley, second by Supervisor Schultz, all in favor.

A motion to approve Recycling Hours: Wednesday 7am-3pm & Saturday 8am-12pm was made by Supervisor Schultz, seconded by Supervisor Carvajal, all in favor.

A motion to approve resolution 2026-6 Sewage enforcement officer was made by Supervisor Schultz, seconded by Supervisor Carvajal, all in favor.

A motion to approve resolution 2026-7 Sewage Enforcement Officers fee schedule was made by Supervisor Schultz, seconded by Supervisor Carvajal, all in favor.

A motion to approve increasing Treasurers bond to 600,000.00 was made by Supervisor Schultz, seconded by Supervisor Carvajal, all in favor.

A motion to approve Compost hours: Tuesday, Thursday & Saturday 9am-5pm was made by Supervisor Schultz, seconded by Supervisor Carvajal, all in favor.

A motion to approve the December Police report was made by Supervisor Schultz, seconded by Supervisor Holley, all in favor. A complete report will be kept on file at the Township Office.

A motion to approve the Arro Consulting report was made by Supervisor Schultz, seconded by Supervisor Carvajal, all in favor. A complete report will be kept on file at the Township Office.

Amending the Agenda adding the appointment of a vacant township Auditor. Supervisor Carvajal requested this to be tabled until the Regular January Meeting.

Meeting Adjourned 6:20

Respectfully Submitted by:
Sue Ellen Holley