

JEFFERSON TOWNSHIP

REGULAR MEETING

Re-Organization and Regular Meeting – January 3, 2023

CALL TO ORDER:

The Jefferson Township Board of Supervisors reorganizational meeting was called to order on Tuesday, January 3, 2023 at 7:00 P.M. as advertised, by acting Chairman, John Cypher. All rose to pledge the flag.

ROLL CALL:

Those present were acting Chairman, John Cypher – acting Vice-Chair., Lois Rankin; Supervisor Braden Beblo; Manager, Leo Rosenbauer; and Sec/Treas., Lois Fennell.

ANNOUNCEMENT: None.

PUBLIC COMMENT ON THE AGENDA AS PRESENTED: None.

REORGANIZATION AND APPOINTMENTS FOR 2022:

Motion by Lois Rankin to appoint John Cypher as chairman for 2023. *Seconded* by Braden Beblo. All agreed and *motion carried*.

Motion by John Cypher to appoint Lois Rankin as vice-chairman for 2023. *Seconded* by Braden Beblo. All agreed and *motion carried*.

Motion by John Cypher to appoint/re-appoint the following officials for 2023:
LEO J. ROSENBAUER, III, Township Manager, Open Records (RTK) Officer, Codes Enforcement Officer, Floodplain and Stormwater Administrator.
LOIS J. FENNELL, Township Sec/Treas. & Planning Commission Clerk & Assistant Open Records (RTK) Officer
CODE.sys CODE CONSULTING, PA UCC Enforcement/Plan Reviewers and Inspectors
DAVE McGUIGAN, Township BCO (Building Code Official) (from CODE.SYS)
DOUG DUNCAN, Primary Sewage Enforcement Officer
COLLIN FANTASKEY, 1st Alternate SEO and PATRICK WEST, 2nd Alternate SEO
SAXONBURG VOLUNTEER FIRE DEPT, Fire Marshall
DILLON, McCANDLESS, KING, COULTER & GRAHAM – Township Attorneys, w/Matt Marshall primary attorney contact (\$170 hr. in 2018; \$175hr. in 2019; \$180 in 2020; \$185 for 2021; \$190 for 2022; \$195 for 2023)
HERBERT, ROWLAND & GRUBIC, INC. (Rob Arnold primary contact) as the Township Engineers.
DENNIS SYBERT, Dog Control Officer
WILLARD BURNS, III (C. J. BURNS) as EMC* (Emergency Management Coordinator - subject to required training per County & State Regulations.)
ERIC BUTLER, Assistant EMC
Seconded by Lois Rankin. All agreed and *motion carried*.

Motion by John Cypher to approve 'sharing the same Emergency Management Coordinator with Winfield Township as in prior years and proceed with the necessary ordinance. *Seconded* by Lois Rankin. All agreed and *motion carried*.

Motion by John Cypher to re-appoint Lois J. Rankin to continue as Jefferson Township representatives on the Butler County Association of Township Officials Advisory Board for 2023. *Seconded* by Braden Beblo. All agreed and *motion carried*.

Motion by John Cypher to re-appoint Lois Fennell as primary delegate and Erma Mowry as alternate delegate to the Butler County Tax Collection Committee for 2023. *Seconded* by Braden Beblo. All agreed and *motion carried*.

Motion by John Cypher to re-appoint Evelyn Gross as the Vacancy Board Member for 2023. *Seconded* by Lois Rankin. All agreed and *motion carried*.

Motion by John Cypher to re-appoint Evie Gross and Bernie Shulik to the Planning Commission for 2023, 2024, 2025, and 2026 (4-year terms). *Seconded* by Lois Rankin. All agreed and *motion carried*. *Motion* by John Cypher to appoint Jim Vadnal for a 4-year term (2023-2026) to replace outgoing member, Kay Foertsch, as recommended by the Planning Commission. *Seconded* by Braden Beblo. All agreed and *motion carried*.

Motion by John Cypher to appoint Merge & Hill, P.C (Certified Public Accountants) do to the 2022 Audit and e-file to DCED by the April 1, 2023 due date by adoption of Resolution #499 this evening. *Seconded* by Lois Rankin. All agreed and *motion carried*.

Motion by John Cypher to re-appoint TJB Consulting (Tammy Boice) as the webmaster for 2023 for web page updates, revision and maintenance. *Seconded* by Lois Rankin. All agreed and *motion carried*.

John Cypher noted that Monica Rummel has resigned her position as township representative to the library. *Motion* by John Cypher to table the appointment of a representative to the South Butler Community Library until a representative is found. *Seconded* by Braden Beblo. All agreed and *motion carried*.

Motion by John Cypher to re-appoint Roger Cypher as a member-at-large to the Recreation Committee for another 3-year term (2023, 2024 & 2025). *Seconded* by Lois Rankin. All agreed and *motion carried*.

Motion by John Cypher to re-appoint Lois Rankin as cleaning person for 2023 (for 4 hours per cleaning at an hourly rate to be determined by the Auditors, but not to exceed \$18.00 per hour. Cleanings are once per month prior to regular meetings and two extra cleanings for the two elections (spring primary and fall general election.) *Seconded* by Braden Beblo. Lois Rankin abstained and submitted written memorandum. *Motion carried 2 to 1*.

Motion by John Cypher to authorize elected Supervisors to work 'in the event of an emergency' as laborer (roadwork) or CDL driver (must be licensed) and to be paid at the rate(s) set by the elected Auditors. *Seconded* by Lois Rankin. All agreed and *motion carried*

Motion by John Cypher to re-appoint Keith Bachman, Kevin Miller, and Clinton Bonetti to the Building Code Board of Appeals for 2023. *Seconded* by Braden Beblo. All agreed and *motion carried*. *Motion* by John Cypher to re-appoint Ed Kosinski as 'alternate member' of the Appeals Board, subject to his approval. *Seconded* by Lois Rankin. All agreed and *motion carried*.

Motion by John Cypher to allow all three supervisors, the manager, and the secretary/treasurer to attend The PSATS State Conference in 2023 and pay the usual expenses (i.e. registration, mileage, meals, turnpike fees, and motel/hotel expenses.) *Seconded* by Lois Rankin. All agreed and *motion carried*. It is anticipated that Lois Rankin will be planning to attend the convention. John Cypher said he will likely not attend. Leo Rosenbauer said he cannot commit at this time.

Motion by John Cypher to appoint Lois J. Rankin as voting delegate to the PSATS State Conference in 2023 (pending her registration/attendance). *Seconded* by Braden Beblo. All agreed and *motion carried*

Motion by John Cypher to keep the township depository at First Commonwealth Bank for the checking accounts, sewage savings account, and some sewage escrow CD's; to keep the Concordia sewage CD at Nextier Bank. and to keep the 'savings' accounts at PLGIT (General Fund, Park Savings Fund, American Rescue Plan Funds, Capital Reserve Fund, Impact Fee Fund, and State Fund. *Seconded* by Lois Rankin. All agreed and *motion carried*.

Motion by John Cypher to set the mileage reimbursement rate for 2023 at the going IRS rate (set by the IRS on 12/29/22) at \$.655 (sixty-five + one-half cents). *Seconded* by Lois Rankin. All agreed and *motion carried*.

Motion by John Cypher to set the treasurer's bond at \$800,000 for 2023 and keep the manager's bond at \$750,000 (this was renewed in Aug. 2022) for 2023. *Seconded* by Lois Rankin. All agreed and *motion carried*.

MONTHLY MEETINGS:

Motion by John Cypher to set the monthly meetings for 2023 on the 2nd Monday of each month at 7:00 P.M. *Seconded* by Lois Rankin. All agreed and *motion carried*.

SALARIES/FEES/RAISES:

The 2023 permit fees and the wage and benefit list for all full-time and part-time employees (elected and appointed) will be included in the minute book for Jan. 3, 2023. The road crew's wages and benefits are subject to the union contract. John Cypher *moved* to set the Sec/Treas. salary at \$25,482.60 (a 5% increase) for 2023. Seconded by Lois Rankin. All agreed and *motion carried*. John Cypher *moved* adopt Resolution #500 setting the Manager's salary at \$66,000.00 for 2023 with the same benefit package. *Seconded* by Lois Rankin. All agreed and *motion carried*. *Motion* by John Cypher to table setting a 'wage or salary' for a possible Codes Enforcement Assistant position subject to further review and discussion. *Seconded* by Braden Beblo. All agreed and *motion carried*.

MISC. BUSINESS (under reorg. part of the meeting):

CURRENTLY E & E AUTO SALVAGE DOES NOT HAVE A LICENSE. No action taken this evening. Anything the owners do at this time is illegal. The owners must come into compliance and re-file for a permit.

*****END Jan. 3, 2023 RE-ORGANIZATION/REGULAR MEETING START:** Time: 7:37 P.M.

MINUTES:

Motion by John Cypher to approve the December 12, 2022 regular meeting minutes as written and distributed. *Seconded* by Braden Beblo. All agreed and *motion carried*.

FINANCIAL:

The list of bills paid between the prior meeting (Dec. 12, 2022) and this evening's meeting (Jan. 3, 2023) totaled \$52,650.93. *This amount includes payment to Russell Standard for the rejuvenator project and to James D. Miller for the park pavilion roofing project.* The list of bills presented for payment this evening from the General Fund totaled \$8,251.48. No bills were presented for payment from the State Fund. The Balance of All Funds after payment of the bills presented totaled \$2,820,094.69 (this amount does not include Dec. 2022 interest.) *Motion* by John Cypher to pay the bills presented and any other bills come and are due prior to the February meeting. *Seconded* by Braden Beblo. All agreed and *motion carried*

PUBLIC BUSINESS OR COMMENT: None.

ROAD REPORT:

Chairman Cypher reported on the 'Road Report', but first expressed his gratitude for the 'job well done' by the foreman and road crew over "Christmas weekend winter storm."

The foreman reported that winter storm Elliott was a challenge, but they make it through with a few bumps and bruises – i.e. wet conditions, falling temperatures, high winds, drifting snow, truck maintenance problems (2017 Mack and 2015 Ford F550), plus a malfunction of the garage door opener which resulted in damages.

The snow fence along Fisher Rd. across from Nowicki Lane may need more fence added to it, as the drift was covering part of one of the lanes. Traffic has to be blocked with the F550 while the three large trucks worked to plow the drift. This happened on two different occasions over the holidays.

Three signs had to be fixed and tree limbs were cleaned up as time allowed. All the trucks and equipment used will be washed, greased, and looked over to get ready for the next snow event. All the building floors and drains will be cleaned as well.

The totals for this year to date: salt used – 420 ton and anti-skid used – 100 ton. 400 tons of salt will be ordered this week to replenish the stockpile.

The 2023 Mack is built and 'waiting' for correct wheels and tires. It is hoped that the truck will be shipped to the body company (Super City) within the week. The road foreman is pushing for a prebuilding meeting at Super City as soon as possible.

John Cypher asked if the road department should consider the reclaimed crushed cement available at Throwers. The Supervisors would like to have a price and the foreman needs to inspect the quality of the material.

The manager reported getting a quote for 'tree trimming' on Marwood, Heller, Dreher, and Becker Roads for \$12,180.00. This being under the threshold for 'formal quoting' and a very good price for the project (all four roads to 30 feet to 'arborist standards'), it has been scheduled for completion by the end of March 2023. *Motion* by John Cypher to approve and proceed. *Seconded* by Lois Rankin. All agreed and *motion carried*.

Additionally, Manager Leo Rosenbauer reported:

- Liberty Point is looking for final documentation so that they can begin development this spring.
- He reported that he met with the County Bridge Dept. engineer and the LTAP Representative regarding the West Jefferson Rd. bridge. They hope to proceed with the work this summer. The project will take 2 to 3 weeks, and will require shut-down of the road. The County has approved the MIP (Municipal Infrastructure Program) grant for \$216,688.00 plus our local match of 20% for the culvert repairs on Janice Lane and O'Hara Rd. (*see motion under New Business.*)
- He reported that the property owner, in regards to removal of pipe on Oak Dr., has not approved a temporary construction right-of-way, so the township may need to reevaluate how to proceed.
- He has met with Ryan Harr from Butler County Conservation District about 'dirt and gravel road/low volume road' funding available for use on Creek Rd. Cost to raise the road and possible guide rail addition will be between \$150,000 to \$200,000.

Lois Rankin asked the manager to provide a report of expended funds and a list of projects to be funded under the AARP Funds for next month's meeting, Feb. 13, 2023.

RECREATION BOARD REPORT:

The Recreation Board does not meet in November, December, or January; therefore there was no report for this evening. Lois Rankin asked if any progress has been made on finding funding for the pool renovations needed. Leo Rosenbauer wants to set up a meeting with Senator Scott Hutchinson and Representative Marci Mustello regarding a new source, which would need their 'support' for approval.

PLANNING COMMISSION:

Leo J. Rosenbauer, III, reported on the Dec. 19, 2022 Planning Commission meeting. They discussed the 'proposed' false fire alarm ordinance and would like an informal meeting with a fire dept. representative before they make any recommendations. John Cypher suggested preparing a 'list of questions' (whether regarding their budget or vehicle expense maintenance, etc.). In the meantime, he will make some phone calls about their availability to meet (with a small group of P.C. members and a Supervisor.)

Katina Degreen attended the P.C. meeting to request an ordinance on chickens. The P.C. would like the Supervisors to look into a sample regulation, but this evening, the Supervisors did not agree since we are a rural, farming, community.

The township received calls about 'solar farms.' The P.C. agreed with the Supervisors and are not interested in a separate ordinance for 'solar farms', since any facility would be subject to our Subdivision and Land Development ordinance regulations.

The P.C. reviewed two letters of interest received for the position on the P.C. being vacated by Kay Foertsch. They recommended appointment of Jim Vadnal. He was appointed early this evening.

The P.C. looked at the lot size and frontage of lots (multiple lot sizes and configuration sketches presented by Brian Noah) and voted to recommend that the minimum lots size should increase to 2 acres (for on-lot septic) and the frontage should increase from 125 ft. to perhaps 200 ft. The Supervisors' said this makes good sense as this will make sufficient room for the on-lot septic and alternate sites and allow for 'larger houses and number of out-buildings that seem to be in demand currently. No action to be taken until the P.C. finishes review of SALDO and other ordinances for amendment.

UNFINISHED BUSINESS:

John Cypher noted that he spoke with PennDOT regarding the Bonniebrook/Great Belt Road intersection signage. He was told that 'no study' has been done to evaluate safety of, nor a report prepared on 'less or more accidents' for flashing stop signs placed elsewhere. There is no real support of this type of sign and the bottom line is that there is 'no science' to prove it as a benefit.'

NEW BUSINESS:

Motion by John Cypher to adopt the Revised PROFESSIONAL SERVICES FEE Resolution #502. *Seconded* by Braden Beblo. All agreed and *motion carried*.

Motion by John Cypher to adopt the Revised SEWAGE FEE Resolution #501. *Seconded* by Braden Beblo. All agreed and *motion carried*.

Motion by John Cypher to adopt the Revised General "FEE RESOLUTION" #503 which includes various revisions and references the Professional Service Fees Res. #502 and the Sewage Fee Res. #501. *Seconded* by Braden Beblo. All agreed and *motion carried*.

Motion by John Cypher to authorize adoption of Resolution #504 for the Butler County Coronavirus Local Fiscal Recovery Funds (CLFRF) or (MIP – municipal infrastructure project funds). *Seconded* by Braden Beblo. All agreed and *motion carried*.

Motion by John Cypher to authorize sending the Delinquent Per Capita list from 2022 to Sharp Collections, *when received* from the tax collector. *Seconded* by Braden Beblo. All agreed and *motion carried*.

MISC. BUSINESS FROM TWP. OFFICIALS:

Motion by John Cypher to add an agenda item to discuss Pension Joinder amendment needed. *Seconded* by Braden Beblo. All agreed and *motion carried*.

Motion by John Cypher to add an agenda item to discuss ending date of probation and wage rate for new road employee Brian Turner. *Seconded* by Braden Beblo. All agreed and *motion carried*.

The manager reported the union contract requires that the employee under probation does not receive pension fund benefit until the date of probation is completed. This was proposed to be done in Jan. 2021 (effective 1/5/21) but the proposed change and resolution were never received by the Township. So, in order to amend the pension joinder agreement, John Cypher *moved* to adopt Resolution #505 to amend the PSAT MRT "Money Purchase Plan Joinder Agreement" for Jefferson Township Employees' Pension Plan. *Seconded* by Braden Beblo. All agreed and *motion carried*.

The Supervisors were asked by the foreman to approve the 'completion of Brian Turner's probationary period' on 1/28/23 and authorize a raise. After some discussion, Braden Beblo *moved* to set his hourly rate at \$21.00 from CDL license issuance to probation completion (12/21/22 to 1/28/23). *Seconded* by John Cypher. All agreed and *motion carried*. John Cypher *moved* to approve Brian Turner's completion date and consider him to be full-time with benefits as of 1/29/23. *Seconded* by Braden Beblo. All agreed and *motion carried*. Discussion and decision on any wage increase for Brian Turner 'after 1/28/23' will take place at a later date.

ADJOURN:

Motion by Braden Beblo to adjourn at 9:23 P.M. *Seconded* by Lois Rankin. All agreed and *motion carried*

ATTENDANCE: Bill & Mandi Foertsch, Evie Gross, and Jim Rankin.

NEXT MEETING: Regular meeting - Monday, Feb. 13, 2023 at 7 P.M. at the municipal building.