

RE-ORGANIZATIONAL & REGULAR MEETING

Tues., JAN. 2, 2024

CALL TO ORDER: BY *Acting Chair*: TIME: 7:00 P. M.

ROLL CALL: John Cypher ____, Lois Rankin ____, Braden Beblo ____, Leo Rosenbauer, Manager ____ and Lois Fennell, Sec/Treas. ____.

ANNOUNCEMENT: Executive Sessions:

PUBLIC COMMENT ON THE AGENDA AS PRESENTED:

REORGANIZATION AND APPOINTMENTS FOR 2024:

Motion by _____ to appoint _____ as chairman for 2024. Seconded by _____ . Agreed _____.

Motion by _____ to appoint _____ as vice-chairman for 2024. Seconded by _____ . Agreed _____.

Motion by _____ to re-appoint the following officials for 2024 :
LEO J. ROSENBAUER, III, Township Manager & Open Records (RTK) Officer, Codes Enforcement Officer, & Floodplain 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 – DOUG TO LET US KNOW
PATRICK WEST – 2nd Alternate SEO – DOUG TO LET US KNOW
SAXONBURG VOLUNTEER FIRE DEPT, Fire Marshall
DILLON, McCANDLESS, KING, COULTER & GRAHAM – Township Attorneys, w/Matt Marshall primary attorney contact (\$180 in 2020; \$185 for 2021; \$190 for 2022; \$195 for 2023, \$200 for 2024)
HERBERT, ROWLAND & GRUBIC, INC. (Rob Arnold primary contact) as the Township Engineers.
DENNIS SYBERT, Dog Control Officer
C. J. BURNS as EMC (Emergency Management Coordinator (*shared w/Winfield Twp.* as in prior years)
*Subject to required training and State/County regulations.
ERIC BUTLER, Assistant EMC

Seconded: _____ Agreed: _____

Motion by _____ to appoint Lois J. Fennell as primary delegate and Erma Mowry as alternate delegate to the Butler Co. Tax Collection Committee for 2024. Seconded by _____. Agreed:

Motion by _____ to appoint Evelyn Gross as the vacancy board member for 2024. Seconded by _____. Agreed _____.

Three Planning Commission terms expired 12/31/23. Motion by _____ to re-appoint Bob Williams, Jim Jones, and Brian Noah to the Planning Commission for 2024, 25, 26, & 27. Seconded by _____ Agreed _____. *NOTE: Bob Wetzel is appointed 'alternate' through 12/31/25.*

Motion by _____ to appoint Bonus Accounting (Certified Public Accountant(s)) to do the 2023 Audit and e-file to DCED by the April 1, 2024 due date by adoption of **Resolution (#519)**. Seconded by _____. Agreed: _____.

Motion by _____ to appoint TJB Consulting (Tammy Boice) as the webmaster for 2024 for web page updates, revisions & maintenance. Seconded by _____. Agreed:

NOTE: Curtis Heakins, Saxonburg Authority Board – reappointment due 1/2026 for five-year term.

NOTE: Janet Perine is already appointed as the representative to the South Butler Community Library through 12/31/24 (appointed in Feb. 2023) to complete Monica Rummel's term.

Motion by _____ to re-appoint Kristi Wise **OR APPOINT** _____ as a member-at-large to the Recreation Committee to a new 3-yr. term (2024, 25, & 26) on the Recreation Board.

Motion by _____ to re-appoint Lois Rankin as cleaning person for 2024 (under same conditions as prior years: *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 the regular meetings and two extra cleanings for the spring and fall elections).*)
Seconded by: _____. Agreed: _____.

Motion by _____ to authorize elected Supervisors to work ‘in the event of an emergency’ as laborer (roadwork) or CDL driver (must be licensed) and be paid at the rate(s) set by the elected Auditors.
Seconded by: _____. Agreed: _____.

Motion by _____ to re-appoint Keith Bachman, Kevin Miller, and Clinton Bonetti to the Building Code Board of Appeals for 2024. Seconded by _____. Agreed: _____. **Motion** by _____ to re-appoint Ed Kosinski as ‘alternate’ member IF he agrees to re-appointment. Seconded by _____. Agreed: _____.

Motion by _____ to allow all three supervisors, the manager and the secretary/treasurer to attend the state convention in 2024 and pay the usual expenses, i.e. registration, mileage, meals, turnpike fees, and motel/hotel expenses. (*So far _____ _____ _____ plan(s) to attend.*) Seconded by _____. Agreed _____.

Motion by _____ to appoint the voting delegate for (or to table the appointment of the voting delegate until it is determined *who or if anyone* will actually be attending) the state convention. (*Voting delegate limited to Supervisor or Sec/Treas. or Manager.*) Seconded by _____. Agreed _____.

Motion by _____ to keep the township depository at First Commonwealth Bank for checking accounts and some escrow CD’s, Nextier Bank (currently one small CD/Concordia sewage escrow) **and Pa. Local Government Investment Trust** (PLGIT) (currently for savings) for 2024. Seconded by _____. Agreed _____.

Motion by _____ to set the mileage reimbursement rate for 2024 at the going IRS rate (which is supposed to be \$.67 (67 cents) per mile. (*\$.575 in 2020; \$.56 in 2021; \$.585 at 1/1/22 and changed in July to \$.645; \$.655 in 2023.*) Seconded by _____. Agreed _____.

Motion by _____ to set the treasurer’s bond at \$800,000.00 for the sec/treas. and \$750,000.00 for the manager in 2023. Seconded by _____. Agreed _____. Note: Manager’s Bond renewed for one-year at \$750,000.00 in June 2023; it was paid 6/12/23. \$800,000.00 bond renewal and invoice were received from C.W. Howard Agency for Lois Fennell for the 1/1/24-1/1/25 policy; it was paid 11/13/23.

MONTHLY MEETINGS:

Motion by _____ to set the monthly meetings for 2024 on the 2ND MONDAY of each month at 7:00 P.M. (or _____ if changing it) (except January). Seconded by _____. Agreed _____.

SALARIES/FEES/RAISES:

The 2024 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. 2, 2024**. The road crew’s wages and benefits are subject to the union contract.

Motion by _____ to adopt **Resolution #520** to officially set the Manager’s salary for 2024 at \$67,989.00. Seconded by _____. Agreed: _____.

Other wages: The Sec/Treas.’ salary and the newest road employee’s hourly rate were set at the Dec. 11th meeting. The other road crew members receive wage raises as set by the union contract.

Any other wages to be set? (i.e. dog officer or Doug Lefever)

CURRENTLY E & E AUTO SALVAGE DOES NOT HAVE A LICENSE! No motions for the Supervisors to take this evening. SUBJECT TO COMPLETE COMPLIANCE to CHAPER 13 of the JEFFERSON TOWNSHIP CODE of ORDINANCES, the Supervisors will make appropriate motions for the permit year proposed.

**END Jan. 2, 2024 RE-ORGANIZATION and begin /REGULAR MEETING - Time: _____ **

MINUTES:

Motion to approve the Dec. 11, 2023 regular meeting minutes as written and distributed:

Second: Agreed:

FINANCIAL: Present: List of bills paid between prior meeting and current meeting.

Present: List of Gen. Fund bills for payment this evening.

Present: List of ARPA bills for payment this evening:

Present: List of State Fund bills for payment this evening.

Balance of ALL funds after payment of the bills presented this evening.

does not include Dec. 2023 interest.

Motion to pay the bills presented and any others that come and are due prior to the February 12, 2024 meeting (due to the early date of this meeting, there will be several outstanding bills.)

Second: Agreed:

PUBLIC BUSINESS OR COMMENT:

ROAD REPORT:

RECREATION BOARD REPORT: No January meeting - next meeting Feb. 7, 2024 - 8 PM

PLANNING COMMISSION: Dec. 18th meeting

UNFINISHED BUSINESS:

NEW BUSINESS:

Revised PROFESSIONAL SERVICES FEE Resolution #521 – Motion to adopt:

Revised SEWAGE FEE Resolution #522 – Motion to adopt: _____ Second: _____
Agreed: _____

Revised general "FEE RESOLUTION" #523 – Various revisions plus adds references to revised Professional Fee Res. #521 (above) and revised Sewage Fee Res. #522 (above).

Motion: Second: Agreed:

Delinquent Per Capita list from 2023 - authorize list to be sent to Sharp Collections, *when received* from the tax collector. Motion: Second: Agreed:

MISC. BUSINESS FROM TWP. OFFICIALS:

Questions from the Supervisors for the manager and possible update from the manager:

ADJOURN: *Motion* by: Second: Agreed: Time:

ATTENDANCE:

NEXT MEETING: The Auditors meet at 5:30 PM tomorrow, Jan. 3, 2024. The next regular Supervisors' meeting - Monday, Feb. 12, 2024 at 7 P.M. at the municipal building.