

JEFFERSON TOWNSHIP

REGULAR MEETING

November 12, 2018

CALL TO ORDER:

The regular meeting of the Jefferson Township Board of Supervisors, held at the municipal building on 157 Great Belt Rd., Butler, PA, was called to order by Chairman John Cypher at 7:00 P.M. on Nov. 12, 2018. All rose to pledge the flag.

ROLL CALL:

Those present were Chairman John Cypher, Vice-Chair. Lois Rankin, and Sec/Treas. Lois Fennell.

ANNOUNCEMENTS:

There was a brief executive session following Oct. 8th meeting on personnel; followed by an executive session on Tues., Oct. 16th at 6 PM on personnel.

Safety Seminar - Oct. 10th was attended by John Cypher and Lois Rankin with township road crew, codes officer and sec/treas. The BCATO Fall Convention - Oct. 23rd was attended by all three Supervisors and other officials from the Township.

John Cypher and Danielle Sedlak (Codes Officer) attended an informational meeting with Butler Co. CDBG Coordinator and Butler Co. Parks Director at park to discuss possible projects on Thurs. 10/25/18.

John Cypher, Secretary Lois Fennell and Road Foreman William Foertsch attended a very preliminary meeting at Summit Township with PennDOT Municipal Services to discuss Multimodal Transportation grant award for Bonniebrook Rd. improvements on Thurs., 11/8/18.

PUBLIC COMMENT ON THE AGENDA AS PRESENTED: None.

MINUTES:

John Cypher *moved* to approve the October 8, 2018 regular meeting minutes as written and distributed. *Seconded* by Lois Rankin. Agreed and *motion carried*.

FINANCIAL:

Bills paid between the Oct. 8th and the Nov. 12, 2018 meetings totaled \$204,609.41 (includes the Gen. Fund payment for the new 2018 Mack truck). Bills presented for payment from the General Fund this evening totaled \$38,371.10. No bills were presented from the State Fund. The total of all funds after payment of the bills reported is \$1,186,525.79. *Motion* by John Cypher to pay the bills plus any regular bills that may become due prior to the Dec. 10, 2018 meeting. *Seconded* by Lois Rankin. Agreed and *motion carried*.

PUBLIC BUSINESS OR COMMENT:

Monica Rummel gave a brief update on the South Butler Community Library. Jefferson Township continues to be the #1 'borrower' with 23% of all the library cards and 16% of all the books checked out. The Library is thankful for the Township's support; Booktoberfest netted them \$6300 profit. Currently they have a raffle fundraiser for the 'chain-saw carved' Eagle in front of the building and they plan a 'Steeler Ticket' auction soon. They have replaced 'movable shelves' in the building and plan apply for a Keystone Grant to replace one of two air conditioning units. They will again celebrate Light Up Night in Saxonburg the day after Thanksgiving; last year over 400 attended. Their Board meetings will be moved to the 2nd. Wed. of each month beginning in January (was the 3rd Wed.) They are trying to do more with adults and seniors.

Chris Balina was present on behalf of Saxonburg Volunteer Fire Dept. He submitted letter of thanks for the 'one time' donation approved last month (\$25,000.) The funds are to assist in updating the 9-1-1 radio system, which in turn makes other funds available for equipment upgrades. He noted that 11 out of the 26 emergency calls in October were from Jefferson Township.

RECREATION COMMITTEE:

The Recreation Committee does not meet in Nov., Dec. and January; therefore no report from them. John Cypher reported briefly on the meeting with Lance Welliver and Wendy Leslie on Oct. 25th. Wendy had been in contact with the township regarding the unused CDBG admin. funds from 2014 and 2015. The CDBG Admin. Funds can actually be used for updating the park master plan. Requests for proposals (RFPs) will need to be sent out before appointing an engineer to update the master plan. *Motion* by John Cypher to move forward with updating of park master plan and use of the remaining 2014/2015 CDBG Admin. Funds. *Seconded* by Lois Rankin. Agreed and *motion carried*. *Motion* by Lois Rankin to designate John Cypher to sign paperwork in regards to designating these CDBG Admin. Funds for this purpose. *Seconded* by John Cypher. Agreed and *motion carried*. Wendy Leslie, the CDBG Coordinator, will be notified that we wish to proceed.

Possible future projects under CDBG funding could be installation of concrete port-o-johns, handicapped accessible seating, sidewalks and other such project.

Lance Welliver has forwarded a time line for various state and county grant applications at Danielle Sedlak's request. At the 10/25 meeting, Lance also explained other funding available for projects in the park.

Pool: www.sebcopool.com Softball: www.sagsa.org Soccer: www.knochsoccer.org Baseball: www.saxonburgbaseball.com

PLANNING COMMISSION:

Leo Rosenbauer, Chairman of the Planning Commission reported on the Oct. 15, 2018 Planning Commission (P.C.) meeting. The P.C. spoke with Sister Christina, Mother Superior and their architect, Peter Humphrey. They wished to convey information only (no submission received) on the proposed expansion of St. Elias Monastery on an adjacent 13 acre parcel to their current location off Golden City Rd. (St. Elias Lane.) Mr. Humphrey had several drawings to show the proposed new buildings (and use), plus the current buildings (and use), access drives, parking areas, and noted demolition of one garage/living/working area. They hope to use the current drive from Golden City Rd. with a recorded easement for the new development; the drive will need upgraded. Leo Rosenbauer contacted the Township Attorney to see if this is possible or if they need a new separate drive on the 13 acre parcel. Leo noted that both this proposed development and the Evan Toth Subdivision (submitted 10/8/18 and to be reviewed 11/19/18 by the P.C.) have almost the same situation: an existing lane that they want to continue to use (for both lots) and a 'flag pole right-of-way' provided for access to one of the lots.) The Attorney advised that nothing in the ordinances allows the use of existing driveway and therefore cannot be allowed. Both John Cypher and Lois Rankin agreed; it can't be allowed and they must adhere to the ordinances as strictly as possible. Leo will speak with the Sisters and ask them to consider combining the lots.

The 2 address numbers for the Monastery (119 + 121 St. Elias Lane) were discussed at the P.C. meeting. Danielle will check with 9-1-1 to see what structures are required to have addresses.

Both Leo and Danielle will be in touch with them.

Danielle reported that AT&T is submitting a new land development for the cell tower property at 750 Dinnerbell Rd. (Thoma's Meat Market property).

It was noted that Evan Toth's Subdivision was submitted Oct. 8, 2018 (only one week prior to this Planning Commission meeting). They were told, per Chairman Rosenbauer, that it was due 2 weeks before the meeting (or Oct. 1st) and would NOT be reviewed this evening. Additionally, a 'revision' was submitted this afternoon. Leo said he has several questions about it that he will discuss with our sewage officer and attorney. Also it does not have road access site distances on it. He will contact Land Surveyors with questions. Formal review is set for Nov. 17th P.C. meeting.

Evie Gross noted that Lezzer/Miller (Stoneybrook Phase II) mylars were submitted for execution, but that cannot be done until the NPDES permit has been approved. Then the developer's agreement, O & M, bonding, etc. needs to be executed and recorded. Leo Rosenbauer has asked them for a plan showing 'all lots, buildings, basins & storm sewers (no topography) for all of Phase II (Evie said we already have drawing for Phase I). Leo said they agreed to submit it. It will need to be recorded as well.

ROAD FOREMAN REPORT:

Chairman Cypher read the report submitted by Road Foreman William Foertsch. A little over 614.37 ton of discounted 2RC stone was delivered and mixed with about 300 ton of sweepings. About 300 ton of salt was delivered to fill the salt shed. Snow fence is approximately 60% installed; road crew is waiting on crops to be harvested before finishing. The park is winterized; road crew is waiting for the go-ahead to lock the gates.

The 2019 Mack truck has been delivered and is ready for winter maintenance use. The 2019 F550 is currently at Stephenson/Walsh Equipment and should be completed by mid-December. After some discussion as to whether to trade or advertise the 2004 F550, John Cypher *moved* to try and sell the truck on Municibid. *Seconded* by Lois Rankin. Agreed and *motion carried*.

The West Jefferson bridge had some concrete edge work done and has been sealed. Golden City bridge was also sealed by the road crew.

The pedestrian cross walk lights have been removed from the traffic light at Rt. 356/Marwood and replaced with 'No Pedestrian' signs. No township officials (road foreman, secretary or Supervisors) were notified of this. John Cypher agreed to contact PennDOT and/or Shields Paving to find out about it.

In August, the Board approved bidding for tree trimming on Alwine, Rennick and Smith Roads, which was to be 20 to 25 feet straight up from the right-of-way. This has not been advertised for bid yet. The road foreman said the Township may want to increase the height requirement to 30 feet from the pavement because the bucket truck will be able to work more easily from 'one' lane (instead of two lanes being blocked to traffic.) *Motion* by John Cypher to revise the prior approval and solicit the bids 'straight up 30 ft. above the right-of-way (pavement)'. *Seconded* by Lois Rankin, who noted that she actually would prefer not to trim the trees. Agreed and *motion carried*.

The road crew reviewed and test-demonstrated zero-turn mowers and would like the Board to decide:

- 1) Ferris IS3200/61" deck, suspension and suspension seat, 37 HP Briggs/Vanguard with oil guard system, 14 cubic ft. dump from the seat bagger, warranty 2 years for belts and machine with unlimited hours or 2 years on belts and 4 years on machine only up to 500 hours (whichever comes first) - cost \$14,909.
- 2) Hustler Super Z Hyper drive/60" deck, 37 HP Briggs/Vanguard, rear collection system dump from seat, suspension seat and flex forks, warranty 3 years with no hour limit and 5 year 3000 hour warranty on drive pumps and motors (considered industrial) - cost \$14,997.03. *Motion* by John Cypher to table decision at this time. *Seconded* by Lois Rankin. Agreed and *motion carried*.

UNFINISHED BUSINESS:

The 2019 Budget was introduced to the Board last month. They did not plan a workshop, but planned for possible discussion this evening. Only one change made: \$25,000 one-time donation to Saxonburg Volunteer Fire (to be paid by the end of this year) approved at the Oct. meeting. *Motion* by John Cypher to authorize advertisement of 2019 Budget final review and adoption (Resolution #421) at the Dec. 10, 2018 meeting. *Seconded* by Lois Rankin. Agreed and *motion carried*.

Motion by John Cypher to clarify that the cost for private lane signs to be named per 9-1-1, total cost may be \$350, but the Supervisors determined last month that the Township would absorb the installation/labor and the property owners would then only be responsible for the materials, approximate cost of \$150. *Seconded* by Lois Rankin. Agreed and *motion carried*.

NEW BUSINESS:

After some discussion, Lois Rankin *moved* to authorize advertisement of the intent of the Supervisors to appoint a CPA at their Jan 7, 2019 meeting 'to examine all of the accounts of the Township for the fiscal year 2018'. The ad must be placed at least 30 days prior to the expected date of appointment. *Seconded* by John Cypher. Agreed and *motion carried*. It was noted that Sue Hartzell is elected through the end of 2019 and Lil Bachman is 'appointed' elected auditor until the next municipal election (Nov. 2019). The elected auditors should meet Jan. 8, 2019 to set the pay for any working supervisors.

NEW BUSINESS, cont.:

The codes officer asked that the Board review language in Chapter 21.303.4 requiring the Supervisors' review and approval on 'all' driveway permits. Should it be left as it is or should the ordinance be revised? In addition, the codes officer asked for input/decision on two pending driveway permit applications for Pine Run Midstream on Golden City and Victory Roads. After some discussion:

1) *Motion* by Lois Rankin to deny the two driveway permits on the basis that they do not comply with our regulations. One application is requesting modification for sight distance and for paving the first 50 ft. of the access; the other is requesting modification for paving the first 50 ft. of access; and it is understood that several matters are still outstanding on both applications. *Seconded* by John Cypher. Agreed and *carried*.

2) *Motion* by John Cypher to revised Chapter 21 (especially in regards to Section 303) and asked that the Planning Commission begin review. *Seconded* by Lois Rankin. Agreed and *motion carried*.

3) *Motion* by John Cypher to 'waive review/approval' by the Supervisors for those 'residential driveway applications' that are 'not questionable' because it was never the intention to require the Board of Supervisors to approve normal residential driveway permits with no questionable conditions, subject to Attorney Marshall's review and approval and until the revision to Chapter 21 is advertised and adopted. *Seconded* by Lois Rankin. Agreed and *motion carried*.

Motion by John Cypher to ratify the hiring of Austin Taylor as new road crew employee as of Oct. 16, 2018 executive session (duly announced at the beginning of this meeting). His first day of work was 11/5/18 at beginning rate of \$17 hr., which will be increased to \$18 hour after obtaining his CDL license. A probation period applies. It was noted that advertisement was placed in the Eagle for this position. *Seconded* by Lois Rankin. Agreed and *motion carried*. John Cypher announced that Danielle Sedlak, current 'Building Permit Officer including Stormwater and Floodplain Administration and Special Projects Coordinator', has submitted a letter stating that she has taken another job, daylight hours, and is ready and willing to remain in the service and employ of Jefferson Township evenings and weekends. The Supervisors have no objections to the change and in fact appreciate her willingness to continue. *Motion* by John Cypher to have the secretary check with Danielle to verify her intentions. *Seconded* by Lois Rankin. Agreed and *motion carried*.

As announced last month, PennDOT has approved our Multimodal Grant Application submitted jointly with Summit Township. Previous Resolution #404 authorizing the (joint) application with Summit Township being 'lead applicant' was adopted Dec, 2017. Sec/Treas. Lois Fennell, Chairman John Cypher and Road Foreman Bill Foertsch met with Allen Williams and Summit Township officials on Thurs., Nov. 8th for a very preliminary meeting. Summit Township will be signing the 'grant agreement' as the 'sponsor' (lead applicant). An Intergovernmental Cooperation Agreement Ordinance (will be #422) needs to be adopted...it is currently with the attorney. *Motion* by John Cypher to move forward with advertisement as soon as the final draft is received from the attorney. *Seconded* by Lois Rankin. Agreed and *motion carried*.

MISC. BUSINESS:

Received NOTICE from HRG, Inc. that PennEnergy Resources, LLC is applying for coverage under the Erosion & Sediment Control Permit (ESCPG-2) for earth disturbance associated with Oil & Gas Exploration- West Pad 69, 300 Victory Rd., Saxonburg, PA (at Stasiak property). Project: construction of PCSM BMP's to include converting two existing sediment traps into infiltration basins and the construction of an infiltration berm.

Lois Rankin mentioned the costs for certified letters and time spent on codes enforcement; both she and John Cypher were in agreement to trying to cut costs; issuing 'one warning' where ever possible and then taking the matter to the magistrate.

ATTENDANCE: Chris Balina, Brian Jack, Dennis Kriley, Mandi Foertsch, Evie Gross, Monica Rummel, Sue Hartzell and Leo Rosenbauer.

ADJOURN: Lois Rankin *moved* to adjourn at 9:15 PM. *Seconded* by John Cypher. Agreed & *motion carried*.

The next regular meeting is Mon., Dec. 10, 2018 at 7 P.M. at the Township Building, 157 Great Belt Rd

Respectfully submitted by Sec/Treas., Lois Fennell