

JEFFERSON TOWNSHIP

REGULAR MEETING

March 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 March 12, 2018. All rose to pledge the flag.

ROLL CALL:

Those present were Chairman John Cypher, Vice-Chair. Lois Rankin, Supervisor Braden Beblo, Sec/Treas. Lois Fennell and Attorney Matt Marshall.

ANNOUNCEMENTS:

Supervisors John Cypher & Braden Beblo attended a 2/13/18 meeting between Danielle Sedlak (Twp. Special Projects Coordinator) and Co. Parks Director Lance Welliver to discuss possible project using the 2018 Butler Co. Parks Renovation grant.

Supervisors John Cypher & Braden Beblo attended a 2/20/18 meeting between Road Foreman Bill Foertsch, Ian Harrell (Conservation District) and Jason Black from DEP to discuss Creek Road emergency permit to improve stream bank.

All three Supervisors attended a 2/27/18 meeting between Road Foreman and Mr. Andrews about reviving the 'creek habitat restoration' project at Creek Rd.

All three Supervisors went on road check with road foreman on 3/1/18.

On Sat., 3/3/18, both John Cypher and Lois Rankin attended the "Eggs & Issues" held by Rep. Brian Ellis. There was a brief exec. session just prior to this meeting 3/12/18 in regards to on-going legal matters.

PUBLIC COMMENT ON THE AGENDA AS PRESENTED: None.

MINUTES:

John Cypher *moved* to approve the Feb. 12, 2018 regular meeting minutes as written and distributed. *Seconded* by Braden Beblo. All agreed and *motion carried*.

FINANCIAL:

Bills paid between the Feb. 12th and March 12, 2018 meetings totaled \$101,901.73. Bills presented for payment from the General Fund this evening totaled \$50,169.33. No bills were presented from the State Fund. The total of all funds after payment of the bills reported is \$1,511,342.74. *Motion* by John Cypher to pay the bills plus any regular bills that may become due prior to the April 9, 2018 meeting. *Seconded* by Lois Rankin. All agreed and *motion carried*.

PUBLIC BUSINESS OR COMMENT:

The CPA, Rich Hill, who audited the 2017 Financial Records and prepared the DCED Audit Report was present to give a brief report. He performed analytical procedures; cash reconciliation tests; tested accounts receivable, accounts payable and payroll records; obtained confirmations from our banks, our real estate tax collector, Berkheimer (earned income & local services taxes), Butler County Tax Claim and Realty Tax Office. He noted that the tax collection rate (real estate) is 97%, which is really good. His only suggestion is to place 'sewage/developer's escrows' in a joint savings account, which he believes will make the records easier to reconcile. Interest can be calculated by percentage of the funds on hand. However, he did say there was nothing wrong with the way it is being done! He found the books to be in good order.

PUBLIC BUSINESS/COMMENT, cont.:

Motion by John Cypher to sign the "Management Representation Letter" he prepared for the sec/treas. and chairman to sign (on Township letterhead.) *Seconded* by Braden Beblo. All agreed and *motion carried*. The signed letter was given to Mr. Hill this evening. He will prepare a report to be placed in the Butler Eagle, which is required by Township Code! Mr. Hill thanked the Township for the opportunity to do the audit for Jefferson Township and said it was a joy to work with the secretary/treasurer. The Supervisors thanked him!

RECREATION COMMITTEE:

Recreation Committee Chairman, Brian Patten, reported on the March 7, 2018 meeting. Park-Wide Clean Up set for Saturday, March 24 at 10 A.M. In so far as renting of the Ladies' Pavilion, the park associations will contact Danielle Sedlak with their tournaments or events so as not to have a conflict with pavilion rental. The park will need to be opened starting March 15th due to port-o-johns being delivered that day; the first games are March 19th (BC3 on softball field). Softball, Baseball, and Soccer trash dumpsters are to be delivered before March 24th. The Pool's dumpster to be delivered by April 22nd.

Baseball: They asked if the township will be doing something with the water/erosion at fields 6 and 7. John Cypher said it depends on the weather and other road crew scheduling, but they will try to get to it this year. The water is to be turned on at the upper concession stand on April 15th. They ask if anything needs done before hand; John Cypher said he would check on the matter. Opening day is May 5th. Colt & Legion registrations remain open: www.saxonburgbaseball.com

Pool: Applications for life guards are being accepted. Deadline for discounted 2018 pool season passes is April 30, 2018. See website: www.sebcopool.com They hope to remove pool cover by mid-April.

Softball: Registration is now open - see Website: www.sagsa.org

Soccer: Practices for 'in-house' teams begins March 26th. Website: www.knochsoccer.org

Danielle Sedlak asked that the Board discuss after hours use of the parking lot at the park, as she received a call for use of the pavilion for a picnic, then a bus would be taking them to the Pirate Game. The cars would need to remain there until after 10 or 11 P.M. John Cypher said they must be out at dusk. Lois Rankin said they could contact St. Lukes about using their lot. Braden Beblo agreed.

ROAD FOREMAN REPORT:

Chairman Cypher read the report submitted by Road Foreman William Foertsch. The 1984 Ford Bucket truck has been sold and delivered to Wayne Township for \$4500 and a \$500 deposit was received on the 96 International; Wayne Township understands that the 96 IH cannot be released until July or August.

Motion by Lois Rankin to hire a vacuum truck and operator to sweep all of the housing plans, as we did last year. Estimated cost is \$3000. This will get them cleaner for the 2018 fog seal and chip seal (and helps to eliminate dust caused by dry sweeping). *Seconded* by Braden Beblo. All agreed and *motion carried*. After the winter weather breaks, the road crew will sweep all other roads with the township brooms.

Motion by John Cypher to advertise for 'double seal coat' of selected roads for 2018. Bids to be due by and opened at 2:00 PM on Monday, April 9th. Award will take place at the regular Supervisors' meeting at 7 P.M. that evening. *Seconded* by Lois Rankin. All agreed and *motion carried*.

Motion by John Cypher to purchase road salt for the 2018-2019 season through CoStars contract. The amount filed for is 1500 tons (March 15, 2018 is the last day to change this amount). We will not know the new contact price until about July. *Seconded* by Braden Beblo. All agreed and *motion carried*.

Snow fence tear-down and storage is to start after March 12th. Tree trimming has been started.

John Cypher reported talking to the property owner across the creek from Creek Rd. The property owner did not submit a 'list of concerns' that John was expecting, but submitted a legal document requiring the Township and the Watershed Alliance to sign and 'guarantee' the work 'forever'. The Township will not be executing that document and will do the necessary repairs to the opposite side (creek bank next to Creek Rd.) under the emergency permit issued by DEP.

Bill Foertsch asked the Board to consider whether to repair or replace the 2004 F550 4-door dump truck. The estimated repairs including all 8 injectors is approx. \$3,500. Bill provided two quotes for a

ROAD FOREMAN, cont.:

replacement truck: 1) 2019 Ford F550 4x4 V10 gas w/aluminum dump + central hydraulics for \$73,022 less \$4500 trade - finish build date Nov. 2018. Diesel version add \$9,200 and 2) comparable Dodge Ram for \$71,592 less \$4,500 trade - finish build date Dec. 2018. Diesel version add \$9,200. Chevy is coming out with a 5500HD, but will not start building them until fall of 2018, finish date would be 1st quarter of 2019.

Motion by Braden Beblo to table any decision on the proposed new truck so it can be looked into further.

Seconded by Lois Rankin. All agreed and *motion carried*. *Motion* by John Cypher to replace the radiator on the 04 Ford truck until further decisions can be made. *Seconded* by Braden Beblo. All agreed and *motion carried*.

Motion by John Cypher to approval purchase of PennDOT approved catch basins and grates for 2018 box and pipe projects from Wine Concrete Products, Inc. Total including delivery is \$9,920. *Seconded* by Braden Beblo. All agreed and *motion carried*.

Motion by John Cypher to approve purchase of ADS plastic pipe for the 2018 projects, estimated cost of \$7,000 delivered. *Seconded* by Braden Beblo. All agreed and *motion carried*.

Motion by John Cypher to rent an excavator from Groff Equipment for two weeks (May 29 through June 11 for \$4500 for work on Great Belt and West Jefferson before chip sealing) and then again for two weeks (July 30 through Aug 10 for \$5000 for work on Alwine before school starts). *Seconded* by Braden Beblo. All agreed and *motion carried*.

"ROADS TO BE OILED" signs will be placed in housing plan (that are to be fog sealed) by the end of April to help notify residents of the upcoming work expected in late May or June 2018. Then the signs will be moved to all housing plans on the 'double seal' list (work expected in August 2018.) The only housing plan NOT scheduled for any sealing work is Stoneybrook.

After some discussion, Lois Rankin *moved* to deny sending the road foreman to the 2018 Municipal Road Maintenance & Safety Symposium in Hershey, PA on April 22-24, 2018 (same time as PSATS Conference). *Seconded* by John Cypher. All agreed and *motion carried*.

John Cypher noted that Peoples Natural Gas Co. asked for our list of scheduled road work. Bill can give them a list of the roads to be fog sealed and chip sealed; at least they won't be disturbing newly paved roads.

PLANNING COMMISSION:

Leo Rosenbauer reported on the February 19, 2018 Planning Commission (PC) meeting. The P.C. reviewed the Subdivision Plan #1 for the Nativity of the Theotokos Greek Orthodox Monastery. They are dividing off Lot 1 of 2.675 acres with existing modular home and septic system. Parcel A, a flag lot with 120 ft. frontage on Golden City Rd. is the 'residual' of 21.453 acres with a 10 ft. easement for the septic location on the adjacent lot (also owned by the Monastery). The P.C. approved the Sewage Facilities Planning Module on Feb. 19, however it was a Component 1 and should have been a Component 2. The P.C. also approved the Subdivision Plan #1 contingent upon the signed dedication being provided and the site distance being written on the plan for the proposed driveway for Parcel A. After some discussion, Lois Rankin *moved* to approve the Component 2 Sewage Facilities Planning Module and Resolution #412 (Resolution for Plan Revision for New Land Development). *Seconded* by John Cypher. All agreed and *motion carried*. *Motion* by Lois Rankin to approve Subdivision Plan #1 for the Nativity of the Theotokos Greek Orthodox Monastery as revised (contingencies addressed). *Seconded* by John Cypher. All agreed and *motion carried*.

The P.C. reviewed the Calvary Baptist Church Lot-Line Consolidation Plan, which was approved by the P.C. contingent upon satisfying all (9) of the township engineers comments (HRG, Inc. letter dated 2/16/18.) Leo Rosenbauer stated that those contingencies appear to have been satisfied and HRG, Inc. has found the plan in overall conformance with Township regulations. *Motion* by John Cypher to approve the Calvary Baptist Church Lot-Line Consolidation as revised. *Seconded* by Lois Rankin. All agreed and *motion carried*. They are still working on the land development for paving of the parking lot, etc.

Rich Craft submitted the Stoneybrook Phase II Plan. At the meeting on Feb. 19th, he gave a brief overview. The plan was tabled until technical questions can be answered by the Township engineer, etc. A

PLANNING COMMISSION, cont.:

meeting with all stakeholders (both engineers, the township attorney, the codes enforcement officer, the road foreman, and at least one Supervisor) to discuss bonding, how to address road spec. changes since Phase 1 and other questions. The Supervisors took no action on the plan, but discussed possible meeting times: 3/15/18 at 4:30 PM or 3/26/18 at 4:30 PM or Wed. 3/18/18 at 4:30 PM.

The P.C. discussed and agreed that with meetings on Mondays now and the 15 day deadline to submit subdivisions and land developments would fall on a Sunday, that submissions will be acceptable the next day, Monday, by noon. Other matters discussed: Post-Letter of Final Determination meeting at County Government Center to be attended by Evie Gross, Leo Rosenbauer, and Danielle Sedlak. Danielle will be looking at revisions to the burning ordinance; it will be discussed further by the P.C. in the future. Danielle is working on 'tracking storm water impervious areas; applicants will be asked to provide information on the building permit application.

Lois Rankin noted that Gary Stone resigned from the Planning Commission and said she mentioned the vacant position to Herb Maurhoff in case he calls to inquire. Evie Gross suggested that Lois Rankin ask him to submit a 'letter of interest.'

UNFINISHED BUSINESS:

GOOD NEWS announced by John Cypher. We are in receipt of the MS4 Waiver 'Approval' letter from DEP dated 3/8/18. It will expire in 5 years. They require submission of another application or NOI for coverage under an NPDES MS4 Permit at least 180 days prior to the expiration date.

Wendy Leslie, County CDBG Coordinator, sent notice that DCED has approved the 2017 application for funding. She said she hoped to get the release of funding request out by March 1st; once approved and the County has a contract, we can move forward with projects.

We are in receipt of an estimate from General Code to update our Code of Ordinances for between \$640 and \$750. One ordinance and several resolutions from the past year need 'codified.' *Motion* by John Cypher to proceed. *Seconded* by Braden Beblo. All agreed and *motion carried*.

Via e-mails from Allen Williams and PennDOT we have been notified that Jefferson Township was NOT awarded the 2017-18 MultiModal Grant applied for last year. The Supervisors had already voted last fall to do a joint application with Summit Township for the 2018-19 round; that grant application has been submitted.

Attorney Marshall has reviewed the draft Cable Franchise Agreement and proposed ordinance. He made some minor changes to the ordinance as well as to the draft agreement. He stated that, in general, the agreement proposed by Armstrong is more pro-company and less pro-township. After a brief discussion, John Cypher *moved* to authorize Attorney Marshall to send his 'revisions' to Armstrong in order to 'negotiate' better terms. *Seconded* by Lois Rankin. All agreed and *motion carried*.

Attorney Marshall has reviewed the 'penalty section' of the proposed floodplain ordinance revision. At this point the violations are 'summary offences.' He is concerned that the draft Leslie Rhodes is preparing is not in 'code form' and it will save the township money if he can communicate directly with her to use a form 'already approved by FEMA for other municipalities they represent. *Motion* by Lois Rankin to have Attorney Marshall proceed to communicate with Leslie Rhodes to prepare the draft Revised Floodplain Ordinance. *Seconded* by Braden Beblo. All agreed and *motion carried*.

The Butler Co. Parks Renovation Grant application was prepared and sent to the County on Feb. 22nd. It was for 'fall safe' surface for the playground next to Ladies' Auxiliary Pavilion. John Cypher reported that he spoke with Kathy Frankel from DCNR and asked about paving the trail (installed about 2 years ago.) She said they will not approve 'funding' for such, stating that the trail should last 10 years. John explained that all we want is 'approval' to pave it, not funding. Once approval is obtained, the Township will have the engineer prepare something to present to the Planning Commission; and then the Township can apply for the DCED "Greenways, Parks & Trails" grant (for the trail paving.)

NEW BUSINESS:

The Township received an updated quote for a server (a 1-time expense, hopefully, to protect the Township computer information if it 'crashes'.) Our webmaster, Larry Plowman, agreed to look at the quote and perhaps talk to Rick or Tammy Abel from RA Services, but the secretary has not heard back yet. Leo Rosenbauer suggested a different computer person whose info. he can provide once he is back at his office.

The Supervisors discussed the laptop for the Codes Officer (Danielle Sedlak). It has been determined between Lois and Danielle that the accounting program will NOT be put on this laptop, so RA Services would not have to 'set it up.' It appears it can be purchased on-line or in-store once Danielle has determined what to get and what kind of memory is needed, etc. *Motion* by John Cypher to proceed. *Seconded* by Lois Rankin. All agreed and *motion carried*. Also, the Board has no objection to switching the fax machine to the 'copier' which has faxing capabilities.

Motion by John Cypher to authorize Danielle Sedlak to attend the March 27th Storm Water Class in Monroeville (no cost for registration) and the May 2nd Flood Plain class in Pittsburgh (Green Tree) and pay the registration (in any) and mileage reimbursement. *Seconded* by Lois Rankin. All agreed and *motion carried*.

John Cypher noted that Danielle is very busy with the various jobs she has been working on (i.e. floodplain and storm water ordinance reviews in order to better enforce and track); building permit and driveway permit application revisions; review of burning ordinance; park grant application(s) as well as the building permit issuances and codes enforcement. She has asked for the Board to consider a "temporary" increase in hours (from 15 current to perhaps 25 hours). John said he has no objection, but that the extra hours should be expressly for the special projects she is working on. *Motion* by John Cypher to approve a temporary increase in hours under the above stated conditions. *Seconded* by Braden Beblo. All agreed and *motion carried*.

The Spring Convention of the Butler County Association of Township Officials is May 17th at the Butler Country Club. *Motion* by John Cypher to authorize registration and mileage for township officials (Supervisors, Sec/Treas., Tax Collector, Auditors, Codes Officer, and P.C. members) to attend if they desire. Registration is \$28 per person. *Seconded* by Lois Rankin. All agreed and *motion carried*.

MISC. BUSINESS:

- Received NOTICE from HRG, Inc. that PennEnergy, LLC is applying to DEP for Permit Applications to Drill & Operate Unconventional Gas Wells on Bauer Rd., Cabot, PA - Winfield Twp. PER W60 1H -7H wells.

- Received NOTICE from ESI (Environmental Solutions & Innovations, Inc.) that Pine Run Midstream, LLC is applying for coverage under the Erosion & Sediment Control General Permit (ESCGP-2) for Earth Disturbance Associated with Oil & Gas Exploration. This pipeline runs adjacent to Golden City Rd. from the Stasiak property (Victory Rd.) to the existing well pad well on Golden City Rd.

- Received NOTICE from PennDOT (an Act 14 Notification Letter re: minor road crossing/cross-pipe slip-line) on Rt. 356. They wanted a municipal land use letter, which has been sent to PennDOT District 10-0.

- Received NOTICE from Environmental Solutions & Innovations that Pine Run Midstream, LLC is applying to DEP for coverage under the Erosion & Sediment Control General Permit (ESCGF-2) for Earth Disturbance with Oil & Gas Exploration, Processing or Treatment Operations or Transmission Facilities - W-70 to NIBA S008 Tap (proposes the construction of 2,575 linear feet of 12" diameter pipe south of Golden City Rd.

- Received NOTICE from HRG, Inc. that PennEnergy Resources is applying to DEP for Permit to Drill & Operation Unconventional Gas Wells- at 220 Neupert Rd., Cabot, PA West Pad 55, 4H Well.

It was noted that a price list was received from Phil Hay & Sons for various 'equipment rentals' available. Also received was a price list from Wain Landscaping & Lawn Care.

An invitation from the CDC (Community Development Corporation) to attend the 2018 Annual Meeting on April 6, 2018 at 7:30 AM (includes breakfast.) RSVP due by March 27th.

Motion by John Cypher and *seconded* by Braden Beblo to proceed to mail the donation check with a

MISC. BUSINESS, cont.:

revised letter to Butler Co. Humane Society. Braden reported that the new director has determined NOT to require the annual agreement. The letter is to reflect some of the matters addressed in the prior agreement. All agreed and *motion carried*.

Motion by John Cypher and *seconded* by Braden Beblo to have John Cypher prepare a letter to Kathy Frankel at DCNR to request permission to pave the trail (discussed briefly under Unfinished Business.) All agreed and *motion carried*.

Lois Rankin noted that we received a 'thank you' from the South Butler Community Library for the 2018 donation.

ATTENDANCE:

Jim Frye, Sue Hartzell, Leo Rosenbauer, Rich Hill, Brian Patten, Lil Bachman, Roger Cypher, Dennis Kriley, Bill Foertsch, Sister Christina, Sister Vicki, Stan Graff, and Evie Gross.

ADJOURN:

Motion by John Cypher to adjourn at 9:30 P.M. *Seconded* by Braden Beblo. All agreed and *motion carried*.

The next regular meeting is scheduled for Monday, April 9, 2018 at 7 P.M. at the Township Building, 157 Great Belt Rd., Butler.

Respectfully submitted by Sec/Treas., Lois Fennell