

JEFFERSON TOWNSHIP SUPERVISORS

ORGANIZATIONAL & REGULAR MEETING

Monday, JAN. 7, 2019

CALL TO ORDER:

The organizational and regular meeting held at the Jefferson Township municipal building, 157 Great Belt Rd. Butler, PA was called to order by acting chairperson, L. John Cypher, at 7:00 P.M. on Monday, January 7, 2019. All rose to pledge the flag.

ROLL CALL:

Those present were L. John Cypher, Lois J. Rankin, Braden Beblo, and Sec/Treas. Lois J. Fennell.

ANNOUNCEMENT:

John Cypher noted that there was a very brief executive session prior to the start of this evening's meeting regarding personnel.

PUBLIC COMMENT ON THE AGENDA AS PRESENTED: None.

REORGANIZATION AND APPOINTMENTS FOR 2019:

Motion by Lois Rankin to appoint L. John Cypher as chairman of the Board of Supervisors for 2019. *Seconded* by Braden Beblo. All agreed and *motion carried*.

Motion by John Cypher to appoint Lois J. Rankin as vice-chair. for 2019. *Seconded* by Braden Beblo. All agreed and *motion carried*.

APPOINTMENT of OFFICIALS for 2019:

Motion by John Cypher to re-appoint LOIS J. FENNELL, Township Sec/Treas. & Planning Commission Clerk & Open Records Officer. *Seconded* by Lois Rankin.

Motion by John Cypher to re-appoint CODE.sys CODE CONSULTING, PA UCC Enforcement/Plan Reviewers and Inspectors. *Seconded* by Lois Rankin.

Motion by John Cypher to re-appoint DAVE McGUIGAN (from Code.sys) as Township BCO (Building Code Official). *Seconded* by Lois Rankin.

Motion by John Cypher to appoint CODE.sys CODE CONSULTING as ELECTRIC INSPECTORS under the PA UCC (instead of Allegheny Inspection Service). *Seconded* by Lois Rankin. Chairman Cypher noted that Dave McGuigan will actually be doing 'residential' electric inspections; Code.sys will use another employee/official for non-residential electric inspections.

Motion by John Cypher to re-appoint DOUG DUNCAN as primary sewage enforcement officer. *Seconded* by Lois Rankin.

Motion by John Cypher to re-appoint DAVID ICE as alternate SEO. *Seconded* by Lois Rankin.

Motion by John Cypher to re-appoint D. BEN CYPHER as fire marshal. *Seconded* by Lois Rankin.

Motion by John Cypher to re-appoint DILLON, McCANDLESS, KING, COULTER and Graham as Township Attorneys, with Attorney MATT MARSHALL as primary contact. *Seconded* by Braden Beblo.

Motion by John Cypher to re-appoint DENNIS SYBERT as dog control officer. *Seconded* by Lois Rankin.

Motion by John Cypher to re-appoint ADAM HARTWIG as Emergency Management Coordinator (shared with Winfield Township.) *Seconded* by Lois Rankin.

Motion by John Cypher to re-appoint ERIC BUTLER as Assistant EMC. *Seconded* by Lois Rankin.

Vote on the above appointments for 2019: All agreed and motions carried.

Motion by John Cypher to appoint Lois J. Fennell and Lois Rankin to continue as Jefferson Township representatives on the Butler Co. Association of Township Officials Advisory Board. *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 Co. Tax Collection Committee. *Seconded* by Lois Rankin. All agreed and *motion carried*.

Motion by John Cypher to appoint Evie Gross as the 'vacancy board member'. *Seconded* by Lois Rankin. All agreed and *motion carried*.

Motion by John Cypher to appoint Danielle Sedlak as Codes Enforcement Officer, Building Permit Site Inspector, Stormwater Administrator and Flood Plain Administrator for 2019. *Seconded* by Lois Rankin. All agreed and *motion carried*.

The Planning Commission members whose terms expired Dec. 31, 2018 were: Evie Gross, Danielle Sedlak and Kay Foertsch. *Motion* by John Cypher to re-appoint all three for another 4-year term (2019, 20, 21 & 22). *Seconded* by Braden Beblo. All agreed and *motion carried*.

Motion by John Cypher to adopt Resolution #423 appointing Merge & Hill, P.C. (certified public accountants) to examine and audit the accounts of Jefferson Township for the fiscal year 2018 and e-file to DCED by the April 1, 2019 due date. *Seconded* by Lois Rankin. All agreed and *motion carried*. It was noted that Sue Hartzell's term is up at the end of 2019. Lil Bachman was appointed last year to serve until the next municipal election in 2019.)

Motion by John Cypher to appoint TJB Consulting (Tammy Boice) as the new webmaster for 2019 for web page updates and revisions. *Seconded* by Lois Rankin. All agreed and *motion carried*.

Motion by John Cypher to re-appoint (retain) Herbert, Rowland & Grubic, Inc. (Rob Arnold primary contact) as the Township Engineers for 2019. *Seconded* by Braden Beblo. All agreed and *motion carried*.

Motion by John Cypher to re-appoint Brian Patten for another 3-year term to the Recreation Board for 2019, 20, & 21). *Seconded* by Lois Rankin.. All agreed and *motion carried*.

Motion by John Cypher to re-appoint Lois Rankin (elected supervisor) as cleaning person for 2019 (under same conditions as prior years: *4 hours per cleaning at an hourly rate to be determined by the Auditors, but not to exceed \$15.00 per hour (at a savings to the township. Cleanings are once per month prior to the regular meetings and two extra cleanings for the spring and fall elections)*). *Seconded* by Braden Beblo. All agreed and *motion carried*.

Motion by John Cypher to re-appoint Keith Bachman, Kevin Miller and Danielle Sedlak to the Building Code Board of Appeals for 2019. *Seconded* by Lois Rankin. All agreed and *motion carried*. Chairman Cypher noted that he is trying to get someone with building/construction experience or knowledge to serve (then Danielle could perhaps take the 'alternate' position.)

Motion by John Cypher to allow all three supervisors and the secretary/treasurer to attend the state convention in 2019 and pay the usual expenses, i.e. registration, mileage, meals, turnpike fees, and motel/hotel expenses. Lois Rankin is planning to attend. *Seconded* by Lois Rankin. All agreed and *motion carried*.

Motion by John Cypher to appoint Lois Rankin as voting delegate to the PSATS Conference. *Seconded* by Braden Beblo. All agreed and *motion carried*.

Motion by John Cypher 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 2019. *Seconded* by Braden Beblo. All agreed and *motion carried*.

Motion by John Cypher to set the mileage reimbursement rate for 2019 at the going IRS rate (which has been set by the IRA as \$.58 (58 cents) per IRS notice. (Was \$.575 in 2015; \$.54 in 2016; \$.535 in 2017 and \$.545 in 2018.) *Seconded* by Braden Beblo. All agreed and *motion carried*.

Motion by John Cypher to set the treasurer's bond at \$800,000.00 for 2019. *Seconded* by Lois Rankin. All agreed and *motion carried*.

MONTHLY MEETINGS:

Motion by John Cypher to set the monthly meetings for 2019 on the 2ND MONDAY of each month at 7:00 P.M. (except January). *Seconded* by Braden Beblo. All agreed and *motion carried*. It was noted that Veteran's Day Holiday is Monday, Nov. 11th. It was agreed that the Board will still meet.

SALARIES/FEES/RAISES:

The 2019 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. 7, 2019. Changes include wage increases under the new Union Contract (1/1/10-12/31/21). *Motion* by John Cypher to increase the salary for the Secretary/Treasurer by 2% for 2019. *Seconded* by Lois Rankin. All other positions will remain the same as in 2018. All agreed and *motion carried*.

MISC. BUSINESS:

Motion by John Cypher to waive the administrative fees for E & E Auto Salvage's (Weber's Scrap Yard) 'junkyard permit' (because they are a junkyard grandfathered for size; they have less than 5 acres) for the permit period 7/1/19 to 6/30/20. The renewal fee of \$200.00 is still required annually. *Seconded* by Lois Rankin. All agreed and *motion carried*.

END Jan. 7, 2019 RE-ORGANIZATION/REGULAR MEETING START: Time: 7:25 P.M.

MINUTES:

Motion by John Cypher to approve the Dec. 10, 2018 regular meeting minutes as written and distributed. *Seconded* by Braden Beblo. All agreed and *motion carried*.

FINANCIAL:

John Cypher read the following financial synopsis provided by the secretary/treasurer: Bills paid between meetings totaled \$90,724.22 (this includes payment for new 2019 Ford F550 and salt invoices). General Fund bills presented for payment this evening totaled \$8,402.52; there were no bills presented for payment from the State Fund; the Balance of all funds after payment of the bills presented was \$1,163,447.46. *Motion* by John Cypher to pay the bills presented and any others that come and are due prior to the February meeting. *Seconded* by Lois Rankin. All agreed and *motion carried*.

PUBLIC BUSINESS OR COMMENT:

Jim and Denise Foertsch were present regarding the 'proposed lane naming' letter received from the Township. Chairman Cypher noted that the Township sent the letters to endeavor to name the names for 'first responder emergencies' as requested by Butler County Emergency Services; that basically it is an 'unfunded mandate'; and that this is just preliminary discussion. Responses to the letters to date vary and Chairman Cypher will continue to speak with the Codes Officer and to 9-1-1 Officials to work out the matter.

ROAD FOREMAN REPORT:

John Cypher read the report submitted by the road foreman, Bill Foertsch. The snow fence installation has been completed. The 2019 Ford F550 has been delivered and undercoated. The 2-way radio and Township 'lettering' should be completed this week. In regards to the tree cutting bid for Rennick, Alwine & Smith Roads: no bids were received last month. *Motion* by John Cypher to re-bid the tree trimming for opening on Feb. 11th. *Seconded* by Braden Beblo. Lois Rankin voted against re-bidding. *Motion carried 2 to 1.* In regards to the new mower: *Motion* by Braden Beblo to move forward with purchase of the Ferris 3200 zero-turn mower with the EZ Dump collection system. The best price is through J & J Power Equipment for \$14,400 setup and delivered (it is not a Co-Stars purchase, but it is under the bid threshold and several quotes were discussed last month.) *Seconded* by Lois Rankin. All agreed and *motion carried.* The Road Crew expressed thanks to all three Supervisors for working together with them for the completion of the new labor contract. Chairman Cypher thanked the Road Crew as well and a special thanks for the work done due to the ice storm! He noted that the fire department had a record number of calls for it than any other event.

RECREATION BOARD REPORT:

Brian Patten had no report as there was no January meeting. The next meeting is Feb. 7th. Chairman Cypher noted that he met with Rob Arnold and Jim Feath from HRG, Inc. in regards to the 'park master plan update.' The current plan is about 10 years old. CDBG Admin. Funds from 2014 and 2015 will be used to reimburse the Township for the plan update for a cost of around \$25,000. He noted that 'construction and fields are basically at peak', so now we need to think about paving of the walking trail and perhaps a 'rain garden' (to show example of stormwater controls) and placement of pre-fab cement out-houses (probably in the soccer area.) Having a updated master plan will support grant applications for these suggested improvements. He asked Mr. Patten to discuss this with the Recreation Committee and get back to him with questions or responses.

It was noticed that the park gates (Hannahstown Rd. entrance) have been opened and left open for several days at a time. The road foreman made extra keys and installed a new lock to try and keep the park locked up through February at least. Brian Patten sent an email to the organizations to contact the Township Office to arrange opening of the gate IF someone needs to get in this winter! The new lock will be removed in March, so the 'old/existing' keys will be usable then.

PLANNING COMMISSION:

Evie Gross, Planning Secretary, reported on the Dec. 17, 2018 Planning Commission (P.C.) meeting. The P.C. reviewed a modification request submitted for a shed to be installed at 185 Bonniebrook Rd. closer to the side of the neighbor's property (189 Bonniebrook Rd.) A notarized letter of permission from the neighbor was submitted. The modification was approved due to hardships listed, in particular the wet areas on the parcel. *Motion* by Lois Rankin to approve the side set-back of 10 ft. (a 15 ft. modification) as requested for the shed at 185 Bonniebrook Rd. for Mr. Tascarella. *Seconded* by John Cypher. All agreed and *motion carried.*

The P.C. reviewed and approved the Caldwell/Scott Plan No.2 on Saxonburg Rd. It is a lot line revision conveying 0.152 acre from Lot 1 owned by Scotts to Lot 2 owned by Caldwells. Lot 1 is reduced to 1.713 acres and Lot 2 is increased to 3.025 acres. *Motion* by John Cypher to approve the Caldwell/Scot Plan No. 2 (a lot line revision) as presented. *Seconded* by Lois Rankin. All agreed and *motion carried.*

Ms. Gross reported that there were 7 outstanding items on the Evan Toth Subdivision on Rennick Road. A letter was to be sent to Mr. Toth and Land Surveyors so that revisions can be made prior to the P.C.'s January meeting.

Ms. Gross reported that there were 5 outstanding items on the Harbison Lot-Line Revision on Jones Rd. at Bonniebrook intersection. A letter was to be sent to inform Mr. Harbison and the surveyor, Mr. Tezik of the revisions needed. Leo Rosenbauer also planned to contact Mr. Tezik by phone.

Leo Rosenbauer has been in contact with AT&T in regards to a land development at 750 Dinnerbell Rd. (Thoma property). They want to add a 4' x 10' pad with generator. The P.C. reviewed

PLANNING COMMISSION, cont.:

revised plans but the pad with generator appears to NOT be set back the required 40 ft. from the property line of the School District property. Leo Rosenbauer was to contact Rita Bailey and follow-up letter was sent.

It was noted that the Supervisors talked to Attorney Marshall at the Dec. 10th meeting. It appears the 'immediate' revision of Chap. 21 is not urgent and the attorney suggested that the Supervisors and Planning Commission 'make a running list' of changes that need to be addressed in our code of ordinances. The P.C. saw the notification from Gannett Fleming concerning an above-ground temporary water line application (Hinch-Smith to Bachelder) located in Butler Township, Jefferson Township and Penn Township. It is located near Holy Trinity Monastery. The P.C. was informed that a 'no lien letter' request was processed for the 4 lots on Leggens Lane (which was discussed a prior meetings.) The letter states that "building permits cannot be issued for any of the lots until compliance with sewer regulations and the conditions of the Township approval of the plan has been proven".

UNFINISHED BUSINESS:

The final draft of the "Intergovernmental Cooperation Agreement" with Summit Township was provided by the Attorney. It is ready for signatures. The ordinance was adopted in December. *Motion* by John Cypher to sign the agreement, provided Summit Township is agreeable to signing the final draft. *Seconded* by Braden Beblo. All agreed and *motion carried*.

John Cypher reported that the Township has received an official letter and drawings in regards to the removal of pedestrian traffic signal at the light on Rt. 356 and Marwood Rd. This was discussed at the Dec. 2018 meeting. The Board agreed to attempt to sell the unit/parts via Municibid.

NEW BUSINESS:

Fees for the Attorney, Engineer, and Sewage Officer have changed. In addition, the electric inspection fees need to be added to the fees from Code.Sys Code Consulting.

Motion by John Cypher to adopt Revised PROFESSIONAL SERVICES FEE Resolution #424 (to reflect the 2019 attorney's fees and engineering fees.) *Seconded* by Lois Rankin. All agreed and *motion carried*.

Motion by John Cypher to adopt Revised SEWAGE FEE Resolution #425 (to reflect the 2019 SEO rates). *Seconded* by Braden Beblo. All agreed and *motion carried*.

Motion by John Cypher to adopt Revised BUILDING/CONSTRUCTION INSPECTION FEE Resolution #426 to include electric inspections by Code.sys Code Consulting. Braden Beblo *seconded*. All agreed and *motion carried*.

Discussion took place in regards to increasing the minimum fee for building permits and driveway permits. The Township is not collecting enough in relation to the cost involved for the work done by the codes officer. It was agreed to **revise** the proposed general FEE RESOLUTION #427 to include an increase from \$30 to \$60.00 for minimum building permit fee and an increase from \$25 to \$50.00 for driveway permit fee. *Motion* by John Cypher to adopt FEE RESOLUTION #427 as revised this evening to update 2019 fee schedule. This resolution will refer to Resolutions #424, #425, and #426 as well it setting other various fee. *Seconded* by Braden Beblo. All agreed and *motion carried*.

MISC. BUSINESS FROM TWP. OFFICIALS:

- Notice received from Gannett Fleming, Inc. of XTO Energy's proposal to construct an above ground temporary water pipeline in Butler, Jefferson & Penn Townships.

- Notice received from Beran Environmental Services of PennEnergy's proposal to permit & drill the W15-5H -West (Well) Pad 15 (Armstrong Cement property on Cornetti Rd.) Clearfield Township.

- Notice received from Civil & Environmental Consultants that PennEnergy is applying to DEP for permit to Drill & Operate an Unconventional Well - on existing Well Pad W7(well#3H) off Golden City Rd.

MISC. BUSINESS, cont.:

Lois Rankin noted that anyone, including her, need to commit to and register for the PSATS Convention which begins Monday, Jan. 14th at 9:30 AM.

Supervisor Rankin also noted the Butler County Association of Township Officials Spring Convention is scheduled for Thurs., May 16th (week before Primary Election - May 21st.)

ADJOURN:

Motion by Lois Rankin to adjourn at 8:40 P.M. *Seconded* by Braden Beblo. All agreed and *motion carried*.

ATTENDANCE:

Brian Patten, Evie Gross, Sue Hartzell. Bill & Mandi Foertsch, Jim & Denise Foertsch, Mr. Tascarella and Albert Caldwell.

NEXT MEETING: Regular meeting - Monday, Feb. 12, 2018 at 7 P.M. at the municipal building.