

JEFFERSON TOWNSHIP

REGULAR MEETING

April 13, 2020

CALL TO ORDER:

The regular meeting of the Jefferson Township Board of Supervisors, held at the municipal building at 157 Great Belt Rd., Butler, PA, was called to order by Chairman John Cypher at 7:00 P.M. on April 13, 2020. All rose to pledge the flag.

ROLL CALL:

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

ANNOUNCEMENTS:

John Cypher announced that he and Lois Rankin met on March 26, 2020 with Manager Leo Rosenbauer to view the PSATS Town Hall webinar on the Coronavirus Pandemic. The virus is global. The information covered was enlightening. Federal, State and County governments have each declared a 'Disaster Emergency'. It was recommended that we (local government) also make a Disaster Emergency Declaration. Following that webinar, he and Lois Rankin (Braden Beblo was not available) met for an emergency meeting to adopt a Disaster Declaration for Jefferson Township that is to expire Monday, April 13, 2020. (*See New Business below.*) John further stated that we must continue at the township level to provide essential functions. We are however, operating on a modified basis. Protocol requires NO person to person contact; six feet of personal space between people must be followed. We are required to have monthly meetings, but will do so on a limited admittance basis, if needed. "Stay at Home applies!" If anyone has a question, call a Supervisor or the Township Office.

Chairman Cypher and Lois Fennell viewed the County "Municipal Outreach" webinar on April 9, 2020 updating all the municipalities in Butler County on the various modified schedules and affected services/areas (such as the courts, the schools, Senate Bill 841, and the Election.) The Supervisors met in executive session prior to the meeting to discuss personnel matters.

John Cypher announced that the Real Estate Tax Collector, Nadine Grabe, has posted changes due to the Coronavirus Pandemic. She will NOT be collecting taxes during the advertised hours of collection listed on the tax cards for the discount period of the 2020 County/Local Taxes. For now, the discount date schedule is unchanged. **She urges using a payment method that does NOT require you to appear in person (i.e. by mail; no credit cards) because "Stay at Home" may apply. IF you insist on paying in cash, arrangements will be made that you can drop your payment in a drop box at her home (BUT ONLY WHEN SHE IS AT HOME - it is not secure to leave cash any other time!!)** If you wish to have a receipt, please include a self-addressed stamped envelope for her to mail back to you. Her phone number and address are on your tax cards!

PUBLIC COMMENT ON THE AGENDA AS PRESENTED: None.

MINUTES:

John Cypher *moved* to approve the March 9, 2020 regular meeting minutes and the emergency March 26, 2020 meeting minutes as written and distributed. *Seconded* by Braden Beblo. All agreed/*motion carried*.

FINANCIAL:

Bills paid between the March 9th to April 13, 2020 meetings totaled \$16,260.65. Bills presented for payment from the General Fund this evening totaled \$7,607.70. No bills were presented from the State Fund. The total of all funds after payment of the bills reported is \$1,714,948.32. John Cypher *moved* to pay the bills plus any regular bills that may become due prior to the May 11, 2020 meeting. *Seconded* by Braden Beblo. All agreed and *motion carried*.

PUBLIC BUSINESS OR COMMENT: None.

RECREATION COMMITTEE:

Recreation Committee – No meeting on April 1st/no regular report.

The Manager received a request from the YMCA to consider a reduction in per day rental of the pavilion (from \$60 to \$50 per day) due to the financial stress created by Covid19. Chairman Cypher noted that they may not even be able to have the summer program, but if they are able to salvage part of the summer, then a reduction in the fees for this year only is appropriate. *Motion* by John Cypher to approve the reduction to \$50 per day ‘for this year only’ if the YMCA can proceed with their program this year. *Seconded* by Lois Rankin. All agreed and *motion carried*.

John Cypher brought up the DCNR Grant application for discussion. Manager Rosenbauer said the deadline is 4/22/20. The project total is \$177,500 (of which we pay 50% or \$88,570.) The Supervisors agreed this figure is more palatable than prior estimates. John Cypher noted that CDBG (project/admin. funding) is NOT available for this. *Motion* by John Cypher to continue with the application. *Seconded* by Lois Rankin. All agreed and *motion carried*.

ROAD REPORT:

John Cypher read the Road Report as submitted. A road check was performed on all roads following the storm on March 28th; they did tree clean-up and all roads were swept following this winter season (after the March 28th storm.) The housing plan roads were swept on April 2nd. The foreman and/or the manager met with perspective bidders for the paving and seal coat projects. Maintenance at the park continues (leaves, signage, trees, pool cover, etc.) Snow fence removal was completed on March 16, 2020. The road crew will continue tree trimming when feasible. Equipment maintenance and preparation for spring is ongoing. Graffiti on O’Hara Rd. and Golden City Rd. were covered up. The railroad was notified of graffiti on the underpass and they cleaned it up. Culvert replacement on Alwine Road is in progress.

PLANNING COMMISSION:

No meeting on March 16, 2020/No report.

UNFINISHED BUSINESS:

- Bid Opening took place at 2 P.M. No one other than township officials attended the opening:
- Russell Standard Corp. – Bid of \$151,293.24 for seal coat project - bid bond enclosed.
 - Youngblood Paving – Bid of \$161,155.15 for seal coat project – bid bond enclosed.
 - Suit-Kote Corp. – Bid of \$164,521.67 for seal coat project – bid bond enclosed.
 - Shields Asphalt Paving – Bid of \$292,342.80 for paving project – bid bond enclosed.
 - Wiest Asphalt Products and Paving – Bid of \$300,738.24 for paving project – bid bond enclosed.

John Cypher *moved* to award the paving project to Shields Asphalt Paving, Inc., as the apparent lowest responsible bidder, as bid for a total of \$292,342.80. *Seconded* by Lois Rankin. All agreed and *motion carried*.

John Cypher *moved* to award the seal coat project to Russell Standard Corp., as the apparent lowest responsible bidder, as bid for a total of \$151,293.24. *Seconded* by Braden Beblo. All agreed and *motion carried*.

John Cypher noted that our Township projects and the Bonniebrook road project are subject to the Disaster Declaration as set forth by the State of Pennsylvania insofar as completing the contracts awarded.

The 1996 Skid Steer, with milling head and tracks, was advertised on Municibid. The winning bid from Barry Township in Schuylkill County was \$16,052.00. *Motion* by Lois Rankin to accept the highest bid of \$16,052.00 from Barry Township. *Seconded* by John Cypher. All agreed and *motion carried*. The office equipment bids were re-advertised for a decision later.

UNFINISHED BUSINESS, cont.:

After some discussion, John Cypher *moved* to proceed with trimming of trees on Green Manor Dr. (\$1800) and Fisher Road (\$1200) by Chris Stephenson. Manager Rosenbauer said the township will provide flagging or road closed signage and the wood will be left for the homeowners. *Seconded* by Lois Rankin. All agreed and *motion carried*.

Leo Rosenbauer presented copies of the 'Fire Relief Ordinance' draft (using the sample from Summit Township) for the Board to begin review. Leo was directed to speak with Chris Dean, the new fire chief, to get his input and report back to the board.

NEW BUSINESS:

John Cypher *moved* to ratify the decision at the Emergency Meeting on 3/26/20 adopting the Disaster Declaration for Jefferson Township. *Seconded* by Lois Rankin. All agreed and *motion carried*. John Cypher then *moved* to extend the 'Disaster Declaration' indefinitely pending and until the Federal, State and County remove their 'disaster declarations'. *Seconded* by Lois Rankin. All agreed and *motion carried*.

MISC. BUSINESS:

Notice received: PennEnergy permit renewal appl. To DEP for gas well in Winfield Twp. 559 Marwood Rd.

Notice received: Venture Engineering on behalf of Concordia Lutheran Care, intent to submit for renewal of 2015 NPDES Permit – 134 Marwood Rd., Cabot (in Jefferson & Winfield Twps.)

Lois Rankin announced that not only is the PSATS State Conference postponed, the BCATO Spring Convention has also been postponed. Rescheduling of either depends on availability of venue.

Leo Rosenbauer noted that he is planning to get quotes on 'treasurer's bonds' (his will expire in August) and on workmen's comp. insurance (which needs to be renewed by 8/1/20).

Leo Rosenbauer reported getting information on E-Code360, offered by our current codifier, General Code. The electronic version is about \$600 per year, but currently they are offering 3 months free trial. John Cypher asked if there are other companies and what do they charge for this service (searchable Code of Ordinance on-line)? Lois Rankin was not sure we should do this 'right now', but all agreed that more information/pricing should be sought.

Lois Rankin asked about the park and suggested putting 'caution tape' around the playground. Leo Rosenbauer noted that there are 'closed' signs up, however, putting tape up may help and would not be costly.

ATTENDANCE: No attendees. Only township officials named above were present.

ADJOURN:

Motion by Braden Beblo to adjourn at 8:01 P.M. *Seconded* by Lois Rankin. All agreed and *motion carried*.

The next regular meeting is scheduled for Monday, May 11, 2020 at 7 P.M. at the Township Building, 157 Great Belt Rd., Butler.

Respectfully submitted by Sec/Treas., Lois Fennell