

JEFFERSON TOWNSHIP

RE-ORGANIZATIONAL AND REGULAR MEETING

JANUARY 6, 2020

CALL TO ORDER:

The re-organization meeting held at the municipal building on 157 Great Belt Rd., Butler, PA, was called to order by acting chairman, J. John Cypher, at 7:00 P. M. on January 6, 2020 as required (1st Monday of the year) and as advertised. All rose to pledge the flag.

ROLL CALL:

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

ANNOUNCEMENT: Nothing, except Happy New Year!

PUBLIC COMMENT ON THE AGENDA AS PRESENTED: None.

REORGANIZATION AND APPOINTMENTS FOR 2020:

Lois Rankin *moved* to appoint L. John Cypher as chairman for 2020. *Seconded* by Braden Beblo. All agreed and *motion carried*. John Cypher noted that he begins a new 6-year term this evening.

John Cypher *moved* to appoint Lois J. Rankin as vice-chair. for 2020. *Seconded* by Braden Beblo. All agreed and *motion carried*.

Motion by John Cypher to re-appoint the following officials for 2020:

LEO J. ROSENBAUER, III, Township Manager & Alternate Open Records Officer; LOIS J. FENNELL, Township Sec/Treas. & Planning Commission Clerk & Open Records 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; David ICE, Alternate SEO; D. BEN CYPHER, Fire Marshall; DILLON, McCANDLESS, KING, COULTER & GRAHAM – Township Attorneys, w/Matt Marshall primary attorney contact (2020 rate is \$180/hour); HERBERT, ROWLAND & GRUBIC, INC. (Rob Arnold primary contact) as the Township Engineers; DENNIS SYBERT, Dog Control Officer ADAM HARTWIG, EMC (Emergency Management Coordinator/shared with Winfield Twp); and ERIC BUTLER, Assistant EMC. *Seconded* by Braden Beblo. All agreed and *motion 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 Braden Beblo. All agreed and *motion carried*.

Motion by John Cypher to appoint Evelyn Gross as the vacancy board member for 2020. *Seconded* by Braden Beblo. All agreed and *motion carried*.

Three Planning Commission terms expired 12/31/19. *Motion* by John Cypher to re-appoint Bob Williams, James C. Jones & Brian Noah to the Planning Commission for 2020, 21, 22 & 23. *Seconded* by Braden Beblo. All agreed and *motion carried*. Due to the unavailability of Danielle Sedlak to attend regular meetings on the 3rd Monday of each month, John Cypher *moved* to appoint Bernie Shulik to complete Danielle's remaining term (2020, 2021 and 2022). *Seconded* by Braden Beblo. All agreed and *motion carried*.

Motion by John Cypher to appoint Merge & Hill P.C. (Certified Public Accountant(s)) to do the 2019 Audit and e-file to DCED by the April 1, 2020 due date by adoption of Resolution #442. *Seconded* by Braden Beblo. All agreed and *motion carried*. The chairman and the manager will sign the 'engagement letter' presented.

Motion by John Cypher to appoint Dave Campbell, Diana Campbell and Sharon Rosenbauer to the vacant Auditor positions for 2020 until the next municipal election (2 years). *Seconded* by Braden Beblo. All agreed and *motion carried*.

Motion by John Cypher to re-appoint TJB Consulting (Tammy Boice) as the webmaster for 2020 for web page updates, revisions & maintenance. *Seconded* by Braden Beblo. All agreed and *motion carried*.

Motion by John Cypher to appoint Monica Rummel as the South Butler Community Library representative. for the township (for a new 3-yr. term ending 12/31/22.) *Seconded* by Lois Rankin. All agreed and *motion carried*.

Motion by John Cypher to re-appoint Roger Cypher for a three-year term to the Recreation Board (2020, 2021 and 2022). *Seconded* by Braden Beblo. All agreed and *motion carried*. The Supervisors and Manager are trying to find someone to replace Viki Nulph, who resigned as of 12/31/19.

Motion by John Cypher to re-appoint Lois Rankin as cleaning person for 2020 (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 (new rate.) (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 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 Braden Beblo. All agreed and *motion carried*.

Motion by John Cypher to re-appoint Danielle Sedlak, Keith Bachman, and Kevin Miller to the Building Code Board of Appeals for 2020, with Ed Kosinski as alternate. *Seconded* by Braden Beblo. All agreed and *motion carried*.

Motion by John Cypher to allow all three supervisors, the manager and the secretary/treasurer to attend the state convention (May 3, 4 and 5 in 2020) and pay the usual expenses, i.e. registration, mileage, meals, turnpike fees, and motel/hotel expenses. (So far Lois Rankin plan(s) to attend. Leo Rosenbauer and Braden Beblo are still considering attending.) *Seconded* by Braden Beblo. All agreed and *motion carried*.

Motion by John Cypher to appoint Lois J. Rankin as the voting delegate at the state convention. *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 2020. *Seconded* by Braden Beblo. All agreed and *motion carried*.

Motion by John Cypher to set the mileage reimbursement rate for 2020 at the going IRS rate (which has been set by the IRA as of 1/2/2020 at \$.575 (57½ cents). *Seconded* by Braden Beblo. All agreed and *motion carried*.

Motion by John Cypher to set the treasurer’s bond at \$800,000 for the sec/treas. for 2020 and to set the bond at \$750,000 for the manager when it becomes due in 2020. *Seconded* by Braden Beblo. All agreed and *motion carried*.

MONTHLY MEETINGS:

Motion by John Cypher to set the monthly meetings for 2020 on the 2ND MONDAY of each month at 7:00 P.M. (the only exception is January 6, 2020; no other conflicts). *Seconded* by Braden Beblo. All agreed and *motion carried*.

SALARIES/FEES/RAISES:

The 2020 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. 6, 2020. It was noted that reduced hours and salary have been approved by the Board for the sec/treas. for 2020. Manager, Leo Rosenbauer recommended a raise for Roger Cypher, who has been employed four years at beginning rate of \$17.00/hr. *Motion* by Lois Rankin to increase Roger Cypher’s wage to \$18.00 per hour in 2020. *Seconded* by Braden Beblo. John Cypher abstained because Roger is his brother (conflict of interest) and the *motion carried* 2 to 0.

MISC. BUSINESS:

Motion by John Cypher to waive the administrative fees for E & E Auto Salvage’s (or Weber’s Scrap Yard) junkyard permit (because they are a junkyard grandfathered for size; they have less than 5 acres) for the permit period 7/1/20 to 6/30/21. The renewal fee of \$200.00 is still required annually. *Seconded* by Braden Beblo. All agreed and *motion carried*.

*****John Cypher noted the completion re-organizational portion of the meeting; the regular meeting portion of the meeting therefore continued at 7:30 P.M.**

ROLL CALL:

All officials present at the beginning of the re-organizational portion of the meeting still present.

MINUTES:

Motion by John Cypher to approve the Dec. 9, 2019 regular meeting minutes as written and distributed. *Seconded* by Braden Beblo. All agreed and *motion carried*.

FINANCIAL:

John Cypher read the financial report as follows: Bills paid between meetings (12/10/19 to 12/31/19) totaled: \$5,121.50. General Fund bills presented for payment this evening total \$10,028.63. No bills were presented from the State Fund this evening. Total of all funds after payment of the bills presented was \$1,361,187.79. *Motion* by John Cypher to pay the bills presented and any others that come and are due prior to the February meeting (*several bills are outstanding as the meeting is so early in the month*). *Seconded* by Braden Beblo. All agreed and *motion carried*.

PUBLIC BUSINESS OR COMMENT:

Ms. Robin Caruso, 104 Charlemagne Dr., explained her displeasure about the ‘no parking sign with 15 MPH speed limit sign’ posted at the corner of her driveway. She asked the Supervisors to consider moving it to the opposite side of her driveway. Supervisor Rankin said in defense of the road department, that a great amount of thought is put into placement of signs as well as other road maintenance and enforcement. She also noted that people have asked for 15 MPH signs to be placed in the housing plans! John Cypher said first: placing of the signs is for the safety of the public as well as the roadcrew; second: placement is determined depending of what the sign is for (the road foreman added that the locations must be marked via PA One Call), and third: there is no obstruction to traffic at the present location (moving it would be costly and could be ‘less safe’). She said she understands where the township is coming from; she just said it is ‘distracting’.

ROAD FOREMAN REPORT:

Chairman Cypher read the report submitted by the Road Foreman. The road crew has been updating “No Parking Oct. – March” signs on all roads in the housing plans. They are about 50% completed. During the Oct. 31, 2019 ‘flood’ a drain extension broke off on the West Jefferson bridge. The roadcrew updated all 5 drains with a curved flexible drain extension. Tree trimming status for Caldwell and Rancindin: Manager Leo Rosenbauer received two written quotes.

- 1) Stevenson Tree & Landscaping – Phase I (evergreens on both sides of Rancindin and the evergreens and oaks on Caldwell) - \$650 Phase II (on Caldwell from Rancindin plan to Saxonburg Rd.) - \$1,150 - Total \$1800.
- 2) Cunningham & Sons – Phase I - \$3,500 and Phase II - \$4,500 - Total \$8,000

Foreman Foertsch said if we use Stevenson (lower quote) they must have (or get) their own bucket truck and understand the trim height is to be 30 ft.! This was held for further discussion under ‘New Business’ this evening.

The 2019 Mack truck was taken to Tri-County Mack dealership for emission code error and update. It was completed the same day at no charge. Chairman Cypher responded to a question about ‘warranty’ that any purchase of ‘extra warranty’ on the electronics would be cost prohibitive.

The roadcrew hauled in approximately 250 tons of excellent topsoil donated to the township by Ryan Martin. It was agreed to send a thankyou card as suggested by the road foreman.

A 300-ton order of salt was placed on 1/2/2020. Another 400 ton can be ordered to meet the ‘minimum purchase requirement’ for the 2019-2020 season via Co-Stars...later after some salt usage and there is room for it in the salt bin.

The roadcrew is looking at track loaders and information to replace the 1997 John Deere skid loader ... perhaps this spring. They are looking at Case, Bobcat and Takeuchi. No quotes have been obtained yet, but they think the cost could be between \$60,000 to \$80,000. Lois Rankin asked them to give the information to the board as soon as they get prices.

The roadcrew worked together to fabricate a ‘quick attach adapter and vacuum hose extension to the ODB leaf vac for the park. They try it out when the weather breaks. The road foremen researched and enabled the ‘handsfree phone answering’ system in his truck. The roadcrew hopes they have resolved a drainage issue on Hannahstown Rd. They responded to a call on Green Manor Drive regarding a clipped phone line during plowing operations. They winterized the township office (windows.)

RECREATION BOARD REPORT: No Jan. meeting - next meeting Feb. 6th - 8 PM

PLANNING COMMISSION:

Leo Rosenbauer, Township Manager and Planning Commission Chair., reported on the Dec. 16, 2020 Planning Commission (P.C.) meeting. The P.C. reviewed revisions to the Nativity of the Theotokos Monastery Land Development originally approved in August 2019. Chairman Rosenbauer explained that there are two outstanding contingencies from that approval (water well capacity and sewage permitting) and now the Sisters have submitted a revised land development with changes, including but not limited to: location of the monastery

PLANNING COMMISSION, cont.:

moved down toward the existing buildings (and adding on the art studio); removal of existing garage behind the original church building, adding a new garage behind the greenhouse, and eventual removal of the garage with above apartment located in the driveway right-of-way. Chairman Rosenbauer did not ask HRG to re-review as the calculations are very similar. After a lengthy discussion, the P.C. voted to approve a modification request for the access right-of-way from Golden City Rd. to be 18 ft. cartway instead of the 24 ft. required in the ordinance. Then they voted to approve the Revised Nativity of the Theotokos Monastery Land Development with the following eight new contingencies and the remaining two contingencies from the August 2019 original approval:

- 1) The sub-base is to be increased from the proposed 6" to 8" as required by the ordinance.
- 2) The width of the access road right-of-way from Golden City Rd. must be shown on the plan.
- 3) The required cul-de-sac for the access road should be included within the proposed parking lot.
- 4) The cemetery must be shown (Map C100)
- 5) The existing pavement needs to be clarified (Map C100)
- 6) The actual location of the primary, secondary and alternate septic test (pits) must be shown on the plan with corresponding access rights-of-way.
- 7) The stormwater management 'plan' for the proposed driveway (access right-of-way from Golden City Rd.) must show the proposed controls to be used (i.e. ditch-line, culverts, rain garden(s), rock filled ditch(es), etc.)
- 8) The width of the driveway cartway to the art studio should be increased sufficiently to allow 2 cars to pass.

At the end of the discussion, Sister Christina asked about the building permit and if they can build part of the building and get occupancy while the rest is still under construction? The P.C. noted that the building permit does not expire while the work is 'on-going', but the question of 'pre-completion' occupancy will need to be answered by Code.sys Code Consulting. Brian Noah suggested that if Code.sys can okay 'phasing', they could then indicate on the building's footprint the 'phases' to be proposed.

The P.C. reviewed the notification received from Gannett Fleming indicating XTO Energy's intention to submit a Water Management Plan amendment to DEP for approval to purchase water from PA American Water for use in oil and gas exploration and development. The withdrawal point is an interconnecting hydrant located along Saxonburg Rd. in Jefferson Township.

The P.C. began review of a proposed Timbering Ordinance. It was not 'well received' and they want it to be less complicated. The discussion included: concern that the operator (logger) could bill property owner for the extra paperwork; that the ordinance is over-regulating; that there are some good points that could protect the township and the property owner; that the ordinance is enforced and 'enforceable'. Chairman Rosenbauer asked the P.C. members to continue review and mark their copies with suggested changes for continued discussion in 2020.

UNFINISHED BUSINESS:

John Cypher noted several items to be 'worked on' in the coming months:
CDBG – possible uses for 2016 and on 'admin. fund' balances; Logging Ordinance; Park Master plan completion; Bonniebrook Road project (bids to go out 1/21/2020 – pre-bid meeting 2/3/2020; bid opening 2/17/2020); Burning Ordinance final revision/review before advertising; and the fee changes (see 'new business' below).

NEW BUSINESS:

Motion by John Cypher to adopt the revised PROFESSIONAL SERVICES FEE Resolution #443 per letters received from HRG, Inc. and Attorney Marshall. *Seconded* by Lois Rankin. All agreed and *motion carried*.

Motion by John Cypher to adopt SEWAGE FEE Resolution #444, revising the fees per Doug Duncan, primary SEO. *Seconded* by Braden Beblo. All agreed and *motion carried*.

Motion by John Cypher to adopt revised FEE RESOLUTION #445, which add reference to #443 and #444 revised fees for Professional Services and Sewage Fees. #445 also adds the \$5.00 per lot annual mobile home park renewal fee and includes slight increases to building permit admin. fees and increases the logging/hauling/weight limit permit fee. *Seconded* by Lois Rankin. All agreed and *motion carried*.

Discussion continued regarding the trimming trees on Rancindin Rd. and Caldwell Drive. John Cypher read the letter from South Butler County School District regarding visibility/site distance at the Caldwell Dr. and Rancindin Dr. intersections. Manager Rosenbauer also reported that the 1974 "Rancindin Plan" measured the road right-of-way from the center line 25 ft to property line (a 50 ft. r.o.w.) It is thought that the property owners planted the trees on the township right-of-way or at least very close. John Cypher read from the 2nd Class Township Code pertaining to tree trimming. He said we need to take a fresh look at the rights-of-way from 25 ft. centerline and trim straight up (30 ft.) if the property owner does not do something voluntarily. For safety reasons,

NEW BUSINESS, cont.:

the township needs to be prepared to act. *Motion* by Lois Rankin to authorize the Township Manager to move forward with the lowest bid, after first confirming the right-of-way and the contractor's understanding of the height to be trimmed. A letter (regular mail and certified) is to be sent to property owners giving them ample time (60 days) to do the trimming on their own or the township will step in to do it. In the meantime, the roadcrew will mark the right-of-way with white flags and orange paint. *Seconded* by John Cypher. All agreed and *motion carried*.

MISC. BUSINESS FROM TWP. OFFICIALS:

Notice was received from Christopher Boltz, 221 Hannahstown Rd. regarding his application to DEP for NPDES permit to allow of treated sewage to surface waters of the Commonwealth. This notice will be reviewed by the P.C. on Jan. 20th.

Leo Rosenbauer wanted to confirm that the Supervisors agree to NOT include financial reports in the minute book, because they are already on file and a summary is written into the minutes each month. They confirmed agreement.

Foreman Bill Foertsch responded to Lois Rankin's question regarding other equipment needed this year. He said they have been using Penn Township tow behind blower; they have been looking at a PTO powered (cost about \$5,000) verses a 'Buffalo turbine' unit (cost about \$12,000). The unit can be 'googled', but he will provide more information as he obtains it.

Lois Rankin asked the status on the 'lane naming' requested by Butler Co. Emergency Services. Mr. Rosenbauer said it is being worked on now and in future month(s). She said once we have it completed, we need to do a new 'Jefferson Township directory and map'.

ADJOURN:

Motion by Lois Rankin to adjourn at 9:12 P.M. *Seconded* by Braden Beblo. All agreed and *motion carried*.

ATTENDANCE:

Those present on 1/6/2020: Bill and Mandi Foertsch, Ms. Robin Caruso, Evelyn Gross, Jim Rankin, and Dennis Kriley.

NEXT MEETING:

The next regular meeting will be Monday, Feb. 10, 2020 at 7 P.M. at the municipal building.