

JEFFERSON TOWNSHIP

RE-ORGANIZATIONAL AND REGULAR MEETING

JANUARY 4, 2021

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 4, 2021 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: The Supervisors met briefly in executive session just prior to the start of this meeting to discuss employee matters.

PUBLIC COMMENT ON THE AGENDA AS PRESENTED: None.

REORGANIZATION AND APPOINTMENTS FOR 2021:

Motion by Lois Rankin to appoint L. John Cypher as chairman for 2021. *Seconded* by Braden Beblo. All agreed and motion carried.

Motion by John Cypher to appoint Lois J. Rankin as vice-chairman for 2021. *Seconded* by Braden Beblo. All agreed and *motion carried*.

Motion by John Cypher to re-appoint the following officials for 2021:

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; SAXONBURG VOLUNTEER FIRE DEPT., Fire Marshall; DILLON, McCANDLESS, KING, COULTER & GRAHAM, Township Attorneys w/Matt Marshall primary attorney contact; 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); ERIC BUTLER, Assistant EMC; CURTIS HEAKINS, Saxonburg Authority Board – to a new 5-yr. term (2021,22,23,24 & 25) ending 12/2025. *Seconded* by Lois Rankin. 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 for 2021. *Seconded* by Lois Rankin. 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 for 2021. *Seconded* by Lois Rankin. All agreed and *motion carried*.

Motion by John Cypher to appoint Evelyn Gross as the vacancy board member for 2021. *Seconded* by Lois Rankin. All agreed and *motion carried*.

The Planning Commission has no actual expiring terms. However, Bob Wetzel has agreed verbally to step down for the remainder of his term until 12/31/2021; his re-appointment can be discussed at the end of 2021. After some consideration, John Cypher *moved* to accept Bob Wetzel's temporary step-down, but appoint him as an alternate on the Planning Commission. *Seconded* by Braden Beblo. All agreed and *motion carried*. John Cypher then *moved* to appoint Martha Fleming to serve on the Planning Commission for the remainder of Bob Wetzel's term to the end of 2021. *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 2020 Audit and e-file to DCED by the April 1, 2021 due date by adoption of Resolution #463. *Seconded* by Braden Beblo. All agreed and *motion carried*.

Motion by John Cypher to clarify last year's motion (which stated: motion to appoint to the vacant Auditor positions for 2020 until the next municipal election - 2 years) that the appointment of Dave Campbell, Diana Campbell and Sharon Rosenbauer to the vacant Auditor positions includes the year 2021 through the next municipal election (this year) to the end of 2021. *Seconded* by Braden Beblo. All agreed and *motion carried*.

Motion by John Cypher to re-appoint TJB Consulting (Tammy Boice) as the webmaster for 2021 for web page updates, revisions & maintenance. *Seconded* by Braden Beblo. All agreed and *motion carried*.

It was noted that Monica Rummel's appointment (3-yr. term) as representative on the South Butler Community Library does not expire until 12/31/22.

Motion by John Cypher to re-appoint Kristi Wise as a member-at-large to the Recreation Committee to a new 3-yr. term (2021, 22 & 23) on the Recreation Board. *Seconded* by Braden Beblo. All agreed; *motion carried*.

Motion by John Cypher to re-appoint Lois Rankin as cleaning person for 2021 (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. (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 Lois Rankin. 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 2021 and re-appoint Ed Kosinski as alternate member on the Appeals Board for 2021. *Seconded* by Lois Rankin. 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 in 2021 and pay the usual expenses (not necessarily limited to: registration, mileage, meals, turnpike fees, and motel/hotel expenses). (So far only Lois Rankin plans to attend; although John Cypher expressed interest and will consider.) *Seconded* by Lois Rankin. All agreed and *motion carried*.

Motion by John Cypher to appoint Lois Rankin as the voting delegate for 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 certificates of deposit), Nextier Bank (for one CD/Concordia sewage escrow) **and Pa. Local Government Investment Trust (PLGIT)** (for checking and savings) for 2021. *Seconded* by Lois Rankin. All agreed and *motion carried*.

Motion by John Cypher to set the mileage reimbursement rate for 2021 at the going IRS rate (which has been set by the IRA as of 1/2/2021 at \$0.56 (fifty-six cents). (was \$.58 in 2019; \$.575 in 2020.) *Seconded* by Lois Rankin. All agreed and *motion carried*.

Motion by John Cypher to set the treasurer's bonds for 2021 at the same amounts as last year: \$800,000 for the secretary/treasurer and \$750,000 for the manager. *Seconded* by Lois Rankin. All agreed and *motion carried*.

MONTHLY MEETINGS:

Motion by John Cypher to set the monthly meetings for 2021 on the 2ND MONDAY of each month at 7:00 P.M. (except January). *Seconded* by Lois Rankin. All agreed and *motion carried*.

SALARIES/FEEES/RAISES:

The 2021 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. 4, 2021**.

After some discussion, John Cypher *moved* to increase the 'per call' rate for the current dog control officer to \$45.00 plus mileage (which matches the rate paid by surrounding townships). *Seconded* by Lois Rankin. All agreed and *motion carried*.

Motion by John Cypher to increase the secretary/treasurer's 'salary' (by \$.50 (fifty cents) x 22.5 hours week). *Seconded* by Lois Rankin. All agreed and *motion carried*.

Motion by John Cypher to increase the manager's salary by 2%. *Seconded* by Lois Rankin. All agreed and *motion carried*. John Cypher noted, *just to clarify*, that the manager was given a vacation benefit of 3 weeks for the first full year and will receive one day per year thereafter until he reaches 4 weeks (160 hours); this is the same as other full-time employees.

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 7/1/21 to 6/30/22. The renewal fee of \$200.00 is still required annually. Seconded by Lois Rankin. All agreed and motion carried.

*****END Jan. 4, 2021 RE-ORGANIZATION/REGULAR MEETING START:** Time: 7:29 PM

MINUTES:

Motion by John Cypher to approve the Dec. 16, 2020 regular meeting minutes as written and Distributed. *Seconded* by Lois Rankin. All agreed and *motion carried*.

FINANCIAL:

John Cypher read the financial report as follows: Bills paid between meetings totaled \$502.06. Bills paid from the General Fund bills this evening totaled \$42,224.19. There were no bills presented from the State Fund for payment this evening. The balance of all funds after payment of the bills presented totaled \$1,502,138.58 (does not include all of Dec. 2020 interest.) *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:

Nadine Grabe dropped off the 2020 'tax certificates' for signing by the chairman and secretary.

ROAD FOREMAN REPORT:

John Cypher began by thanking the road crew for their great job over Christmas and New Year's. They were out when other townships were not on the roads and our roads were excellent. He read the road report as follows: As of 1/2/21 - 580 tons of salt and 180 tons of anti-skid were used on the roads. The winter storms (Christmas Eve/Christmas Day/New Year's Day) kept all four of the crew members terribly busy. The road crew is working on odd jobs and repairing equipment between snows. The foreman reported two drainage issues on township roads. The foreman inquired about the status of hiring another full-time road employee. Chairman Cypher said it is not currently time to 'advertise', but the possibility of hiring can be spread by word of mouth in general.

RECREATION BOARD REPORT: No Jan. meeting - next meeting Feb. 3, 2021 at 8 PM

PLANNING COMMISSION:

Leo Rosenbauer, P.C. Chairman, reported on the Dec. 21, 2020 Planning Commission meeting. The P.C. approved the side set-back modification request from Gerald Rudish, 856 N. Pike Rd. He proposes to build 2 porches (one at the side and one at the rear of the existing house.) The existing side porch's footprint is 4' x 6' and they want to refurbish it and add a roof. The existing rear porch's footprint is 5' x 5' and they want to enlarge the porch to 8' x 10' and add a roof. This porch will be the same distance from the side property line as the existing house. There was a notarized letter from the neighbor, Alan Macurdy. It was noted that set-back requirements may have been only 15 ft. when the house and porches were originally built. The Supervisors reviewed the application (1/4/21 meeting.) *Motion* by Lois Rankin to approve the side set-back modifications for both porches as submitted by Gerald Rudish. *Seconded* by John Cypher. All agreed and *motion carried*.

Larry and Sarah Oskin submitted a Lot-Line Revision for their properties on Blackberry Hill Lane. They proposed to add existing lot Tax Parcel 190-2F10-2AE (2 acres with frontage on Blackberry Hill Lane) to Tract "A" consisting of 11.391 acres, creating Parcel 2 of 13.394 acres (part of Existing Tax Parcel 19-2F10-2A [11.391] acres plus Existing Tax Parcel 190-2F10-2AE of 2.003 acres.) Parcel 1 will now be 11.959 acres (which was also part of Tax Parcel 190-2F10-2A originally 23.350 acres.) The discussion that followed included: 1) incorrect owners' in 'stormwater acknowledgement 2) a driveway maintenance agreement and a right-of-way easement on Parcel 1 to the Jahn's property, 3) Parcel 1 needs to be marked 'cannot be subdivided', 4) confirmation is needed as to ownership of the two lots (one says Larry E. and the other says Larry E. Sr., and 5) consideration for increase of right-of-way width from RE-

West Jefferson Road to the end of Parcel 1. After some discussion, the P.C. *moved* to table the decision to allow the P.C. Chair/Township Manager time to check with the township attorney regarding the plan. There was no action for the Supervisors to take this evening (1/4/21 meeting.)

The P.C. approved a Lot-Line Revision for Thomas Ferraro (Ferraro/Sawyer Plan) for his property (Tax Parcel 190-1F155-32B of Lot 1 of 7.77 acres) off Great Belt Rd. Lot 1 is to be revised by adding “Tract A” of 0.33 acres in the north-east corner of the lot because two non-conforming structures were located on the Sawyer property. The P.C. would like to have ownership of Lot 2 clarified, but this lot-line revision involves only Ferraro’s Lot 1 and the Sawyer property. The Supervisors reviewed the plan (1/4/21 meeting.) *Motion* by Lois Rankin to approve the Ferraro/Sawyer Plan (a Lot-Line Revision). *Seconded* by Braden Beblo. All agreed and *motion carried*.

Leo Rosenbauer noted that Penn United notified us at the Nov. 23, 2020 meeting that they need a temporary sewage holding tank. The SEO had anticipated that DEP planning would not be needed, but the DEP regs have changed and Penn United CANNOT use a holding tank.

Lois Rankin inquired about the Monastery Land Development. Mr. Rosenbauer updated the Supervisors stating that the DEP Planning Module is close to being approved by DEP. The Sisters do not like the deep trench (swale) in front of the proposed church and are looking for an alternative or modification from the Conservation District.

UNFINISHED BUSINESS:

The application for COVID-19 County Relief Grant Program was submitted by the manager. The ‘agreement’ with the County needed to be executed and was therefore signed by the manager on Dec. 23, 2020. *Motion* by John Cypher to ratify approval of this agreement. *Seconded* by Lois Rankin. All agreed and *motion carried*.

NEW BUSINESS:

Motion by John Cypher to adopt the revised Professional Services Fee Resolution #464 as presented. *Seconded* by Lois Rankin. All agreed and *motion carried*.

Motion by John Cypher to adopt the revised Jefferson Township Fee Resolution #465 as presented with reference to the revised Professional Fee Resolution #464 above and adds a ‘codes enforcement inspection fee’ of \$60.00. *Seconded* by Lois Rankin. All agreed and *motion carried*. It was noted that there are no changes to the Sewage Fee Resolution passed in Jan. 2020.

Motion by John Cypher to authorize the Delinquent Per Capita list for 2020 to be sent to Sharp Collections *when it is received* from the tax collector (early 2021). *Seconded* by Lois Rankin. All agreed and *motion carried*.

MISC. BUSINESS FROM TWP. OFFICIALS:

John Cypher reported that the Saxonburg Volunteer Fire Dept. Installation Dinner has been canceled due to COVID restrictions. He also reported that we received a letter from the DCNR that our grant application for funds to pave the walking trail in the park was NOT selected.

ATTENDANCE: Bill Foertsch and Jim Rankin

ADJOURN:

Motion by Lois Rankin to adjourn at 8:20 PM. *Seconded* by Braden Beblo. All agreed and *motion carried*.

NEXT MEETING:

The next regular meeting will be advertised for Monday, Feb. 8, 2021 at 7 P.M. at the municipal building.