

JEFFERSON TOWNSHIP

REGULAR MEETING

Re-Organization and Regular Meeting – January 3, 2022

CALL TO ORDER:

The Jefferson Township Board of Supervisors reorganizational meeting was called to order on Monday, January 3, 2022 at 7:00 P.M. as advertised, by acting Chairman, John Cypher. All rose to pledge the flag.

ROLL CALL:

Those present were John Cypher, Chairman, Braden Beblo, Supervisor, Leo Rosenbauer, Manager and Lois Fennell, Sec/Treas. Lois Rankin was absent.

ANNOUNCEMENT: There was a brief executive session prior to the meeting to discuss personnel matters.

PUBLIC COMMENT ON THE AGENDA AS PRESENTED: None.

REORGANIZATION AND APPOINTMENTS FOR 2022:

Motion by Braden Beblo to appoint John Cypher as chairman for 2022. *Seconded* by John Cypher. Mr. Beblo and Mr. Cypher agreed and *motion carried*.

Motion by John Cypher to appoint Lois Rankin as vice-chairman for 2022, pending her agreement. *Seconded* by Braden Beblo. Mr. Cypher and Mr. Beblo agreed and *motion carried*.

Motion by John Cypher to appoint/re-appoint the following officials for 2022:
LEO J. ROSENBAUER, III, Township Manager & Alternate Open Records Officer & Codes 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
COLLIN FANTASKEY, Alternate SEO (new appointment)
SAXONBURG VOLUNTEER FIRE DEPT, Fire Marshall
DILLON, McCANDLESS, KING, COULTER & GRAHAM – Township Attorneys, w/Matt Marshall primary attorney contact (\$170 hr. in 2018; \$175hr. in 2019; \$180 in 2020; \$185 for 2021; \$190 for 2022)
HERBERT, ROWLAND & GRUBIC, INC. (Rob Arnold primary contact) as the Township Engineers.
Current State Dog Warden (Tom Wharry), Dog Control Officer (new appointment)
ADAM HARTWIG, EMC (Emergency Management Coordinator/shared with Winfield Twp)
ERIC BUTLER, Assistant EMC
Seconded by Braden Beblo. Mr. Cypher and Mr. Beblo agreed and *motion carried*.

Motion by John Cypher to re-appoint Lois J. Fennell and Lois J. Rankin to continue as Jefferson Township representatives on the Butler County Association of Township Officials Advisory Board for 2022. *Seconded* by Braden Beblo. Mr. Cypher and Mr. Beblo 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 County Tax Collection Committee for 2022. *Seconded* by Braden Beblo. Mr. Cypher and Mr. Beblo agreed and *motion carried*.

Motion by John Cypher to re-appoint Evelyn Gross as the Vacancy Board Member for 2022. *Seconded* by Braden Beblo. Mr. Cypher and Mr. Beblo agreed and *motion carried*.

Motion by John Cypher to re-appoint Martha Fleming, Dan Driscoll, and Leo Rosenbauer to the Planning Commission for 2022, 2023, 2024, and 2025 (4 years) and to appoint Bob Wetzel as 'alternate member' for the same 4-year term 2022 to 2025. *Seconded* by Braden Beblo. Mr. Cypher and Mr. Beblo agreed and *motion carried*.

Motion by John Cypher to re-appoint TJB Consulting (Tammy Boice) as the webmaster for 2022 for web page updates, revision and maintenance. *Seconded* by Braden Beblo. Mr. Cypher and Mr. Beblo agreed and *motion carried*.

Motion by John Cypher to re-appoint Brian Patten as a member-at-large to the Recreation Committee for another 3-year term (2022, 2023 & 2024). *Seconded* by Braden Beblo. Mr. Cypher and Mr. Beblo agreed and *motion carried*.

Motion by John Cypher to re-appoint Lois Rankin as cleaning person for 2022 (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 regular meetings and two extra cleanings for the two elections (spring primary and fall general election.) *Seconded* by Braden Beblo. Mr. Cypher and Mr. Beblo 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 licenses) and to be paid at the rate(s) set by the elected Auditors. *Seconded* by Braden Beblo. Mr. Cypher and Mr. Beblo agreed and *motion carried*

Motion by John Cypher to re-appoint Keith Bachman and Kevin Miller to the Building Code Board of Appeals and to appoint Clinton Bonetti to replace Danielle Sedlak on the Appeals Board for 2022. *Seconded* by Braden Beblo. Mr. Cypher and Mr. Beblo agreed and *motion carried*. *Motion* by John Cypher to re-appoint Ed Kosinski as 'alternate member' of the Appeals Board, subject to his approval. *Seconded* by Braden Beblo. Mr. Cypher and Mr. Beblo agreed and *motion carried*.

Motion by John Cypher to allow all three supervisors, the manager, and the secretary/treasurer to attend the PSATS State Conference in 2022 and pay the usual expenses (i.e. registration, mileage, meals, turnpike fees, and motel/hotel expenses.) *Seconded* by Braden Beblo. Mr. Cypher and Mr. Beblo agreed and *motion carried*. It is anticipated that Lois Rankin will be planning to attend the convention. Bill Foertsch asked that the Supervisors consider sending him to the convention or the road symposium if it is held this year.

Motion by John Cypher to appoint Lois J. Rankin as voting delegate to the PSATS State Conference in 2022 (pending her registration/attendance). *Seconded* by Braden Beblo. Mr. Cypher and Mr. Beblo agreed and *motion carried*

Motion by John Cypher to keep the township depository at First Commonwealth Bank for the checking accounts, park and sewage savings accounts, and some sewage escrow CD's, plus the Concordia sewage CD at Nextier Bank and the 'savings' accounts at PLGIT (General Fund, Park Savings Fund, American Rescue Plan Funds, Capital Reserve Fund, Impact Fee Fund, and State Fund. *Seconded* by Braden Beblo. Mr. Cypher and Mr. Beblo agreed and *motion carried*.

Motion by John Cypher to set the mileage reimbursement rate for 2022 at the going IRS rate (which has been set by the IRS as of 1/3/2022 at \$.585 (fifty-eight + one-half cents). *Seconded* by Braden Beblo. Mr. Cypher and Mr. Beblo agreed and *motion carried*.

Motion by John Cypher to set the treasurer's bond at \$800,000 for 2022 and the manager's bond at \$650,000 for 2022. *Seconded* by Braden Beblo. Mr. Cypher and Mr. Beblo agreed and *motion carried*.

MONTHLY MEETINGS:

Motion by John Cypher to set the monthly meetings for 2022 on the 2nd. Monday of each month at 7:00 P.M. *Seconded* by Braden Beblo. Mr. Cypher and Mr. Beblo agreed and *motion carried*.

SALARIES/FEES/RAISES:

The 2022 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. 3, 2022. Chairman Cypher noted that the Collective Bargaining Agreement has been executed and Tier 2 employee(s) were set a \$24.00 and the Tier 3 employee at \$27.00 per hour. As written in the contract, the road foreman and the Supervisors need to agree and set the wage for Tier 1 employee(s). *Motion* by John Cypher to set the Tier 1 employee at \$21.65 per hour. *Seconded* by Braden Beblo. Mr. Cypher and Mr. Beblo agreed and *motion carried*. *Motion* by John Cypher to set part-time road crew (laborer with CDL license) hourly rate at \$18.50 for 2022. *Seconded* by Braden Beblo. Mr. Cypher and Mr. Beblo agreed and *motion carried*. John Cypher noted that the final rules have not been received for the use of the American Recovery Act Funds (ARPA), but it is understood that 'premium pay' can be paid out to essential workers that came

SALARIES/FEES/RAISES, cont.:

into contact with the public during the 3/2021 to 12/2021 COVID-19 time period. John Cypher *moved* to set a one-time premium/hazard pay as follows: Manager \$4,500; Secretary/Treasurer \$2,500; Road Foreman \$1,500, two other full-time road crew \$1000 each, and the two part-time road crew at \$500 each. *Seconded* by Braden Beblo. Mr. Cypher and Mr. Beblo agreed and *motion carried*.

MISC. BUSINESS (under reorg. part of the meeting):

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 7/1/22 to 6/30/23. The renewal fee of \$200.00 is still required annually. *Seconded* by Braden Beblo. Mr. Cypher and Mr. Beblo agreed and *motion carried*.

*****END Jan. 3, 2022 RE-ORGANIZATION/REGULAR MEETING START: Time: 7:19 P.M.**

MINUTES:

Motion by John Cypher to approve the December 13, 2021 regular meeting minutes as written and distributed. *Seconded* by Braden Beblo. Mr. Cypher and Mr. Beblo agreed and *motion carried*.

FINANCIAL:

The list of bills paid between the prior meeting (Dec. 13, 2021) and this evening's meeting totaled \$2,514.87. The list of bills presented for payment this evening from the General Fund totaled \$26,016.76. No bills were presented for payment from the State Fund. The Balance of All Funds after payment of the bills presented totaled \$2,187,801.59 (this amount does not include Dec. 2021 interest.) *Motion* by John Cypher to pay the bills presented and any other bills come and are due prior to the February meeting. *Seconded* by Braden Beblo. Mr. Cypher and Mr. Beblo agreed and *motion carried*.

PUBLIC BUSINESS OR COMMENT:

Mr. William Broman was present to inquire about the township's ability to issue permits for utility use within township road right-of-way, which was issued by the township. In summary, it was noted that utilities under PA Law 15 must acquire a permit.

ROAD REPORT:

Chairman Cypher reported on the 'Road Report' as follows: Snow fence completion was on 12/9/21. Leaf clean-up at the park was finished up on 12/15/21 and the park was locked up to vehicle traffic on 12/16/21. Estimated build date for the new Mack truck is Sept. 15, 2022 and should arrive at Super City by the end of September; it is hoped the truck will be done and delivered by the end of this year. After a few days of rain and some steady down pours, the road foreman checked on the new riprap swale installed on O'Hara Rd. It was working and handling the water as it should. Well done Beblo Excavating. Some discussion took place on the suggested replacement of the boom mower and purchase of a small tractor to help with park maintenance. Chairman Cypher said this should be a continued discussion to take place upon presentation of several options. It was noted that we should have the two tree stumps grinded in front of the maintenance garage that were cut down by the power company, when a contractor is in the area. The road foreman would like to look into renting a vac truck for cleaning the catch basins out. The foreman was asked to get prices this spring or summer when time allows.

RECREATION BOARD REPORT:

The Recreation Board does not meet in November, December, or January; therefore there was no report for this evening. Their next meeting is Feb. 2, 2022 at 8 PM.

PLANNING COMMISSION:

The Planning Commission cancelled their Dec. 20, 2021 meeting due to lack of business.

UNFINISHED BUSINESS: None.

NEW BUSINESS:

Motion by John Cypher to adopt the revised Butler County Hazard Mitigation Plan Resolution #480. *Seconded* by Braden Beblo. Mr. Cypher and Mr. Beblo agreed and *motion carried*.

Motion by John Cypher to adopt the Revised PROFESSIONAL SERVICES FEE Resolution #481. *Seconded* by Braden Beblo. Mr. Cypher and Mr. Beblo agreed and *motion carried*.

Motion by John Cypher to adopt the Revised SEWAGE FEE Resolution #482. *Seconded* by Braden Beblo. Mr. Cypher and Mr. Beblo agreed and *motion carried*.

Motion by John Cypher to adopt the Revised General "FEE RESOLUTION" #483 which includes various revisions and references the Profession Service Fees Res. #481 and the Sewage Fee Res. #481. *Seconded* by Braden Beblo. Mr. Cypher and Mr. Beblo agreed and *motion carried*.

Motion by John Cypher to authorize sending the Delinquent Per Capita list from 2021 to Sharp Collections, *when received* from the tax collector. *Seconded* by Braden Beblo. Mr. Cypher and Mr. Beblo agreed and *motion carried*.

MISC. BUSINESS FROM TWP. OFFICIALS:

It was noted that the Manager acquired a temporary construction right-of-way and authorized Beblo Excavation to install erosion & sedimentation controls on O'Hara Rd. to correct off-site water discharge effecting the structural integrity of O'Hara Rd. Cost was \$7,190.00 for this 'emergency situation.' Chairman Cypher said he appreciates the job well done by Beblo Excavating.

It was also noted that the Manager is authorizing the removal of invasive species along the soccer field fence line by Beblo Excavating in the amount of \$5,300.00. This project is adjacent to the fence and ARPA funds can be used.

The Manager received information from DON Housing Dept. out of New Castle, PA in the mail, and contacted Wendy Leslie at the County office to inquire about it. He was informed that it is a legitimate funding source for very low to low income and is based on location in a USDA eligible area. We can pass the information on via our newsletter/website, but the township has no involvement in the grants or processing of the applications.

ADJOURN:

Motion by John Cypher to adjourn at 8:44 P.M. *Seconded* by Braden Beblo. Mr. Cypher and Mr. Beblo agreed and *motion carried*

ATTENDANCE:

Bill & Mandi Foertsch; Bill Broman

NEXT MEETING: Regular meeting - Monday, Feb. 14, 2022 at 7 P.M. at the municipal building.