

JEFFERSON TOWNSHIP

REGULAR MEETING

Re-Organization and Regular Meeting – January 2, 2024

CALL TO ORDER:

The Jefferson Township Board of Supervisors reorganizational meeting was called to order on Tuesday, January 2, 2024 at 7:00 P.M. as advertised, by acting Chairman, John Cypher. All rose to pledge the flag.

ROLL CALL:

Those present were acting Chairman, John Cypher – acting Vice-Chair., Lois Rankin; Supervisor Braden Beblo; and Manager, Leo Rosenbauer. Attorney Matt Marshall was in attendance. Sec/Treas., Lois Fennell, was absent due to being sick.

ANNOUNCEMENT: None.

PUBLIC COMMENT ON THE AGENDA AS PRESENTED: None.

REORGANIZATION AND APPOINTMENTS FOR 2024:

Motion by Lois Rankin to appoint John Cypher as chairman for 2024. *Seconded* by Braden Beblo. All agreed and *motion carried*.

Motion by John Cypher to appoint Lois Rankin as vice-chairman for 2024. *Seconded* by Braden Beblo. All agreed and *motion carried*.

Motion by John Cypher to appoint/re-appoint the following officials for 2024:
LEO J. ROSENBAUER, III, Township Manager, Open Records (RTK) Officer, Codes Enforcement Officer, Floodplain and Stormwater Administrator.
LOIS J. FENNELL, Township Sec/Treas. & Planning Commission Clerk & Assistant Open Records (RTK) 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, 1st Alternate SEO and PATRICK WEST, 2nd Alternate SEO
SAXONBURG VOLUNTEER FIRE DEPT, Fire Marshall
DILLON, McCANDLESS, KING, COULTER & GRAHAM – Township Attorneys, w/Matt Marshall primary attorney contact (\$175hr. in 2019; \$180 in 2020; \$185 for 2021; \$190 for 2022; \$195 for 2023; \$200 for 2024)
HERBERT, ROWLAND & GRUBIC, INC. (Rob Arnold primary contact) as the Township Engineers.
DENNIS SYBERT, Dog Control Officer
WILLARD BURNS, III (C. J. BURNS) as EMC* (Emergency Management Coordinator (shared with Winfield Township in prior years.)
ERIC BUTLER, Assistant EMC
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 County Tax Collection Committee for 2024. *Seconded* by Braden Beblo. All agreed and *motion carried*.

Motion by John Cypher to re-appoint Evelyn Gross as the Vacancy Board Member for 2024. *Seconded* by Lois Rankin. All agreed and *motion carried*.

Motion by John Cypher to re-appoint Bob Williams, Jim Jones, and Brian Noah to the Planning Commission for 2024, 2025, 2026, and 2027 (4-year terms). *Seconded* by Braden Beblo. All agreed and *motion carried*.

Motion by John Cypher to appoint Bonus Accounting (Certified Public Accountants) do to the 2023 Audit and e-file to DCED by the April 1, 2024 due date by adoption of Resolution #519 this evening. *Seconded* by Braden Beblo. All agreed and *motion carried*.

Motion by John Cypher to re-appoint TJB Consulting (Tammy Boice) as the webmaster for 2024 for web page updates, revision and maintenance. *Seconded* by Braden Beblo. All agreed and *motion carried*.

Motion by John Cypher to re-appoint Kristi Wise as a member-at-large to the Recreation Committee for another 3-year term (2024, 2025 & 2026). *Seconded* by Braden Beblo. All agreed and *motion carried*.

Motion by John Cypher to re-appoint Lois Rankin as cleaning person for 2024 (for 4 hours per cleaning at an hourly rate to be determined by the Auditors, but not to exceed \$18.00 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. 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 to 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 Keith Bachman, Kevin Miller, and Clinton Bonetti to the Building Code Board of Appeals for 2024. *Seconded* by Braden Beblo. All 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. All 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 2024 and pay the usual expenses (i.e. registration, mileage, meals, turnpike fees, and motel/hotel expenses.) So far, only Lois Rankin plans to attend. *Seconded* by Braden Beblo. All agreed and *motion carried*.

Motion by John Cypher to appoint Lois J. Rankin as voting delegate to the PSATS State Conference in 2024 pending her registration/attendance. *Seconded* by Braden Beblo. All agreed and *motion carried*.

Motion by John Cypher to keep the township depository at First Commonwealth Bank for the checking accounts, sewage savings account, and some sewage escrow CD's; to keep the Concordia sewage CD at Nextier Bank. and to keep 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. All agreed and *motion carried*.

Motion by John Cypher to set the mileage reimbursement rate for 2024 at the going IRS rate (set by the IRS) at \$.67 (sixty-seven cents). *Seconded* by Braden Beblo. All agreed and *motion carried*.

Motion by John Cypher to set the treasurer's bond at \$800,000 for 2024 and keep the manager's bond at \$750,000 for 2024. *Seconded* by Braden Beblo. All agreed and *motion carried*.

MONTHLY MEETINGS:

Motion by John Cypher to set the monthly meetings for 2024 on the 2nd Monday of each month at 7:00 P.M. *Seconded* by Braden Beblo. All agreed and *motion carried*.

SALARIES/FEES/RAISES:

The 2024 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. 2, 2024. The road crew's wages and benefits are subject to the union contract. The Sec/Treasurer's salary and the raises for the newest road crew member were approved during budget discussion on Dec.11, 2023. John Cypher *moved* to adopt Resolution #520 setting the Manager's salary at \$67,989.00 for 2024 with the same benefit package. *Seconded* by Braden Beblo. All agreed and *motion carried*. *Motion* by Braden Beblo to set the hourly rate for Doug Lefever (and other part-time help if needed) at \$20.00 hr. *Seconded* by Lois Rankin. All agreed and *motion carried*.

CURRENTLY E & E AUTO SALVAGE DOES NOT HAVE A LICENSE. No action taken this evening. Anything the owners do at this time is illegal. The owners must come into compliance and re-file for a permit.

END RE-ORGANIZATION portion of meeting and START of the REGULAR MEETING 7:25 P.M.**MINUTES:**

Motion by John Cypher to approve the December 11, 2023 regular meeting minutes as written and distributed. *Seconded* by Lois Rankin. All agreed and *motion carried*.

FINANCIAL:

The financial reports and list of bills (with checks to be signed) were not presented due to the Sec/Treas., Lois Fennell, being sick and unable to attend this evening. *Motion* by John Cypher to pay the bills that come and are due prior to the February meeting. *Seconded* by Lois Rankin. All agreed and *motion carried*.

PUBLIC BUSINESS OR COMMENT: None.

ROAD REPORT:

John Cypher read the report as follows:

- The salt shed was filled full under the 2023 Co-Stars contract back in July. Approximately 110 tons of salt have been used so far this winter season (as of 1/2/24). It was noted that we need to purchase 60% (780 tons) of our 1300-ton contract for the new season's 2023/2024 salt contract.
- The road crew is tackling on going work at the park as time and weather permits. They are also continuing maintenance and cleaning of all equipment.
- The road crew had some issues with the grapple rake for the trac-loader. Both cylinders may need to be replaced. They are still working on the best way to fix it.
- The road crew picked up the new trailer the week after Christmas.

RECREATION BOARD REPORT:

The Recreation Board does not meet in November, December, or January; therefore, there was no report for this evening. The Recreation Board appointed Justin Demek as Baseball President and Justin Thompson as Vice-President (replacing Jamie McSwaney) at their October 2023 meeting. *Motion* by Lois Rankin to appoint Justin Demek and Justin Thompson as co-representatives to the Recreation Board from the Baseball Association. *Seconded* by Braden Beblo. All agreed and *motion carried*.

PLANNING COMMISSION:

Leo J. Rosenbauer, III, reported on the Dec. 18, 2023 Planning Commission meeting. The P.C. reviewed the DEP Module to change Lot B-1 on Heller Rd. (from the Waechter Estate Plan #2) from a non-building lot to a building lot for Krenn Crider. The P.C. voted to recommend approval of the DEP Module for Krenn Crider (Lot B-1 on Heller Rd.) The Supervisors reviewed the information this evening. *Motion* by John Cypher to approve the DEP Module for Krenn Crider as presented. *Seconded* by Braden Beblo. All agreed and *motion carried*.

UNFINISHED BUSINESS:

It was noted that one more quote is needed for the tree trimming project discussed last month at which the Supervisors authorized getting quotes.

It was noted that the Attorney Marshall will check with Winfield Township regarding the shared EMC and costs for advertising.

NEW BUSINESS:

Motion by John Cypher to adopt the Revised PROFESSIONAL SERVICES FEE Resolution #521. *Seconded* by Braden Beblo. All agreed and *motion carried*.

Motion by John Cypher to adopt the Revised SEWAGE FEE Resolution #522. *Seconded* by Braden Beblo. All agreed and *motion carried*.

Motion by John Cypher to adopt the Revised SEWAGE FEE Resolution #522. *Seconded* by Braden Beblo. All agreed and *motion carried*.

Motion by John Cypher to adopt the Revised General "FEE RESOLUTION" #523 as revised including references to the Professional Service Fees Res. #521 and to the Sewage Fee Res. #522. *Seconded* by Braden Beblo. All agreed and *motion carried*.

Motion by John Cypher to appoint Lois Rankin and Braden Beblo to the BCATO Advisory Board for 2024. *Seconded* by Braden Beblo. All agreed and *motion carried*.

Motion by John Cypher to authorize sending the Delinquent Per Capita list from 2023 to Sharp Collections, *when received* from the tax collector. *Seconded* by Braden Beblo. All agreed and *motion carried*.

MISC. BUSINESS FROM TWP. OFFICIALS:

Questions from the Supervisors for the manager and updates from the manager include but are not limited to the following:

- 1) Property purchase at the intersection of Frazier Rd. and Saxonburg Rd. from PennDOT.
- 2) Manager, Leo Rosenbauer, informed the Supervisors that Liberty Point Partners request that the Supervisors authorize the Manager to release 'draw down' requests without presenting the request to the Board of Supervisors, which is not in agreement with the Developers' Agreement, the Municipal Planning Code, or the Township Ordinances (see Chap. 22-1103). Attorney Matt Marshall verified that this requested process is not permitted.
- 3) Lois Rankin asked what work was being done at the park; the Manager responded that he asked the road crew to remove some deteriorated and dead trees.
- 4) The status and cost estimates for possible new cameras at the park is 'in process.'

EXECUTIVE SESSION:

Attorney Marshall and the Board of Supervisors plan to have an executive session following this meeting to discuss possible litigation.

ADJOURN:

Motion by John Cypher to adjourn at 8:18 P.M. *Seconded* by Braden Beblo. All agreed and *motion carried*.

ATTENDANCE:

Bill & Mandi Foertsch, Jim Rankin, Robert Veselich, Bill Broman, and Rayn Karwoski.

NEXT MEETING:

The Auditors meet tomorrow, Jan. 3, 2024, at 5:30 PM to reorganize and set the working supervisors' pay rate. The next regular Supervisors' meeting is Monday, Feb. 12, 2024 at 7 P.M. at the municipal building.

*Minutes typed by the Secretary/Treasurer,
Lois J. Fennell, using notes provided by
the Manager Leo J. Rosenbauer, III*