

**RE-ORGANIZATIONAL & REGULAR MEETING**

**Monday, Jan. 6, 2025**

CALL TO ORDER: BY *Acting Chair*: TIME: 7:00 P. M.

ROLL CALL: John Cypher \_\_\_\_, Lois Rankin \_\_\_\_, Braden Beblo \_\_\_\_, Leo Rosenbauer, Manager \_\_\_\_ and Lois Fennell, Sec/Treas. \_\_\_\_.

ANNOUNCEMENT: Executive Sessions on Personnel were held: One following 12/9/24 meeting with JC and BB attending with the road crew; and the other on 12/10/24 at 5 PM with JC and BB attending with the road crew.

PUBLIC COMMENT ON THE AGENDA AS PRESENTED:

REORGANIZATION AND APPOINTMENTS FOR 2025:

**Motion** by \_\_\_\_\_ to appoint \_\_\_\_\_ as chairman for 2025. Seconded by \_\_\_\_\_ . Agreed \_\_\_\_\_.

**Motion** by \_\_\_\_\_ to appoint \_\_\_\_\_ as vice-chairman for 2025. Seconded by \_\_\_\_\_ . Agreed \_\_\_\_\_.

**Motion** by \_\_\_\_\_ to re-appoint the following officials for 2025 :  
LEO J. ROSENBAUER, III, Township Manager & Open Records (RTK) Officer, Codes Enforcement Officer, & Floodplain Administrator.

LOIS J. FENNELLS, Township Sec/Treas. & Planning Commission Clerk  
ANGEL FILE, Township Sec/Treas. & Planning Commission Clerk “Trainee”  
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

PATRICK WEST – 1st Alternate SEO  
COLLIN FANTASKEY – 2nd Alternate SEO  
SAXONBURG VOLUNTEER FIRE DEPT, Fire Marshall  
DILLON, McCANDLESS, KING, COULTER & GRAHAM – Township Attorneys, w/Matt Marshall primary attorney contact (\$185 for 2021; \$190 for 2022; \$195 for 2023, \$200 for 2024 & \$205 for 2025)  
HERBERT, ROWLAND & GRUBIC, INC. (Devin Dunwoody, primary contact) as the Township Engineers.  
C. J. BURNS as EMC (Emergency Management Coordinator (*shared w/Winfield Twp. as in prior years*))

\*Subject to required training and State/County regulations.

ERIC BUTLER, Assistant EMC  
Seconded: \_\_\_\_\_ Agreed: \_\_\_\_\_

DENNIS SYBERT has given notice that he is retiring from the dog officer position in the few townships he has still been working. *The Dept. of Agriculture recently hired Cole Redrup, of Ellwood City, as a state dog warden for Region 4, which includes Butler County.*

**Motion** by \_\_\_\_\_ to appoint \_\_\_\_\_ as primary delegate and \_\_\_\_\_ as alternate delegate to the **Butler Co. Tax Collection Committee for 2025**. Seconded by \_\_\_\_\_. Agreed:

**Motion** by \_\_\_\_\_ to appoint Evelyn Gross as the vacancy board member for 2025. Seconded by \_\_\_\_\_. Agreed \_\_\_\_\_.

There are no Planning Commission Members’ terms expiring at the end of 2024, so no appointments for 2025. *At the Jan. 2026 meeting, the Supervisors will vote to re-appoint or appoint for 25, 26, 27, & 28. A term is 4 years, and there are 9 members...so we have divided the nine by 3 years, so we skip the 4<sup>th</sup> year.* NOTE: Bob Wetzel is appointed as ‘alternate’ through 12/31/25.

**Motion** by \_\_\_\_\_ to appoint Bonus Accounting (Certified Public Accountant(s)) to do the Audit for the 2024 books and e-file it to DCED by the April 1, 2025 due date by adoption of Resolution (#538). Seconded by \_\_\_\_\_. Agreed: \_\_\_\_\_.

**Motion** by \_\_\_\_\_ to appoint TJB Consulting (Tammy Boice) as the webmaster for 2025 for web page updates, revisions & maintenance. Seconded by \_\_\_\_\_. Agreed:

*NOTE: Curtis Heakins, Saxonburg Authority Board – reappointment due 1/2026 for five-year term.*

**Motion** by \_\_\_\_\_ to appoint Janet Perine to the So. Butler Community Library for a three-year term through 12/31/2027. Second:\_\_\_\_\_ Agreed:\_\_\_\_\_

**Motion** by \_\_\_\_\_ to re-appoint Brian Patten as a member-at-large to the Recreation Committee to a new 3-yr. term (26, 27, & 28) on the Recreation Board. Seconded by: \_\_\_\_\_ Agreed:\_\_\_\_\_

**Motion** by \_\_\_\_\_ to re-appoint Lois Rankin as cleaning person for 2025 (under same conditions as prior years: \_\_\_\_\_ 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 the regular meetings and two extra cleanings for the spring and fall elections).  
Seconded by:\_\_\_\_\_. Agreed: \_\_\_\_\_.

**Motion** by \_\_\_\_\_ 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 at their meeting 1/7/25. Seconded by: \_\_\_\_\_. Agreed: \_\_\_\_\_.

**Motion** by \_\_\_\_\_ to re-appoint Keith Bachman, Kevin Miller, and Clinton Bonetti to the Building Code Board of Appeals for 2025. Seconded by \_\_\_\_\_. Agreed: \_\_\_\_\_ **Motion** by \_\_\_\_\_ to re-appoint Ed Kosinski as ‘alternate’ member **IF** he agrees to re-appointment. Seconded by \_\_\_\_\_. Agreed: \_\_\_\_\_

**Motion** by \_\_\_\_\_ to allow all three supervisors, the manager and the secretary/treasurer to attend the state convention in 2025 and pay the usual expenses, i.e. registration, mileage, meals, turnpike fees, and motel/hotel expenses. (So far \_\_\_\_\_ plan(s) to attend.) Seconded by \_\_\_\_\_. Agreed \_\_\_\_\_.

**Motion** by \_\_\_\_\_ to appoint the voting delegate for (or to table the appointment of the voting delegate until it is determined *who or if anyone* will actually be attending) the state convention. (Voting delegate limited to Supervisor or Sec/Treas. or Manager.) Seconded by \_\_\_\_\_. Agreed \_\_\_\_\_.

**Motion** by \_\_\_\_\_ 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 2025. Seconded by \_\_\_\_\_. Agreed \_\_\_\_\_.

**Motion** by \_\_\_\_\_ to set the mileage reimbursement rate for 2025 at the going IRS rate (which is supposed to be \$.70 (seventy cents) per mile. (*\$.575 in 2020; \$.56 in 2021; \$.585 in 22 but changed in July to \$.645; \$.655 in 2023: \$.67 in 2024*) Seconded by \_\_\_\_\_. Agreed \_\_\_\_\_.

**Motion** by \_\_\_\_\_ to set the treasurer’s bonds at \$800,000.00 for the current part-time sec/treas.; and to set the bond at \$750,000.00 for the manager in 2025. Seconded by \_\_\_\_\_. Agreed \_\_\_\_\_. Note: Manager’s Bond renewed for one-year at \$750,000.00 – invoice was paid 6/10/24). \$800,000.00 bond renewal and invoice were received from C.W. Howard Agency for Lois Fennell for the 1/1/25-1/1/26 policy; it was paid 11/11/24. The bond for the new sec/treas. trainee was set last month at \$750,000 (for the year 2025.)

**MONTHLY MEETINGS:**

**Motion** by \_\_\_\_\_ to set the monthly meetings for 2025 on the 2<sup>ND</sup> MONDAY of each month at 7:00 P.M. (or \_\_\_\_\_ if changing it) (except January). Seconded by \_\_\_\_\_. Agreed \_\_\_\_\_.

**SALARIES/FEES/RAISES:**

The 2025 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, 2025**.

The sec./treas. trainee was offered the position and has accepted. Her start date is today, Jan. 6, 2025.

Motion by \_\_\_\_\_ to confirm the rate at \$22.00 per hour at 30 hours per week. Second:\_\_\_\_\_ Agreed:\_\_\_\_\_

The current ‘part-time’ Sec/Treas.’ salary and other part-time employee raises need to be set.  
The full-time road crew wages will be set by the union contract (when settled and signed.)

Motion to adopt **Resolution #537** setting the 2025 compensation for the township manager:  
Second: Agreed:

Moton to adopt **Resolution #539** to set the Tax Collector pay beginning 1/1/2026 at  
\$\_\_\_\_\_ per month (\$\_\_\_\_\_ per year): Second: Agreed:

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

*\*END Jan. 6, 2025 RE-ORGANIZATION and begin /REGULAR MEETING - Time: \_\_\_\_\_ \**

MINUTES:

Motion to approve the Dec. 9, 2024 regular meeting minutes as written and distributed:  
Second: Agreed:

FINANCIAL: List of bills paid between Dec. 9, 2024 and Jan. 6, 2025 meetings.  
List of Gen. Fund bills for payment this evening.  
List of any paid from ARPA, State, Impact Fee, or Cap. Res. Funds:  
Balance of ALL funds after payment of the bills presented this evening.  
*Motion* to pay the bills presented **and** any others that come and are due prior to the February 10, 2025 meeting.  
Second: Agreed:

PUBLIC BUSINESS OR COMMENT:

ROAD REPORT:

RECREATION BOARD REPORT: No January meeting - next meeting Feb. 5, 2025 - 8 PM

PLANNING COMMISSION: Dec. 16th meeting

UNFINISHED BUSINESS:

NEW BUSINESS:

Revised PROFESSIONAL SERVICES FEE Resolution **#540** – Motion to adopt:

No Change to the SEWAGE FEE Resolution adopted Jan. 2, 2024.

Revised general "FEE RESOLUTION" **#541** – Various revisions plus adds references to Revised Professional Fee Res. #540 (above) and the current Sewage Fee Resolution adopted 1/2/2024.  
Motion: Second: Agreed:

Delinquent Per Capita list from 2024 - authorize list to be sent to Sharp Collections, *when received* from the tax collector. Motion: Second: Agreed:

Authorize registration for Angel File to attend the “Basic Training for Municipal Secretaries and Administrators” on March 6, 2025 at Penn Township via PSATS. Cost is \$125.00. Motion: Second: Agreed:

Authorize Third Party Payroll preparation by RA Services as quoted at \$4,200.00 (it was included in the 2025 Payroll Budget of \$423,704.20). Motion: Second: Agreed:

Drawdown #9 for Liberty Pointe Partners. Figures to be presented at meeting. Perhaps the Board approve contingent upon okay from HRG, Inc.?

MISC. BUSINESS FROM TWP. OFFICIALS:

Questions from the Supervisors for the manager and possible update from the manager:

ADJOURN: Motion by: Second: Agreed: Time:

ATTENDANCE:

NEXT MEETING:

The Elected Auditors meet at 5:30 PM tomorrow, Tues., Jan. 7, 2025 to set the working supervisor’s hourly rate pay.

The next regular Supervisors’ meeting is Monday, Feb. 10, 2025 at 7 P.M. at the municipal building.