

RE-ORGANIZATIONAL & REGULAR MEETING

Monday, Jan. 5, 2026

CALL TO ORDER: BY *Acting Chair (Lois Rankin)*: _____

TIME: 7:00 P. M.

ROLL CALL: Lois Rankin ____, Braden Beblo ____, Ford Stepp ____, Leo Rosenbauer, Manager ____ and Angel L. File, Sec/Treas. ____.

ANNOUNCEMENT:

PUBLIC COMMENT ON THE AGENDA AS PRESENTED:

REORGANIZATION AND APPOINTMENTS FOR 2026:

Motion by _____ to appoint _____ as chairman for 2026. Seconded by _____ . Agreed: _____ .

Motion by _____ to appoint _____ as vice-chairman for 2026. Seconded by _____ . Agreed: _____ .

Motion by _____ to re-appoint the following officials for 2026 :
LEO J. ROSENBAUER, III, Township Manager & Open Records (RTK) Officer, Codes Enforcement Officer, & Floodplain Administrator.
ANGE L. FILE, Township Secretary/Treasurer., Planning Commission Clerk and Assistant Open Records (RTK) Officer
LOIS J. FENNELL consultant to Secretary/Treasurer.
CODE.sys CODE CONSULTING, PA UCC Enforcement/Plan Reviewers and Inspectors
DAVE McGUIGAN, Township BCO (Building Code Official) (from CODE.SYS)
DOUG DUNCAN, Consulting Sewage Enforcement Officer at the 2025 Rate Schedule by Resolution No. 522 and will appoint a Primary and Alternate Sewage Officer (and Fees) at a later date.
SAXONBURG VOLUNTEER FIRE DEPT, Fire Marshall
DILLON, McCANDLESS, KING, COULTER & GRAHAM – Township Attorneys, w/Matt Marshall primary attorney contact (\$190 for 2022; \$195 for 2023, \$200 for 2024; \$205 for 2025: \$210 for 2026)
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: _____ .

Motion by _____ to appoint Angel File as primary delegate and Jamie Van Lenten as alternate delegate to the Butler Co. Tax Collection Committee for 2026. Seconded: _____ . Agreed: _____ .

Motion by _____ to appoint Evelyn Gross as the vacancy board member for 2026. Seconded: _____ . Agreed: _____ .

There are 3 Planning Commission Members’ terms that expired at the end of 2025. Martha Fleming, Dan Driscoll, and Leo Rosenbauer. *At the January 5, 2026 meeting, the Supervisors will vote to re-appoint or appoint for 26, 27, 28, & 29. A term is 4 years, and there are 9 members...so we have divided the nine by 3 years, so we skip the 4th year.*

Motion by _____ to re-appoint Martha Fleming, Dan Driscoll, and Leo Rosenbauer for a four-year term, ending in 2029. Seconded: _____ . Agreed: _____ .

Bob Wetzel is appointed as ‘alternate’ through 12/31/25 and needs re-appointed if the Board wants an alternate P.C. member. **Motion** by _____ to re-appoint Bob Wetzel as ‘alternate for a four-year term, ending in 2029.

Motion by _____ to appoint TJB Consulting (Tammy Boice) as the webmaster for 2026 for web page updates, revisions & maintenance. Seconded: _____ . Agreed: _____ .

Motion by _____ to re-appoint Curtis Heakins, Saxonburg Area Sewer Authority Board – for a five-year term (re-appointment due 1/2026 for five-year term. Seconded: _____ . Agreed: _____ .

Motion by _____ to appoint Stacy Zillweger to the South Butler Community Library for completing an existing three-year term through 12/31/2027. Seconded: _____. Agreed: _____.

Motion by _____ to re-appoint Roger Cypher as a member-at-large to the Recreation Committee to a new 3-yr. term (26, 27, & 28) on the Recreation Board. Seconded: _____. 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 1/6/26. Seconded: _____. Agreed: _____.

Motion by _____ to re-appoint Lois Rankin as cleaning person for 2026 (under same conditions as prior years: _____ hours per cleaning at an hourly rate to be determined by the Auditors, but not to exceed \$_____ per hour (\$18.00 hr. in 2025). (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 re-appoint Keith Bachman, Kevin Miller, and Clinton Bonetti to the Building Code Board of Appeals for 2026. Seconded: _____. Agreed: _____.

Motion by: _____ to appoint two of the following three for auditors for two-year term until the next election David Campbell, Laura Gaston, Sue Hartzell. CPA Firm Bonus Accounting performs the audit. The “appointed” elected auditors set the working supervisor wages January 6, 2026, at 6 p.m. Seconded: _____. Agreed: _____.

Motion by _____ to allow all three supervisors, the manager and the secretary/treasurer to attend the state convention in 2026 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: _____. 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 2026. Seconded: _____. Agreed _____.

Motion by _____ to set the mileage reimbursement rate for 2026 at the going IRS rate (which is supposed to be \$.725 (seventy-two. five cents) per mile. (*\$.575 in 2020; \$.56 in 2021; \$.585 in 22 but changed in July to \$.645; \$.655 in 2023; \$.67 in 2024, \$70 in 2025*) Seconded: _____. Agreed _____.

Motion by _____ to set the treasurer’s bonds at \$ 750,00.00 for the current part-time sec/treas.; and to set the bond at \$750,000.00 for the manager in 2026. Seconded by _____. Agreed _____. Note: Manager’s Bond renewed for one-year at \$750,000.00 – invoice was paid 25). \$800,000.00 bond renewal and invoice were received from C.W. Howard Agency for Lois Fennell for the 1/1/26 – 1/1/27 policy; it was paid 11/17/25. A bond renewal invoice was received from C.W. Howard Agency for Angel File for the 1/1/26 – 1/1/27 policy; was paid 11/17/25.

MONTHLY MEETINGS:

Motion by _____ to set the monthly meetings for 2026 on the 2ND MONDAY of each month at 7:00 P.M. (or _____ if changing it) (except January to be held the first Monday in January of 2027). Seconded: _____. Agreed _____.

SALARIES/FEES/RAISES:

The 2026 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. 5, 2026**.

The road crew’s wages and benefits are subject to the union contract.

Motion by _____ to set the Secretary/Treasurer salary at \$35,880.00 (included in the 2026 Budget) – hours remain at 30 per week. Second: _____ Agreed: _____.

Motion by _____ to set the Secretary/Treasurer Consultant (Lois J. Fennell) hourly rate at \$25.00 hour (included in the 2026 Budget) – hours as needed. Second: _____ Agreed: _____.

Motion by _____ to set other part-time employees’ hourly rate at \$_____ hour (currently \$22.00 – 2025) – hours as needed. Second: _____ Agreed: _____.

Motion to adopt **Resolution #555** setting the 2026 compensation for the township manager:
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. 5, 2026 RE-ORGANIZATION and begin /REGULAR MEETING - Time: _____ ****

MINUTES:

Motion by _____ to approve the Dec. 8, 2025 regular meeting minutes as written and distributed: Second: _____ Agreed: _____.

FINANCIAL: List of bills paid between Dec. 9, 2025 and Jan. 4, 2026 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 9, 2026 meeting.
Second: _____ Agreed: _____

PUBLIC BUSINESS OR COMMENT:

ROAD REPORT:

RECREATION BOARD REPORT: No January meeting - next meeting Feb. 4, 2026 - 8 PM

PLANNING COMMISSION: Dec. 15th meeting

UNFINISHED BUSINESS: (*Continuing with matters currently not complete – action to be listed.*)

–Markus property pin issue- no response from the owner to date. Any action by the board?

Complaint of non-compliant setbacks for two sheds at 682 Saxonburg Road.

OLD BUSINESS: (*Reconsideration of Matters already disposed of – action to be listed.*)

Supervisors will review the LTAP study from Sept 16, 2024 on the Great Belt Rd. and Bonniebrook Rd. Intersection.

NEW BUSINESS:

Update of Penn Dot request by John Moore for a speed and volume study from O’Hara Dr. to the Township Line. Letter from District Traffic Engineer, Kirk J. Schrecengost is provided.

Board of Supervisors to discuss the SEBCO Pool Bids with possible vote for additional budget for pool renovation. Lance Welliver, Director of Butler County Parks & Recreation, will be present to review the project. Motion to include the required additional funds for the SEBCO Pool Renovation Project. Motion by: _____ Second: _____ Agreed: _____.

Revised PROFESSIONAL SERVICES FEE Resolution #554– Motion to adopt: Motion by : _____ Second: _____ Agreed: _____.

No Change to the SEWAGE FEE Resolution (#522) adopted Jan. 2, 2024.

Revised general "FEE RESOLUTION" #556 – Various revisions plus adds references to Revised Professional Fee Res. #554 (above) and the current Sewage Fee Resolution (#522) adopted 1/2/2024. Motion by: _____ Second: _____ Agreed: _____.

Delinquent Per Capita list from 2025 - authorize list to be sent to Sharp Collections, *when received* from the tax collector. Motion by: _____ Second: _____ Agreed: _____.

Authorize Third Party Payroll preparation by RA Services as quoted at \$4,200.00 (it was included in the 2026 Payroll Budget of \$423,704.20). Motion by: _____ Second: _____ Agreed: _____.

Wain Landscaping is granting Jefferson Township a 60 Day extension (March 16, 2026). Motion to accept the 60 Day Extension for the Wain Landscaping Land Development Submission. Motion by: _____ Second: _____ Agreed: _____.

Terne Holding at 737 Freeport Rd is granting Jefferson Township a 90 Day extension (April 12, 2026). Motion to accept the 90 Day Extension for the Terne Holding Land Development Submission. Motion by: _____ Second: _____ Agreed: _____.

MISC. BUSINESS FROM TWP. OFFICIALS:

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

The Elected Auditors meet at 6:00 PM tomorrow, Tues., Jan. 6, 2026, to set the working supervisor’s hourly rate pay.

ADJOURN: *Motion* by: Second: Agreed: Time:

ATTENDANCE:

NEXT MEETING:

The next regular Supervisors' meeting is Monday, Feb. 9, 2026, at 7 P.M. at the municipal building.