

JEFFERSON TOWNSHIP

WORKSHOP MEETING

July 29, 2026

CALL TO ORDER:

The Jefferson Township Board of Supervisors Workshop Meeting was called to order by Chairperson Lois Rankin on Wednesday, July 29, 2026, at 6:30 P.M. as advertised. All rose to pledge the flag.

ROLL CALL:

Those present were Lois Rankin, Chairperson – Ford Stepp, - Supervisor, Leo J. Rosenbauer, III, Manager, and Angel File, Sec/Treas. Braden Beblo, Vice Chairperson was absent.

PUBLIC COMMENT ON THE AGENDA ITEMS AS PRESENTED: None.

ANNOUNCEMENTS: None.

MINUTES: Prior minutes of July 13, 2026, Supervisors meeting will be approved at August 10, 2026, regular meeting.

FINANCIAL: No report given at this special meeting but will be reported at the August meeting.

BUSINESS: The Board of Supervisors had a discussion on possible software upgrades and associated financial processing with the Secretary/Treasurer and Manager. Computer software accounting systems, RA Services and QuickBooks were discussed. It was decided that the accounting system will be transferred over to QuickBooks and payroll will be processed in house through QuickBooks as well. *Motion* by Ford Stepp to purchase QuickBooks financial services with payroll included. *Second* by Lois Rankin. All agreed and *motion carried*. RDC (Remote Deposit Capture) Scanner was discussed, and it was decided not pursue this option at this time.

ATTENDANCE: Bryan File

ADJOURN:

Lois Rankin moved to adjourn at 7:01 P.M. on July 29, 2026. *Second* by Ford Stepp. All agreed and *motion carried*.

NEXT MEETING:

The next regular meeting is scheduled for Monday, August 10, 2026, at 7:00 P.M. at the municipal building - 157 Great Belt Rd., Butler, PA 16002.

Prepared by Angel File and Leo Rosenbauer