

JEFFERSON TOWNSHIP

REGULAR MEETING

Re-Organization and Regular Meeting – January 5, 2026

CALL TO ORDER:

The Jefferson Township Board of Supervisors reorganizational meeting was called to order on Monday, January 5, 2026, at 7:00 P.M. as advertised, by acting Chairperson, Lois Rankin. All rose to pledge the flag.

ROLL CALL:

Those present were acting Chairperson, Lois Rankin – acting Vice-Chair., Braden Beblo; Supervisor Ford Stepp; and Manager, Leo Rosenbauer, Sec/Treas., Angel File

ANNOUNCEMENT: None.

PUBLIC COMMENT ON THE AGENDA AS PRESENTED: None.

REORGANIZATION AND APPOINTMENTS FOR 2026:

Motion by Braden Beblo to appoint Lois Rankin as chairperson for 2026. *Second* by Ford Stepp. All agreed and *motion carried*.

Motion by Lois Rankin to appoint Braden Beblo as vice-chairman for 2026. *Second* by Ford Stepp. All agreed and *motion carried*.

Motion by Braden Beblo to appoint/re-appoint the following officials for 2026:
LEO J. ROSENBAUER, III, Township Manager, Open Records (RTK) Officer, Codes Enforcement Officer, Floodplain and Stormwater Administrator.
ANGEL FILE, Township Sec/Treas. & Planning Commission Clerk & Assistant Open Records (RTK) Officer
LOIS 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 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 with Winfield Township in prior years.)
*Subject to required training and State/County regulations.
ERIC BUTLER, Assistant EMC
Second by Ford Stepp. All agreed and *motion carried*.

Motion by Braden Beblo to appoint Angel File as primary delegate and Jaime VanLenten as alternate delegate to the Butler County Tax Collection Committee for 2026. *Second* by Ford Stepp. All agreed and *motion carried*.

Motion by Braden Beblo to re-appoint Evelyn Gross as the Vacancy Board Member for 2026. *Second* by Ford Stepp. All agreed and *motion carried*.

There are 3 Planning Commission Members' terms expiring at the end of 2025. Martha Fleming, Dan Driscoll, and Leo Rosenbauer. *At the Jan. 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.*

Motion by Braden Beblo to re-appoint Martha Fleming, Dan Driscoll, and Leo Rosenbauer for a four-year term ending in 2029. *Second* by Ford Stepp. All agreed and *motion carried*.

Motion by Braden Beblo to re-appoint Bob Wetzel as alternate for a four-year term ending in 2029. *Second* by Ford Stepp. All agreed and *motion carried*.

Motion by Braden Beblo to re-appoint TJB Consulting (Tammy Boice) as the webmaster for 2026 for web page updates, revisions, and maintenance. *Second* by Ford Stepp. All agreed and *motion carried*.

Motion by Braden Beblo to re-appoint Curtis Heakins, Saxonburg Area Authority Board – for a five-year term (re-appointment due 1/2026 for five- year term. *Second* by Ford Stepp. All agreed and *motion carried*.

Motion by Braden Beblo to re-appoint Stacy Zillweger to the South Butler Community Library for completing an existing three-year term through 1/31/2027. *Second* by Ford Stepp. All agreed and *motion carried*.

Motion by Braden Beblo to re-appoint Roger Cypher as a member-at-large to the Recreation Committee for another 3-year term (2026, 2027, 2028). *Second* by Ford Stepp. All agreed and *motion carried*.

Motion by Braden Beblo 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 at their 1/6/26 meeting. *Second* by Ford Stepp. All agreed and *motion carried*.

Motion by Braden Beblo to re-appoint Lois Rankin as cleaning person for 2026 (up to 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.) *Second* by Ford Stepp. *Motion carried with Supervisor Rankin abstaining from voting*.

Motion by Braden Beblo to re-appoint Keith Bachman, Kevin Miller, and Clinton Bonetti to the Building Code Board of Appeals for 2026. *Second* by Ford Stepp. All agreed and *motion carried*.

Motion by Ford Stepp to appoint two auditors for two-year terms until the next election David Campbell and Sue Hartzell. CPA Firm Bonus accounting performs the audit. The “appointed “elected auditors set the working supervisors wages January 6, 2026, at 6PM. *Second* by Braden Beblo. All agreed and *motion carried*.

Motion by Braden Beblo to allow all three supervisors, the manager, and the secretary/treasurer to attend the PSATS State Conference in 2026 and pay the usual expenses (i.e., registration, mileage, meals, turnpike fees, and motel/hotel expenses.) So far, only Lois Rankin and Angel File plan to attend. *Second* by Ford Stepp. All agreed and *motion carried*.

Motion by Braden Beblo to appoint Lois J. Rankin as voting delegate to the PSATS State Conference in 2026 pending her registration/attendance. *Second* by Ford Stepp. All agreed and *motion carried*.

Motion by Braden Beblo 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. *Second* by Ford Stepp. All agreed and *motion carried*.

Motion by Braden Beblo to set the mileage reimbursement rate for 2026 at the IRS rate (set by the IRS) at \$.725 (seventy cents). *Second* by Ford Stepp. All agreed and *motion carried*.

Motion by Braden Beblo to set the current treasurer’s bond at \$750,000 for 2026 and keep the manager’s bond at \$750,000 for 2026. *Second* by Ford Stepp. All agreed and *motion carried*. The consulting sec/treas. Lois Fennell bond was set last month at \$800,000.00 for 2026.

MONTHLY MEETINGS:

Motion by Braden Beblo to set the monthly meetings for 2026 on the 2nd Monday of each month at 7:00 P.M. *Second* by Ford Stepp. All agreed and *motion carried*.

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 Braden Beblo to set the Secretary/Treasurer wages at \$23.00 per hour (\$35,880.00 year) remain at 30 hours per week. *Second* by Ford Stepp. All agreed and motion carried.

Motion by Braden Beblo to set the Secretary/Treasurer consultant Lois Fennell at \$25.00 hour not to exceed 10 hrs. per week. *Second* by Ford Stepp. All agreed and *motion carried*.

Motion by Braden Beblo to set other part-time employees' hourly rate at \$23.00. *Second* by Ford Stepp. All agreed and *motion carried*.

Motion by Ford Stepp to table Resolution #555 setting the 2026 compensation for the township manager *Second* by Braden Beblo. 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 7:44 P.M.

MINUTES:

Motion by Braden Beblo to approve December 8, 2025, regular meeting minutes as written and distributed. *Seconded* by Ford Stepp. All agreed and *motion carried*.

FINANCIAL:

Angel File, Sec/Treas., reported that the bills paid between Dec. 9, 2025, and Jan. 4, 2026, meetings totaled \$49,602.93. Bills presented for payment from the General Fund this evening totaled \$33,878.51. No bills were presented for payment from ARPA, State, Impact Fee, or Capital Reserve Funds. ARPA fund has been used up and account is closed. The balance of all funds after payment of the bills presented was \$3,613,486.82. *Motion* by Lois Rankin to pay the bills presented and any other bills that come and are due prior to the Feb. 9, 2026, meeting. *Second* by Braden Beblo. All agreed and *motion carried*.

PUBLIC BUSINESS or COMMENT: None.

ROAD REPORT:

Lois Rankin read the report as follows:

- Winter maintenance, approximately 552 tons of salt was used for the month of December.
- Crack sealer was fully serviced by Air -Vac total cost of \$1,364.
- Road crew has been maintaining equipment and street signs.
- The stop signs on Bonniebrook and Great Belt was raised 18 inches for better visibility.
- Road department assisted the power company on Jones Rd. in removal of a large oak tree.
- In any down time, road crew has been washing equipment and building stockpile blade for the purpose of pushing up salt.

RECREATION BOARD REPORT:

The Recreation Board does not meet in November, December, or January; therefore, there was no report for this evening.

PLANNING COMMISSION:

Leo Rosenbauer reported on the December 15, 2025, Planning Commission meeting. Planning commission members tabled the Toth Plan No. 2 due to the number of revision items still needed in HRG review letter. The Board of Supervisors discussed with Evan Toth and *Motion* was made by Lois Rankin to table. *Second* by Braden Beblo. All agreed and *motion carried*.

UNFINISHED BUSINESS:

Still there is no response from Markus regarding property pin issue. No action by the board.

Complaint of non-compliant setbacks for two sheds at 682 Saxonburg Road. *Motion* was made by Lois Rankin to table. *Second* By Braden Beblo. All agreed and *motion carried*.

OLD BUSINESS:

Supervisors had a discussion regarding the LTAP study from Sept. 16, 2024, on Great Belt and Bonniebrook Rd. intersection. *Motion* by Lois Rankin to table so that Supervisor Ford Stepp can review the study. *Second* by Braden Beblo.

NEW BUSINESS:

Update of Penn Dot request by John Moore for a speed and volume study for O'Hara Rd. to the Township Line was provided to the Supervisors. Letter was from District Traffic Engineer, Kirk J. Schrecengost was provided to the Board which stated that a volume and speed study is not warranted at this time. The letter also stated that PennDOT will place a speed minder for a two-week period in the spring of 2026, and they will inform the Ps State Police of the speeding concern in this area.

Board of supervisors discussed the SEBCO Pool Bids. Lance Welliver, Director of Butler County Parks & Recreation, was present to review the project with the Board. *Motion* by Braden Beblo to table the SEBCO Pool project and schedule a public meeting on Jan 20, 2026, at 7pm. *Second* by Lois Rankin. All agreed and *motion carried*.

Motion by Lois Rankin to adopt the Revised PROFESSIONAL SERVICES FEE Resolution #557. *Second* by Braden Beblo. All agreed and *motion carried*.

There was no change to the Sewage Fee Resolution (#522) adopted in Jan. 2024.

Motion by Braden Beblo to adopt the Fee Resolution #556 which includes various revisions plus adds references to the Revised Professional Fee Res. #557 (above) adopted 1/2/24 and the Sewage Fee Resolution adopted 1/2/2024. *Second* by Ford Stepp. All agreed and *motion carried*.

Motion by Lois Rankin to authorize sending the Delinquent Per Capita list from 2025 to Sharp Collections, *when received* from the tax collector. *Second* by Braden Beblo. All agreed and *motion carried*.

Motion by Lois Rankin to enter into agreement for RA Services to be our Third-Party Payroll processors for 2026 for \$4,200.00 per year. This amount was included in the 'budget introduction' and in the 2026 budget. *Second* by Ford Stepp. All agreed and *motion carried*.

Motion by Lois Rankin to accept the 60 Day Extension for the Wain Landscaping Land Development Subdivision. *Second* by Braden Beblo. All agreed and *motion carried*.

Motion by Lois Rankin to accept the 90-day extension (April 12, 2026) for Terne Holding Land Development Submission. *Second* by Braden Beblo. All agreed and *motion carried*

MISC. BUSINESS FROM TWP. OFFICIALS:

Manager Leo Rosenbauer presented a letter from Previous Chairman John Cypher on the Multi-Collaborative meeting. Supervisor Rankin read the letter.

ADJOURN:

Motion by Lois Rankin to adjourn at 9:23 P.M. *Seconded* by Braden Beblo. All agreed and *motion carried*.

ATTENDANCE:

Evie Gross, Bob Veselich, Jim Rankin, Sheila Howard, Sue Hartzel, Doug Lefever, Roger Cypher, Evan Toth, Lance Welliver, and Greg Bauer.

NEXT MEETING:

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

Prepared by Angel File.