

JEFFERSON TOWNSHIP

REGULAR MEETING

Re-Organization and Regular Meeting – January 6, 2025

CALL TO ORDER:

The Jefferson Township Board of Supervisors reorganizational meeting was called to order on Monday, January 6, 2025 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, Sec/Treas., Lois Fennell, and Assistant Sec/Treas Angel File.

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 5pm with JC and BB attending with the road crew. William Pitts- Butler Eagle announced audio recording of the meeting.

PUBLIC COMMENT ON THE AGENDA AS PRESENTED: None.

REORGANIZATION AND APPOINTMENTS FOR 2025:

Motion by Braden Beblo to appoint John Cypher as chairman for 2025. *Second* by Lois Rankin. All agreed and *motion carried*.

Motion by John Cypher to appoint Lois Rankin as vice-chairman for 2025. *Second* by Braden Beblo. All agreed and *motion carried*.

Motion by John Cypher to appoint/re-appoint the following officials for 2025:
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
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 and COLLIN FANTASKEY - 2nd Alternate SEO
SAXONBURG VOLUNTEER FIRE DEPT, Fire Marshall
DILLON, McCANDLESS, KING, COULTER & GRAHAM – Township Attorneys, w/Matt Marshall primary attorney contact (\$180 in 2020; \$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.
WILLARD BURNS, III (C. J. BURNS) as EMC* (Emergency Management Coordinator (shared with Winfield Township in prior years.)
ERIC BUTLER, Assistant EMC
Second by Lois Rankin. All agreed and *motion carried*.

DENNIS SYBERT has given notice that he is retiring from the dog officer position in the few townships in which 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.* John Cypher will compose a letter of appreciation.

Motion by John Cypher to appoint Jaime VanLenten, Knoch School District Business Manager, as primary delegate and Angel File as alternate delegate to the Butler County Tax Collection Committee for 2025. *Second* by Lois Rankin. All agreed and *motion carried*.

Motion by John Cypher to re-appoint Evelyn Gross as the Vacancy Board Member for 2025. *Second* by Lois Rankin. All agreed and *motion carried*.

There are no Planning Commission Members’ terms expiring at the end of 2024. *At the Jan. 2026 meeting, the Supervisors will vote to re-appoint or appoint 3 members for 25, 26, 27, & 28.* NOTE: Bob Wetzels is appointed as ‘alternate’ through 12/31/25.

Motion by John Cypher to adopt Resolution #538 appointing Bonus Accounting (Certified Public Accountants) to do the 2024 Audit and e-file to DCED by the April 1, 2025 due date. *Second* by Braden Beblo. All agreed and *motion carried*. The intent to appoint a CPA was approved and advertised in November.

Motion by John Cypher to re-appoint TJB Consulting (Tammy Boice) as the webmaster for 2025 for web page updates, revision, and maintenance. *Second* by Braden Beblo. All agreed and *motion carried*.

Motion by John Cypher to re-appoint Janet Perine to the South Butler Community Library for a three-year term through 1/31/2027. *Second* by Lois Rankin. All agreed and *motion carried*.

Motion by John Cypher to re-appoint Brian Patten as a member-at-large to the Recreation Committee for another 3-year term (2025, 2026, 2027). *Second* by Lois Rankin. All agreed and *motion carried*.

Motion by John Cypher to re-appoint Lois Rankin as cleaning person for 2025 (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 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 at their 1/7/25 meeting. *Second* by Lois Rankin. 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 2025. *Second* by Braden Beblo. All agreed and *motion carried*. *Motion* by John Cypher to re-appoint Ed Kosinski as 'alternate member' if he agrees to the re-appointment. *Second* by Lois Rankin. 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 2025 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 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 2025 pending her registration/attendance. *Second* 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. *Second* by Lois Rankin. All agreed and *motion carried*.

Motion by John Cypher to set the mileage reimbursement rate for 2025 at the going IRS rate (set by the IRS) at \$.70 (seventy cents). *Second* by Lois Rankin.. All agreed and *motion carried*.

Motion by John Cypher to set the current treasurer's bond at \$800,000 for 2025 and keep the manager's bond at \$750,000 for 2025. *Second* by Lois Rankin. All agreed and *motion carried*. The sec/treas. trainee's bond was set last month at \$750,000.00 for 2025.

MONTHLY MEETINGS:

Motion by Lois Rankin to set the monthly meetings for 2025 on the 2nd Monday of each month at 7:00 P.M. *Second* by Braden Beblo. All agreed and *motion carried*.

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 John Cypher to confirm the rate at \$22.00 per hour at 30 hours per week. *Second* by Lois Rankin. All agreed and *motion carried*.

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 by John Cypher to adopt Resolution #537 setting the 2025 compensation for the township manager at the same rate as 2024 for the time being. *Second* by Braden Beblo. All agreed and *motion carried*.

Motion by Lois Rankin to adopt Resolution #539 to set the Tax Collector pay for the next term beginning 1/1/2026 at \$275.00 per month (\$3,300.00 per year.) *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.

It was noted by Supervisor Rankin that a third auditor should be appointed to fill the vacancy on the Board of Elected Auditors. It is hoped that someone will run for the vacant seat in the coming election.

END RE-ORGANIZATION portion of meeting and START of the REGULAR MEETING 7:46 P.M.

MINUTES:

Motion by John Cypher to approve the December 9, 2024 regular meeting minutes as written and distributed. *Seconded* by Braden Beblo. All agreed and *motion carried*.

FINANCIAL:

Lois Fennell, Sec/Treas., reported that the bills paid between Dec. 9, 2024 and Jan. 6, 2025 meetings totaled \$11,064.49. Bills presented for payment from the General Fund this evening totaled \$32,525.88. No bills were presented for payment from ARPA, State, Impact Fee, or Capital Reserve Funds. The balance of all funds after payment of the bills presented was \$3,185,442.15. *Motion* by John Cypher to pay the bills presented and any other bills that come and are due prior to the Feb. 10, 2025 meeting. *Second* by Lois Rankin. All agreed and *motion carried*.

PUBLIC BUSINESS or COMMENT: None.

ROAD REPORT:

John Cypher read the report as follows:

- On going winter maintenance as needed on the roads and equipment.
- About 288 tons of salt have been used as of Jan. 2, 2025.
- 300 tons of salt may be ordered sometime in January to replenish what has been used. A total of 720 tons will need to be ordered by the end of July 2025 to meet the Township's required minimum order on the 2024-2025 contract.

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 Dec. 16, 2024 Planning Commission meeting. Christopher Stotish submitted a Modification Request Form on behalf of his grandfather, Thomas S. Stotish Sr., for 700 Freeport Road. Mr. and Mrs. Stotish are of limited mobility. Their accessibility to the current driveway is limited by a steep hillside and associated concrete stairway. The modification request is to allow for construction of a temporary second driveway on the property which would allow access at the same elevation as the residence and improve Mr. and Mrs. Stotish mobility; second driveways are prohibited by Ordinance 21-305.C. Following Christopher Stotish's presentation regarding the proposed construction of the temporary driveway, the P.C. suggested an alternative plan for consideration: increase the apron of the existing driveway and construct a new portion of drive which would meet the Stotish's

need for access without the need to request a modification (and adjustments associated with the modification necessary to address stormwater runoff). Christopher Stotish agreed to consider the alternative. The P.C. voted to table the Modification Request until such time as Stotish's could consider and potentially accept the P.C.'s alternative plan. No action for the Board to take this evening.

Several P.C. members participated in a December 12, 2024 webinar focused on future development of an ordinance regarding solar energy, wind energy, and natural gas compression stations. They provided a brief summary on key elements of the webinar to the P.C. Following further discussion within the P.C., Mike Gaston volunteered to compile pertinent information provided in three existing ordinances (Penn and Summit townships and Surry County, VA) to promote ease of review and comparison. The resulting document will be provided to the P.C. for further consideration and discussion. Leo Rosenbauer noted that they have also been talking about possible 'grading' regulations.

Chapter 10 of the Jefferson Township Code of Ordinances, Health and Safety and Storage of Unusable Property, was not discussed.

UNFINISHED BUSINESS:

Lois Rankin noted that several residents offered their opinion to her about the possible police agreement with Saxonburg Borough and she moved to decline their services. Discussion followed with the Chairman Cypher stating that no action could be taken because this item was not on tonight's agenda. Vice-Chair. Rankin therefore requested that the matter be placed on the Feb. 10, 2025 agenda. She also asked that requirements regarding Public Business or Comments be added to next month's agenda as well.

NEW BUSINESS:

Motion by Braden Beblo to adopt the Revised PROFESSIONAL SERVICES FEE Resolution #540. *Seconded* by Lois Rankin. All agreed and *motion carried*.

There was no change to the Sewage Fee Resolution adopted in Jan. 2024.

Motion by John Cypher to adopt the Fee Resolution #541 which includes various revisions plus adds references to the Revised Professional Fee Res. #540 (adopted 1/6/25) and the Sewage Fee Resolution adopted 1/2/2024. *Second* by Lois Rankin. All agreed and *motion carried*.

Motion by John Cypher to authorize sending the Delinquent Per Capita list from 2024 to Sharp Collections, *when received* from the tax collector. *Seconded* by Lois Rankin. All agreed and *motion carried*.

Motion by Lois Rankin to authorize Angel File to pay the registration for her to attend the 'Basic Training for Municipal Secretaries and Administrators' on March 6, 2025 at Penn Township via PSATS. The cost is \$125.00. *Second* by Braden Beblo. All agreed and *motion carried*.

Motion by John Cypher to enter into agreement for RA Services to be our Third-Party Payroll processors for 2025 for approximately \$4,200.00 per year. This amount was included in the 'budget introduction' and in the 2025 payroll budget total of \$423,704.20. *Second* by Lois Rankin. All agreed and *motion carried*.

Motion by John Cypher to approve Drawdown #9 for Liberty Pointe Partners which has been reviewed by HRG, Inc. (with no comments) for \$90,771.64. *Second* by Braden Beblo. All agreed and *motion carried*.

MISC. BUSINESS FROM TWP. OFFICIALS:

Manager Leo Rosenbauer commented on the following:

- The application for the Butler County Parks Rehabilitation Grant which offers \$7500.00 grant for a project of \$10,000 (or more) with a local match of \$2,500.00 was received today. He plans to prepare the application and Resolution for approval at the February meeting.

- LTAP has reviewed the request from the property owner at 399 Bullcreek Rd. who wants to put the proposed 'rocks' on the line (1/2 township side and 1/2 on his side). LTAP has recommended a curve study analysis which can be done via LTAP to determine if signs and delineators can be used.
- Lois Rankin asked the manager about the culvert work done (so far) at O'Hara Rd. and Janice Lane. Leo Rosenbauer said he has been in contact with the contractor, and they agreed to make necessary repairs.

Lois Rankin reported that she received the "Certificate of Completion" from Butler County for attendance at the BC3 Local Government Officials Course.

ADJOURN:

Motion by Braden Beblo to adjourn at 8:28 P.M. *Seconded* by John Cypher. All agreed and *motion carried*.

ATTENDANCE:

Bill & Mandi Foertsch, Evie Gross, Bob Veselich, Jim Rankin, Sheila Howard, John Hook, and Jason Robinson.

NEXT MEETING:

The Auditors meet tomorrow, Jan. 7, 2025, at 5:30 PM to reorganize and set the working supervisors' pay rate. The next regular Supervisors' meeting is Monday, Feb. 10, 2025 at 7 P.M. at the municipal building.

Prepared by Lois J. Fennell and Angel File.