

# Jefferson Township Board of Supervisors

## REORGANIZATION AND REGULAR MEETING

January 4, 2016

### CALL TO ORDER:

The reorganization and regular meeting held at the Jefferson Township municipal building, 157 Great Belt Rd. Butler, PA was called to order by acting chairperson, L. John Cypher, at 7:00 P.M. on Monday, January 4, 2016. All rose to pledge the flag.

### ROLL CALL:

Those present were John Cypher, Rodger Davis, Lois Rankin, and Lois Fennell, Sec./Treas.

### ANNOUNCEMENT:

John Cypher noted that the Supervisors met in executive session immediately following the Dec. 14, 2015 meeting (as well as prior to that meeting) on personnel matters. They had a brief executive session by phone on Dec. 16, 2015 on personnel matters. Just prior to this meeting, 1/4/16, they met with counsel for an executive session on personnel matters.

PUBLIC COMMENT ON THE AGENDA AS PRESENTED: None.

### REORGANIZATION AND APPOINTMENTS FOR 2016

*Motion* by Rodger Davis to appoint John Cypher as chairman for 2016. *Seconded* by Lois Rankin. All agreed and *motion carried*.

*Motion* by Rodger Davis to appoint Lois Rankin as vice-chairman for 2016. *Seconded* by John Cypher. All agreed and *motion carried*.

*Motion* by John Cypher to re-appoint the following officials for 2016 :

LOIS J. FENNELL, Township Sec/Treas. & Planning Commission Clerk & Open Records Officer

CODE.sys CODE CONSULTING, PA UCC Enforcement/Plan Reviewers and Inspectors

DAVE MCGUIGAN, Township BCO (Building Code Official) (from CODE.SYS)

ALLEGHENY INSPECTION SERVICE, INC., Electric Inspections under PAUCC

DAVID R. VAUGHAN, Code Enforcement Officer and Building Permit Site Inspector

DOUG DUNCAN, Primary Sewage Enforcement Officer (with same fee schedule as 2015 for 2016)

David Ice, Alternate SEO

D. BEN CYPHER, Fire Marshall

DILLON, McCANDLESS, KING, COULTER & GRAHAM – Township Attorneys, w/Matt Marshall primary attorney contact (2016 is \$170 hr.)

FRANK B. TAYLOR ENGINEERING, Township Engineers

DENNIS SYBERT, Dog Control Officer

ADAM HARTWIG, EMC (Emergency Management Coordinator/shared with Winfield Twp)

ERIC BUTLER, Assistant EMC

CURTIS HEAKINS, Saxonburg Authority Board (5-year term 1/1/16-12/31/2020)

*Seconded* by Lois Rankin. All agreed and *motion carried*.

*Motion* by John Cypher to re-appoint Lois J. Fennell and Lois Rankin to continue as Jefferson Township representatives on the Butler Co. Association of Township Officials Advisory Board for 2016. *Seconded* by Rodger Davis. All agreed and *motion carried*.

*Motion* by John Cypher to re-appoint Lois Fennell as primary delegate and Erma Mowry as alternate delegate to the Butler Co. Tax Collection Committee for 2016. *Seconded* by Rodger Davis. All agreed and *motion carried*.

There was conversation last month regarding the two 'elected auditor' vacancies and the option to appoint a CPA to audit. The Board decided that we should advertise for persons interested in being appointed as auditor IF no letter(s) of interest were received by Dec. 18th. Subsequently, a notice was e-mailed to the Township Newsletter Recipients and we received 5 letters of interest. John Cypher recommended that the Board consider appointment for one-year, keeping the CPA appointment as an option for the Board. This would also give the newly appointed auditors time to see if they want to continue. After some discussion on the 5 letters received (Karen Boltz, Jeanne Franke, Jean Bowen, Charles Ferrick, and Connie Plowman) Lois Rankin *moved* to appoint Karen Boltz as auditor for one-year. Rodger Davis *seconded* the motion. All agreed and *motion carried*. *Motion* by Rodger Davis to appoint Jean Bowen as auditor for one-year. John Cypher *seconded* the motion. All agreed and *motion carried*.

*Motion* by Rodger Davis to re-appoint James C. Jones as the vacancy board member for 2016. *Seconded* by Lois Rankin. All agreed and *motion carried*.

After a brief discussion, due to Harold Riemer and Alfred Maurhoff declining re-appointment to the Planning Commission, Lois Rankin *moved* to appoint Gary Stone and Rodger Davis to fill two positions on the P.C. *Motion died* for lack of a second. After further discussion, Lois Rankin *moved* to appoint Gary Stone and James C. Jones (Jr.) to the Planning Commission for the two 4-year terms (2016, 17, 18, & 19.) *Seconded* by Rodger Davis. All agreed and *motion carried*.

*Motion* by Lois Rankin to re-appoint Bob Williams to the Planning Commission for another 4-yr. term (15, 16, 17 & 18.) *Seconded* by Rodger Davis. All agreed and *motion carried*.

*Motion* by Rodger Davis to re-appoint Larry Plowman to continue as the township's 'webmaster' for web page updates and revisions. *Seconded* by Lois Rankin. All agreed and *motion carried*.

*Motion* by John Cypher to re-appoint Wayne Deaner for a three year term to the Recreation Board (2016, 17 & 18). (Note: Viki Nulph 15, 16, 17 & Leo Rosenbauer 2014, 15, 16) *Seconded* by Rodger Davis. All agreed and *motion carried*.

*Motion* by Rodger Davis to re-appoint Lois Rankin as cleaning person for 2016 under same conditions as prior years (4 hours per cleaning at an hourly rate to be determined by the Auditors, but not to exceed \$15.00 per hour at a savings to the township. Cleanings are once per month prior to the regular meetings and two extra cleanings for the spring and fall elections.) *Seconded* by John Cypher. *Motion carried*, with Lois Rankin abstaining.

*Motion* by Rodger Davis to re-appoint Danielle Sedlak, Keith Bachman, and Kevin Miller to the Building Code Board of Appeals for 2016, with Justin Stirling as alternate. *Seconded* by John Cypher. All agreed and *motion carried*.

*Motion* by John Cypher to allow all three supervisors and the secretary/treasurer to attend the state convention in 2016 and pay the usual expenses, i.e. registration, mileage, meals, turnpike fees, and motel/hotel expenses. (So far Lois Rankin is planning to attend.) *Seconded* by Rodger Davis. All agreed and *motion carried*.

*Motion* by John Cypher to appoint Lois Rankin as the voting delegate at the state convention. *Seconded* by Rodger Davis. All agreed and *motion carried*.

*Motion* by John Cypher 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 2016. *Seconded* by Rodger Davis. All agreed and *motion carried*.

*Motion* by John Cypher to set the mileage reimbursement rate for 2016 at the going IRS rate which is \$.54 (54 cents as per IRS notice.) *Seconded* by Lois Rankin. All agreed and *motion carried*.

*Motion* by John Cypher to set the treasurer's bond at \$800,000.00 for 2016. *Seconded* by Rodger Davis. All agreed and *motion carried*.

## MONTHLY MEETINGS:

*Motion* by John Cypher to set the monthly meetings for 2016 for the 2<sup>nd</sup> Monday of each month at 7:00 P.M. (*except* tonight's meeting). *Seconded* by Rodger Davis. All agreed and *motion carried*.

## SALARIES/FEES:

As done in prior years, the 2016 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. 4, 2016. John Cypher *moved* to increase the salary of the secretary/treasurer, Lois Fennell, by 3% for 2016. *Seconded* by Rodger Davis. All agreed and *motion carried*. *Motion* by Rodger Davis to raise the hourly rate for Wayne Deaner by 50 cents to \$13.00 hour. *Seconded* by Lois Rankin. All agreed and *motion carried*. John Cypher noted that during the executive session on Dec. 16, 2015, the Board made a unanimous 'emergency' decision to hire two part-time, temporary, CDL drivers to work as needed for snow removal and salting at \$17.00 per hour/no benefits with a 4 hour minimum call-out. This is due to being down (temporarily) to two regular roadmen beginning Dec. 30, 2015. *Motion* by John Cypher to ratify the decision to hire Darcy Peters as described above. *Seconded* by Rodger Davis. All agreed and *motion carried*. *Motion* by Rodger Davis to ratify the decision to hire Roger Cypher as described above. *Seconded* by Lois Rankin. *Motion carried* with John Cypher recusing himself (abstained) due to being the brother of Roger Cypher.

## MISC. BUSINESS:

*Motion* by John Cypher to waive the administrative fees for E & E Auto Salvage (Weber's Scrap) 'junkyard permit' because they are grandfathered for size (less than 5 acres). The renewal fee of \$200 will still be required annually in July. *Seconded* by Rodger Davis. All agreed and *motion carried*.

**CONCLUDE REORGANIZATION and START REGULAR MEETING:**

Chairman John Cypher announced the conclusion of the 'organizational' portion of the meeting and the regular meeting proceeded at 7:40 P.M.

## MINUTES:

A *motion was made* by John Cypher to approve the Dec. 14, 2015 regular meeting minutes as written and distributed. *Seconded* by Rodger Davis. All agreed and *motion carried*.

## FINANCIAL:

Chairman Cypher read the treasurer's report. Bills paid between Dec. 14<sup>th</sup> meeting and month end totaled \$1,382.91. The bills paid from the General Fund this evening totaled \$10,540.10. No bills were presented from the State Fund. The balance of all funds after payment of the bills presented was \$1,242,087.39. John Cypher *moved* to pay the bills presented and any others that come and are due prior to the February meeting. *Seconded* by Lois Rankin. All agreed and *motion carried*.

PUBLIC BUSINESS OR COMMENT: None.

## ROAD FOREMAN REPORT:

Bill Foertsch reported that the 96 International Truck was having a hard time climbing hills during the salt run on Dec. 18th. A broken axle was suspected; Transaxle confirmed the broken axle and repaired the truck (cost \$1,611.01). The truck was picked up on Dec. 30th. Bill reported that the two temporary part-time drivers have been in to see how to run the trucks, routes and ECT. They have been in twice to do salt runs.

## ROAD FOREMAN REPORT:

Bill reported that Thorn Creek is eroding away at the bank along Creek Rd. The Supervisors will look at this during spring inspection, if not before. Rodger Davis suggested talking to Dave Andrews since their crew will be doing habitat stabilization in our area this year. Leo Rosenbauer said Bill should obtain a 'general permit' for minor work on the bank.

The JD Skid Steer is ready to be serviced and Bill noted that it has a hydraulic oil leak under the cab area. If the road men can't find it or get to it, it may have to go to Murphy Tractor for the repair. The Board agreed.

RECREATION BOARD REPORT: None. Next meeting scheduled for Feb. 3, 2016.

PLANNING COMMISSION: None. December meeting was canceled due to lack of business.

## UNFINISHED BUSINESS:

The Township Engineer responded to the inquiry regarding John Jerich's desire to not complete the restoration of the Mountain Gatherings 'water compound site'. It appears the 'Operations and Maintenance Agreement' will need to remain in perpetuity with the property as long as the gravel remains. This 'infiltration basin' will need to be maintained by the property owner. John Cypher proposed that we prepare a letter stating the above and then he will talk to Mr. Jerich again. The Board agreed.

## NEW BUSINESS:

Sheryl Kelly, County Waste Management Coordinator, e-mailed to explain that the electronics and hazardous waste collection contractor (ECS&R) has inquired about starting a county-wide pickup program for those who can't attend their scheduled collection events. They want to know if there are any ordinance or contracts that would prohibit this. John Cypher *motioned* that a letter be sent stating that Jefferson Township has no ordinance or contracts that would prohibit a pick-up program as described and as long as the Township is not involved, the Board has no objections. *Seconded* by Rodger Davis. All agreed and *motion carried*.

## MISC. BUSINESS FROM TWP. OFFICIALS:

The Dyson sweeper (purchased four years ago for about \$300) was taken in for a repair estimate. Cost to replace cord, clutch + belts, and roller is \$135.00. The Board said to proceed.

Lois Rankin asked the secretary to put a notice in the newsletter that she will again collect items for the troops to take to the PSATS Convention. Items need to be at the township office by 4/15/16.

Leo Rosenbauer mentioned the Becker Rd. well entrance. Trucks are not stopping and appear to be cutting people off/swinging into the opposing traffic lane to turn. Lois Rankin said she may be able to contact Amy Dobkin and Bill Foertsch offered to contact Jon Hood about the matter; it is a safety issue.

## ATTENDANCE:

Bill & Mandi Foertsch, Sue Hartzell, Connie Plowman, Jim Rankin, Dennis Kriley, Evie Gross, and Leo J. Rosenbauer III.

## ADJOURN:

*Motion* by Rodger Davis to adjourn at 8:11 P.M. *Seconded* by Lois Rankin. All agreed and *motion carried*. The next regular meeting is scheduled for Monday, February 8, 2016 – 7 P.M. at the Township Building, 157 Great Belt Rd., Butler.