

JEFFERSON TOWNSHIP

Re-Organization and Regular Meeting
January 3, 2017

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 Tuesday, January 3, 2017. All rose to pledge the flag.

ROLL CALL:

Those present were John Cypher, Lois Rankin, Braden Beblo and Lois Fennell, Sec./Treas.

ANNOUNCEMENT:

John Cypher noted that the Supervisors had a brief executive session just prior to this meeting regarding ongoing legal matters.

PUBLIC COMMENT ON THE AGENDA AS PRESENTED: None.

REORGANIZATION AND APPOINTMENTS FOR 2017:

*Motion by Lois Rankin to appoint John Cypher as chairman for 2017. *Seconded by Braden Beblo. All agreed and motion carried.**

*Motion by John Cypher to appoint Lois Rankin as vice-chairman for 2017. *Seconded by Braden Beblo. All agreed and motion carried.**

Motion by John Cypher to re-appoint the following officials for 2017:
LOIS J. FENNELL, Township Sec/Treas. & Planning Commission Clerk & Open Records Officer
CODE.sys CODE CONSULTING, PA UCC Enforcement/Plan Reviewers and Inspectors
RON YOUNG, 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 (2017 fee schedule)
David Ice, Alternate SEO
D. BEN CYPHER, Fire Marshall
DILLON, McCANDLESS, KING, COULTER & GRAHAM – Township Attorneys, w/Matt Marshall primary attorney contact (2017 fee schedule)
DENNIS SYBERT, Dog Control Officer (*new fee schedule for 2017*)
ADAM HARTWIG, EMC (Emergency Management Coordinator/shared with Winfield Twp)
ERIC BUTLER, Assistant EMC
MONICA RUMMEL, South Butler Community Library representative for the township (3-yr. term through 12/31/19)

Seconded by Lois Rankin. All agreed and motion carried.

*Motion by John Cypher to re-appoint Lois J. Fennell and Lois J. Rankin to continue as Jefferson Township representatives on the Butler County Association of Township Officials' Advisory Board. *Seconded by Braden Beblo. 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 County Tax Collection Committee. *Seconded by Lois Rankin. All agreed and motion carried.**

*Motion by Lois Rankin to table the appointment of a vacancy board member for 2017 (at this time.) *Seconded by John Cypher. All agreed and motion carried**

Motion by Lois Rankin to appoint Jeanie Franke and David Campbell to serve as 'elected' Auditors for 2017 to fill the vacant positions until the municipal election in 2017. *Seconded* by John Cypher. All agreed and *motion carried*.

No appointments to be made to the Planning Commission this year.

Motion by John Cypher to re-appoint Larry Plowman to continue as our 'webmaster' for web page updates and revisions. *Seconded* by Braden Beblo. All agreed and *motion carried*.

Motion by John Cypher to appoint Herbert, Rowland, & Grubic, Inc. (HRG) as Township Engineers for 2017. *Seconded* by Lois Rankin. All agreed and *motion carried*.

Motion by John Cypher to table appointment of a member-at-large to serve on and fill the vacant position on the Recreation Committee at this time. *Seconded* by Lois Rankin. All agreed and *motion carried*. (The three-year term would be for 2017, 18, & 19). (The other members at large are: Viki Nulph 15, 16, & 17 and Brian Patten 16, 17, & 18 to complete Wayne's term)

Motion by John Cypher to re-appoint Lois Rankin as cleaning person for 2017 under the same conditions as prior years: 4 hours per clearing 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 Braden Beblo. *Motion carried* with Lois Rankin abstaining.

Motion by John Cypher to re-appoint Danielle Sedlak, Keith Bachman and Kevin Miller to the Building Code Board of Appeals for 2017, but to table appointment of an alternate member at this time. *Seconded* by Lois Rankin. All agreed and *motion carried*. (Some suggestions for possible appointment were Leo Rosenbauer, Gary Stone, Paul or Sue Hartzell. Evie Gross suggested it should be a builder or engineer with knowledge of the building code.)

Motion by John Cypher to allow all three supervisors and the secretary/treasurer to attend the state convention in 2017 and pay the usual expenses (i.e. registration, mileage, meals, turnpike fees and motel/hotel expenses.) (So far Lois Rankin, Braden Beblo and maybe Lois Fennell plan to attend.) *Seconded* by Lois Rankin. All agreed and *motion carried*. On-line registration begins Jan. 17, 2017.

Motion by John Cypher to appoint Lois Rankin as the voting delegate for Jefferson Township at the state convention. *Seconded* by Braden Beblo. 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 CD/Concordia Sewage Escrow) and PA Local Government Trust (PLGIT) for savings for 2017. *Seconded* by Lois Rankin. All agreed and *motion carried*.

Motion by John Cypher to set the mileage reimbursement rate for 2017 at the going IRS rate (currently set by the IRS at \$.535 (53+1/2 cents). (Was 54 cents in 2016; 57.5 cents in 2015; 56 cents in 2014.) *Seconded* by Lois Rankin. All agreed and *motion carried*.

Motion by John Cypher to set the treasurer's bond at \$800,000.00 for 2017. *Seconded* by Braden Beblo. All agreed and *motion carried*.

MONTHLY MEETINGS:

Motion by John Cypher to set the monthly meetings for 2017 on the 2nd Monday of each month at 7 P.M. except for January (which is set according to 2nd. Class Township Code.) *Seconded* by Lois Rankin. All agreed and *motion carried*.

SALARIES/FEES/RAISES:

The 2017 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. 3, 2017**.

MISC. BUSINESS:

Motion by John Cypher to waive the administrative fees for E & E Auto Salvage's (Weber's Scrap Yard) 'junkyard permit' (because they are a junkyard grandfathered for size; they have less than 5 acres) for the permit period 7/1/17 to 6/30/18. The renewal fee of \$200.00 is still required annually. *Seconded* by Braden Beblo. All agreed and *motion carried*.

END Jan. 3, 2017 RE-ORGANIZATION/REGULAR MEETING START: Time: 7:26 P.M.

MINUTES:

Motion by John Cypher to approve the Dec. 12, 2016 regular meeting minutes as written and distributed. *Seconded* by Braden Beblo. All agreed and *motion carried*.

FINANCIAL:

John Cypher read the financial report. Bills paid between the Dec. 12, 2016 meeting and the Jan. 3, 2017 meeting totaled: \$3,512.81. (*Also, the fire-loss escrow fund was released to the property owner, \$18,6610.98*). General Fund bills presented for payment at the Jan. 3rd meeting totaled \$32,325.28. There were no bills presented for payment from the State Fund. The balance of all the funds after payment of the bills presented totaled \$1,415,187.08. *Motion* by John Cypher to pay the bills presented and any others that come and are due prior to the February 13th meeting. Several bills are outstanding because this meeting is so early in the month. *Seconded* by Braden Beblo. All agreed and *motion carried*.

PUBLIC BUSINESS OR COMMENT:

Monica Rummel presented a brief report on the South Butler Community Library. The interim director was chosen out of other applicants to be appointed as the new Director. She was a 40 hr. per week volunteer before this appointment and brings experience needed by the library. They also filled some clerk positions. They have completed and paid for the new roof on the library. They are offering programs for all ages and she said to keep checking their website and their sign out front for new programs and fundraisers. A big fund raiser is the sale of old books donated to the library. They research each book and determine if it should be sold on Amazon or at their book store. They earn \$1,000 to \$1,500 per month on used book sales. The Supervisors said thank you, thank you, thank you for her dedication to the library and for reporting to them about the 'goings-on' at the library.

ROAD FOREMAN REPORT:

John Cypher read the report submitted by the road foreman. The road crew was able to experience a new JD544K (demo) and a Cat 930m Wheel Loader (demo) and hope to compare with a Volvo L70H and a Case 621G. They would like the Board to consider approval for a 'quick hitch' and a second bucket with teeth when and if the Supervisors decide to make a move to purchase a new wheel loader. The tooth bucket will allow the new loader to dig into the milling pile with a lot less wear and tear on the machine and will save a lot of time as well. Currently they have to use the backhoe and a second operator to break the millings up, so teeth on a bucket will make a big difference.

The road crew worked with property owners along Mushrush Road and approximately 20 dead ash trees (that were a danger to motoring public) were safely felled. Many of these trees were 2 - 3 ft. in

ROAD FOREMAN REPORT, cont.:

diameter. There was an icing problem for several years at 354 West Jefferson Rd. After doing a PA One Call, they determined that water was traveling along a gas line and seeping out of the ground there. They installed an under drain and tapped into the existing under drain that runs alongside West Jefferson Road. It appears the issue is now fixed.

The road crew ordered 600 ton of salt on the new contract and plans to order another 300 more ton in the first or second week of January. This will complete the minimum purchase requirement on the 2016-2017 winter contract.

The Mack truck is at Walsh Equipment. They started work on 12-27-16 and if all goes well, the Township should have the truck around the 16th to 20th of January 2017.

The foreman is working on a list of roads to be paved and seal coated this summer. He will have it ready before the February meeting, so the Supervisors can review it and talk to him about it prior to the Feb. 13th meeting, at which hopefully, they can authorize advertisement of bids.

In regards to building maintenance needed in 2017, the foreman proposes to get bids or quotes on replacing the roofs on the township office/meeting room building and the grader shed (where the fuel tanks are located). Also, rusted man doors need replaced and/or re-paint the good ones. All rain gutters, down spouts and fascia need to be repaired or replaced and snow guard should be installed on all three main buildings for safety! The Supervisors agreed with John Cypher that it okay to begin gathering prices for the roofing.

The road crew hopes to cut brush, pull general maintenance on truck and equipment, and work on the signage throughout the Township....when they are not plowing and salting the roads!

RECREATION BOARD REPORT:

The Recreation Board has no meetings in November, December or January, so there was no report for this evening. The Supervisors discussed the matter of whether to rent out the pavilion this year. *Motion* by John Cypher to NOT rent out (or reserve) this pavilion until further notice "due to no one being available to oversee scheduling of events, open and stock restrooms, unlock & lock park gates, etc." with the understanding that the pavilion is still available on a first come, first served basis. *Seconded* by Lois Rankin. All agreed and *motion carried*. Until a volunteer is found to handle the park matters the Board has no other choice.

PLANNING COMMISSION:

The December 16, 2016 meeting was cancelled due to lack of business. There was no report.

UNFINISHED BUSINESS:

HRG, Inc. completed the advanced written MS4 Waiver Approval Application and submitted it on Dec. 29, 2016. Now we wait to hear if the State/DEP Bureau of Clean Water will approve submitting the actual waiver application.

John Cypher commented on the future auditor needs for the township. He said that Auditors should be elected and we should not have to solicit people to be appointed. No one (other than Sue Hartzell) has run for the office in the last few years. He said we'll see how things go this year.

NEW BUSINESS:

The Board discussed the need to update the Fee Resolution, for SEO fees, as well as to include Attorney and Engineer consultant and review fees. It was also recommended that the Township revise the Subdivision and Land Development Ordinance to include requirement for reimbursement of professional fees. *Motion* by John Cypher to authorize contacting the Township Attorney to begin the process. *Seconded* by Lois Rankin. All agreed and *motion carried*.

The insurance renewal quote was received by the township secretary on Dec. 28th. A copy was made for the Supervisors to review and pass, but John just got it this afternoon for review it. The package

NEW BUSINESS, cont.:

quote is about 4% higher than last year (including the 2% property value increase). *Motion* by John Cypher to accept the insurance renewal quote and authorize the secretary to sign the forms. *Seconded* by Lois Rankin. All agreed and *motion carried*.

John Cypher reported that he received a phone call from Penn Energy on Dec. 29th regarding the possible lease of property owned by the township (at the park.) He asked that a letter of interest to be submitted (which was hand delivered this afternoon) so that the Board can now consider it. *Motion* by John Cypher that the Board discuss the matter with their representative at an 'informational meeting' or have him come to a regular meeting. *Seconded* by Braden Beblo. All agreed and *motion carried*.

Lois Fennell, Sec/Treas., received a phone call last month or so from Ms. Sawyer about adding property to the Ag. Security Area. She and Danielle Sedlak did some research and Danielle forwarded a possible 'Procedure to ADD to Ag. Security Area during the 7-Year Period' to the state contact, which was satisfactory. She read the proposed procedure, which holds application for 180 days allowing it to be 'deemed approved'. This saves the Township advertising fees, etc. The only option would be if the property owner wants to wait until the 7-yr review is pending. *Motion* by John Cypher to approve the 'Procedure to Add to Agricultural Security Area During the 7-Year Period'. *Seconded* by Braden Beblo. All agreed and *motion carried*.

MISC. BUSINESS FROM TWP. OFFICIALS:

Lois Rankin asked if Gary Pinkerton got back to the Township about the swings. John Cypher said no, and does not expect anything until spring.

Lois Rankin asked about the letter from Butler County Emergency Services regarding the new 9-1-1 radios, etc. for which Butler County is partially paying.. John noted that Jefferson Township does not have its own fire and emergency services, so we would not be paying any share unless the fire companies request additional funding for this purpose.

John Cypher referred to the Fee Resolution discussion (under new business) and *moved* to adopt a revised Fee Resolution (#392) to include the updated sewage enforcement officer fees for 2017. *Seconded* by Lois Rankin. All agreed and *motion carried*. Lois is to prepare the Resolution for the Supervisors to sign. Another revision will take place once the Subdivision and Land Dev. Ordinance is revised.

John Cypher mentioned that PLGIT has asked why we have not been transferring funds to the PLGIT/Prime accounts. It was noted that we moved funds to PLGIT/I Class in the fall, which has netted considerably more interest than the regular PLGIT fund for the last two quarters. *Motion* by John Cypher to transfer 1/2 or more of the funds in PLGIT to this PLGIT/Prime account so long as any time restraints are no more than 6 months at a time. *Seconded* by Lois Rankin. All agreed and *motion carried*.

ATTENDANCE: Those present this evening were Sue Hartzell, David Campbell, Monica Runnel, Bill & Mandi Foertsch, Dennis Kriley, and Evie Gross.

ADJOURN: *Motion* by John Cypher to adjourn at 8:30 P.M. *Seconded* by Braden Beblo. All agreed and *motion carried*.

NEXT MEETING:

The next regular meeting of the Board of Supervisors is Monday, Feb. 13, 2017 at 7 P.M. at the municipal building, 157 Great Belt Rd., Butler, PA 16002.