

JEFFERSON TOWNSHIP SUPERVISORS

ORGANIZATIONAL & REGULAR MEETING

Tuesday, JAN. 2, 2018

CALL TO ORDER:

The organizational 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 2, 2018. All rose to pledge the flag.

ROLL CALL:

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

ANNOUNCEMENT:

John Cypher noted that there was no executive session this evening, however the Board met in executive session in regards to a personnel matter on Dec. 20, 2017.

PUBLIC COMMENT ON THE AGENDA AS PRESENTED: None.

REORGANIZATION AND APPOINTMENTS FOR 2018:

Motion by Lois Rankin to appoint L. John Cypher as chairman of the Board of Supervisors for 2018. *Seconded* by Braden Beblo. All agreed and *motion carried*.

Motion by John Cypher to appoint Lois J. Rankin as vice-chair for 2018. *Seconded* by Braden Beblo. All agreed and *motion carried*.

Motion by John Cypher to re-appoint the following officials for 2018:

LOIS J. FENNELLS, 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

DOUG DUNCAN, Primary Sewage Enforcement Officer

David ICE, Alternate SEO

D. BEN CYPHER, Fire Marshall

DILLON, McCANDLESS, KING, COULTER & GRAHAM – Township Attorneys, w/Matt Marshall

primary attorney contact (10/16/17 letter - \$170 hr in 2018)

DENNIS SYBERT, Dog Control Officer

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

ERIC BUTLER, Assistant EMC

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

Motion by John Cypher to appoint Lois J. Fennell and Lois Rankin to continue as Jefferson Township representatives on the Butler Co. 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 Co. Tax Collection Committee. *Seconded* by Lois Rankin. All agreed and *motion carried*.

Motion by John Cypher to table appointment of a 'vacancy board member' at this time. *Seconded* by Braden Beblo. All agreed and *motion carried*.

Motion by John Cypher to appoint Danielle Sedlak as Codes Enforcement Officer, Building Permit Site Inspector, Flood Plain Administrator AND Special Projects Coordinator for 2018. *Seconded* by Braden Beblo. It was noted that this position was discussed at the executive session on Dec. 20, 2017; it will be part-time 15 hrs. per week/no benefits. All agreed and *motion carried*.

The Planning Commission members whose terms expired Dec. 31, 2017 were: Bob Wetzel, Leo Rosenbauer, and Bill Montgomery. Bill Montgomery has indicated that he does not want to be reappointed. *Motion* by John Cypher to appoint Dan Driscoll to fill this vacancy, and reappoint Bob Wetzel & Leo Rosenbauer to the Planning Commission for 2018, 19, 20, & 21. *Seconded* by Lois Rankin. All agreed and *motion carried*.

It was noted that Lil Bachman was appointed at the Dec. 11, 2017 meeting as 'auditor' (for 2018-2019) until the next municipal election *for the purpose of setting the 'working supervisors' pay'*.

Motion by John Cypher to adopt Resolution #407 appointing Merge & Hill, P.C. (certified public accountants) to examine and audit the accounts of Jefferson Township for the fiscal year 2017 and e-file to DCED by the April 1, 2018 due date. *Seconded* by Lois Rankin. It was noted that their quote was for 'no more than \$4,500', which was the lowest quote. The highest quote being \$6,800. All agreed and *motion carried*.

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

Motion by John Cypher to re-appoint (retain) Herbert, Rowland & Grubic, Inc. (Rob Arnold primary contact) as the Township Engineers for 2018. *Seconded* by Braden Beblo. All agreed and *motion carried*.

Motion by John Cypher to re-appoint Viki Nulph for another 3-year term to the Recreation Board for 2018, 19, & 20). *Seconded* by Braden Beblo. All agreed and *motion carried*.

Motion by John Cypher to re-appoint Lois Rankin (elected supervisor) as cleaning person for 2018 (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 Braden Beblo. All agreed and *motion carried*.

Motion by John Cypher to re-appoint Keith Bachman and Kevin Miller to the Building Code Board of Appeals for 2018. *Seconded* by Lois Rankin. All agreed and *motion carried*. The third vacancy needs to be filled and also an alternate member needs to be appointed. It was noted that it could be considered a 'conflict of interest' for Danielle to be a member of the appeals board and the Supervisors will be looking for someone with building/construction experience or engineering knowledge.

Motion by John Cypher to allow all three supervisors and the secretary/treasurer to attend the state convention in 2018 and pay the usual expenses, i.e. registration, mileage, meals, turnpike fees, and motel/hotel expenses. Lois Rankin is interested but cannot commit at this time. *Seconded* by Lois Rankin. All agreed and *motion carried*.

Motion by John Cypher to table appointment of a voting delegate to the PSATS Conference until it is determined if someone will be attending. *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 small CD/Concordia sewage escrow) **and** Pa. Local Government Investment Trust(PLGIT) (currently for savings) for 2018. *Seconded* by Lois Rankin. All agreed and *motion carried*.

Motion by John Cypher to set the mileage reimbursement rate for 2018 at the going IRS rate (which has been set by the IRA as \$.545 (54+1/2 cents) per IRS notice. (*Was \$.56 in 2014; .575 in 2015; .54 in 2016; \$.535 2017.*) *Seconded* by Lois Rankin. All agreed and *motion carried*.

Motion by John Cypher to set the treasurer's bond at \$800,000.00 for 2018. *Seconded* by Braden Beblo. All agreed and *motion carried*.

MONTHLY MEETINGS:

Motion by John Cypher to set the monthly meetings for 2018 on the 2ND MONDAY of each month at 7:00 P.M. (except January). *Seconded* by Braden Beblo. All agreed and *motion carried*.

SALARIES/FEES/RAISES:

The 2018 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. 2, 2018. The only changes are new employee, Danielle Sedlak and raises effective in the new year per the union agreement; also SEO rates.

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 7/1/18 to 6/30/19. The renewal fee of \$200.00 is still required annually. *Seconded* by Braden Beblo. All agreed and *motion carried*.

END Jan. 2, 2018 RE-ORGANIZATION/REGULAR MEETING START: Time: 7:23 P.M.

MINUTES:

Motion by John Cypher to approve the Dec. 11, 2017 regular meeting minutes as written and distributed. *Seconded* by Lois Rankin. All agreed and *motion carried*.

FINANCIAL:

John Cypher read the following financial synopsis provided by the secretary/treasurer: Bills paid between meetings totaled \$32.04; General Fund bills presented for payment this evening totaled \$10,273.67; there were no bills presented for payment from the State Fund; the Balance of all funds after payment of the bills presented was \$1,358,862.54. *Motion* by John Cypher to pay the bills presented and any others that come and are due prior to the February meeting. *Seconded* by Braden Beblo. All agreed and *motion carried*.

PUBLIC BUSINESS OR COMMENT: None.

ROAD FOREMAN REPORT:

John Cypher read the report submitted by the road foreman, Bill Foertsch. Approximate 300 ton of salt and 100 ton of anti-skid have been used for winter maintenance so far this season. On Thursday Dec. 14th during the 5" snow event one of the big trucks blew a hydraulic hose and put the crew behind a few hours. Thanks to Tom from Sell's Truck and Trailer Parts for coming out to repair the hose before Sell's opened!

The road crew has been busy servicing some of the smaller equipment in between snow events. The 2019 Mack truck and equipment accessories have been ordered and anticipate delivery in July or August 2018.

The Township has signed the agreement with Insight Pipe for the Great Belt Rd. slip-liner project. It should take about 4 working days to complete and the road crew may have to help with traffic control.

John Cypher noted that Wayne Township Board of Supervisors came to look at the Ford Bucket Truck. They may be submitting an offer for the bucket truck and may also be interested in the 96 International. If not, the International will be traded in on the new Mack truck and the Board has already authorized the sale by bid (Municipal) of the Ford bucket truck.

RECREATION BOARD REPORT: No Jan. meeting - next meeting Feb. 7th 8 PM

PLANNING COMMISSION:

Evie Gross, Planning Secretary, reported on the Dec. 14, 2017 Planning Commission (P.C.) meeting. The P.C. had preliminary discussion with Sister Christina regarding their proposed land development (new monastery building: church, living/working quarters, art studio (parcel 190-2F10-30A). First, they asked about dividing off approximately 2.25 acres for the lot out front (on which they just built a modular home with septic system). They were told that Stan Graff will be able to complete the paperwork & survey and will indicate the septic test sites; then it can be brought before the P.C. and Board of Supervisors for review and approval. In regards to the new development, they asked how far from the property lines can the proposed 'construction road' be built. They were told there is no 'set-back' for a driveway, but they need to check with Stan Graff for the best placement (site distance, etc.) and they need a driveway permit. They would like to use the 'construction road' for a permanent access to the new building instead of using St. Elias Lane. There was discussion on: their interviews with architects (which will include a civil engineering firm); the NPDES application (which the P.C. said will take them at least 3 to 4 months); the land development application process (which can be done 'in tandem' with the NPDES and will also take up to 3 to 4 months); the building permit application (they were told to first submit three sets of architectural drawings to Code.sys directly to Peg Russell at their Pittsburgh Office; the inspector, Dave McGuigan, does not get involved until the plan review is completed and the building permit application is received); their intention to get RFPs for a geotech firm (the P.C. said yes, these results would be part of the land development); septic tests/permit (they can work with Doug Duncan during the 3-4 month process; the easement for the test site/location behind the existing building on St. Elias Lane must be indicated on the land development plan and the DEP module must be submitted with the land development application); and storm water management (it was suggested they look at the pond at Concordia which is used for storm water, but very nice/esthetically pleasing.)

The P.C. reviewed and discussed very briefly the letter of interest received from Dan Driscoll for the vacant position on the P.C. beginning Jan. 1, 2017. They voted to recommend that the Supervisors appoint Dan Driscoll at their reorganization meeting.

The P.C. voted to authorize a letter of support for the joint application for the PennDOT Multimodal Grant (2018-2019 round). There is no conflict with our Subdivision and Land Development or other ordinances of the Township.

Changing of the meeting 'day' was proposed at the November meeting. The Supervisors said they had no objection to the proposed change. The P.C. voted on Dec. 14th to change the P.C. meetings to the 3rd Monday of each month at 7 PM.

UNFINISHED BUSINESS: None.

NEW BUSINESS:

Motion by John Cypher to adopt Revised SEWAGE FEE Resolution #408 (to reflect the 2018 SEO rates). *Seconded* by Braden Beblo. All agreed and *motion carried*.

Motion by John Cypher to adopt Revised PROFESIONAL SERVICES FEE Resolution #409 (to reflect the 2018 attorney's fees and engineering fees.) *Seconded* by Lois Rankin. All agreed and *motion carried*.

Motion by John Cypher to adopt Revised FEE RESOLUTION #410 to update 2018 fee schedule. *Seconded* by Braden Beblo. All agreed and *motion carried*.

An e-mail from PSATS was received regarding a Resolution needed to oppose HB 1620 (which pre-empts local zoning for wireless facilities.) The Supervisors are not interested, especially since we have no zoning.

MISC. BUSINESS FROM TWP. OFFICIALS:

- Notice received from Moody & Associates, Inc. - PennEnergy Resources, LLC intends to withdraw 0.576 million gallons of water per day from the PA American Water - Butler water system - *source on private property, no street address or owner name provided.*

John Cypher noted receipt of a letter from Buffalo Township requesting a 'notice be placed in our newsletter' that residents living along the Butler-Freeport Community Trail be considerate when plowing snow from their property. It is being plowed onto the trail and in front of the gates which blocks emergency vehicle access. If there would be an emergency, EMS/First Responders would have difficulty getting to the scene. The Supervisors agreed to place this notice in our newsletter.

Lois Rankin would like to talk to Danielle Sedlak about trying to 're-start' renting of the pavilion at the park.

ADJOURN:

Motion by Lois Rankin to adjourn at 7:44 P.M. *Seconded* by Braden Beblo. All agreed and *motion carried*.

ATTENDANCE:

Evie Gross, Jim Rankin, and Sue Hartzell.

NEXT MEETING: Regular meeting - Monday, Feb. 12, 2018 at 7 P.M. at the municipal building.