

# JEFFERSON TOWNSHIP

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John Burkett • Garth Falkner • William Dunn  
Supervisors

## MINUTES

### TOWNSHIP SUPERVISORS – REORGANIZATION MEETING

#### JANUARY 6th, 2020

Meeting called to order at 6 p.m.

Pledge of Allegiance

Roll Call – John Burkett, present – Richard H. McCullough, present.

No public comment.

Richard H. McCullough made a motion to nominate John Burkett as temporary Jefferson Township Board of Supervisors' Chairperson and Secretary. John Burkett will open the floor for nomination of Chairperson. Richard H. McCullough nominated John Burkett as Chairman. Seconded by John Burkett. Motion passed with 2 yes votes.

John Burkett made a motion to nominate Richard H. McCullough as Vice Chairperson of the Jefferson Township Board of Supervisors. Seconded by Richard H. McCullough. Motion passed with 2 yes votes.

John Burkett made motion to accept the resignation of William Dunn as Supervisor effective immediately. Motion was seconded by Richard H. McCullough. Motion passed with 2 yes votes.

John Burkett made a motion to appoint Anthony Settle to fill the Supervisor vacancy position. Anthony Settle agreed to accept the position. Richard H. McCullough seconded the motion. The motion passed with 2 yes votes. Anthony Settle was sworn in by Mrs. Adams a notary public. Anthony Settle then joined his place on the board.

John Burkett made a motion to reappoint Linda Adams as Secretary/Treasurer for the year 2020 at an hourly rate of \$14.75 per hour effective 1/5/2020. Seconded by Richard H. McCullough. Motion passed with 3 yes votes.

John Burkett made a motion to reappoint Jeffery S. Lockard as Chief of Police for the year 2020 at an hourly rate of \$24.05 per hour. Seconded by Richard H. McCullough. Motion passed with 3 yes votes.

John Burkett made a motion to appoint Anthony Settle as Road Master. Richard H. McCullough seconded the motion. Motion passed with 3 yes votes.

Richard H. McCullough made a motion to appoint John Burkett as Second Road Master. John Burkett seconded the motion. Motion passed with 3 yes votes.

John Burkett made a motion to appoint Richard H. McCullough as Third Road Master. Anthony Settle seconded the motion. Motion passed with 3 yes votes.

John Burkett made a motion to set the 2020 regular monthly meeting's date as the 2<sup>nd</sup> MONDAY at 7:00 pm at the Jefferson Township Municipal Building. Richard H. McCullough seconded the motion. Motion passed with 3 yes votes.

John Burkett made a motion to the approved payables at the end of each week, and the re-occurring monthly bills to be paid by FNB On-Line Bill pay, with these payments being included in the Treasurer's report of payables. Seconded by Richard H. McCullough. Motion passed with 3 yes votes.

John Burkett made a motion to approve disbursing payroll every other week beginning January 7th, 2020. Seconded by Richard H. McCullough. Motion passed with 3 yes votes.

John Burkett made a motion to appoint PNC Bank, First National Bank and PLGIT as Jefferson Township depositors for 2020. Richard H. McCullough seconded the motion. Motion passed with 3 yes votes.

John Burkett made a motion to use FNB as Jefferson Township Credit Cards for 2020. Seconded by Anthony Settle. Motion passed with 3 yes votes.

John Burkett made a motion to appoint Roger R. Shaffer, Jr. as Jefferson Township solicitor for 2020 at a rate of \$195.00 per hour for matters not included in the \$4,000.00 retainer. Seconded by Anthony Settle. Motion passed with 3 yes votes.

John Burkett made a motion to appoint Gannett Fleming, contact Dan Goncz, as Jefferson Township Engineer for 2020. Seconded by Richard H. McCullough. Motion passed with 3 yes votes.

John Burkett made a motion to appoint M. Davidson as Satellite Sewer Collection System operator of record. Richard H. McCullough seconded the motion. The motion passed with 3 yes votes.

John Burkett made a motion to appoint Philip Weiner and Company as the auditors for the wage and occupational taxes as well as the Township complete Audit for the fiscal year of 2020 at \$5000.00 per year. Seconded by Anthony Settle. Motion passed with 3 yes votes.

John Burkett made a motion to approve those wanting to attend the PSATS State Convention in Hershey to forward registrations. Motion seconded by Richard H. McCullough. Motion passed with 3 yes votes.

Richard H. McCullough made a motion to approve Supervisors hourly wage and travel expenses for all conferences and training at \$50.00 per day, 58 cents per mile, hotel and meals. Anthony Settle seconded the motion. Motion passed with 3 yes votes.

John Burkett made a motion to appoint Richard H. McCullough as voting delegate for the PSATS State Convention for 2020. Mr. Dunn seconded the motion. Motion passed with 3 yes votes.

Richard H. McCullough made a motion to appoint John Burkett as the Jefferson Township representative to the Mercer County Joint Sewage Agency for 2020. Motion seconded by John Burkett. Motion passed with 3 yes votes.

John Burkett made a motion to appoint Richard H. McCullough as the Jefferson Township alternate representative to the Mercer County Joint Sewage Agency for 2020. Anthony Settle seconded the motion. Motion passed with 3 yes votes.

John Burkett made a motion to appoint Anthony Settle as the Jefferson Township liaison for the Mercer County Emergency Management Agency for 2020. Richard H. McCullough seconded the motion. Motion passed with 3 yes votes.

John Burkett made a motion to appoint Anthony Settle as liaison for the Jefferson Township Volunteer Fire Department for 2020. Richard H. McCullough seconded the motion. Motion passed with 3 yes votes.

John Burkett made a motion to make Anthony Settle as liaison to the Police Department for 2020. Richard H. McCullough seconded the motion. Motion passed with 3 yes votes.

Richard H. McCullough made a motion to appoint John Burkett as representative for the Police Pension Plan for 2020. The motion was seconded by John Burkett and passed with 3 yes votes.

John Burkett made a motion to appoint Richard H. McCullough as the Jefferson Township representative to the Mercer County Regional Council of Governments for 2020. Motion seconded by Anthony Settle. Motion passed with 3 yes votes.

John Burkett made a motion to appoint Richard H. McCullough as the Jefferson Township representative to the Mercer County Regional Planning Commission for 2020. Motion seconded by John Burkett. Motion passed with 3 yes votes.

John Burkett made a motion to appoint Anthony Settle and Richard H. McCullough as the Jefferson Township representatives to the Mercer Area Council of Governments for 2020. Motion seconded by Richard H. McCullough. Motion passed with 3 yes votes.

John Burkett made a motion to reappoint Tasha Bees as the Jefferson Township Brandy Springs Representative for 2020. Motion seconded by Richard H. McCullough. Motion passed with 3 yes votes.

John Burkett made a motion to re/appoint to the Jefferson Township Planning Board to the terms as follows to be compliant with the 5-member, 4-year term with staggering term end dates:

Barb Reda reappointed to a term expiring January 2021

Burt Weston reappointed to a term expiring January 2022

Bob Scheuermann reappointed to a term expiring January 2024

Buck Baldwin reappointed to a term expiring January 2023

Motioned was seconded by Richard H. McCullough and passed with 3 yes votes.

John Burkett made a motion to re/appoint to the Jefferson Township Zoning Board to terms as follows to compliant with the 3-member, 3-year term.

John Bartholomew reappointed to a term expiring January 2022

Scott Spragale reappointed to a term expiring January 2023

Lori Weston reappointed to a term expiring January 2022.

Motion was seconded by Richard H. McCullough and passed with 3 yes votes.

John Burkett made a motion to re/appoint the Township Auditors as follows:

Vincent Joseph Smith reappointed to elected 6-year term expiring 12/31/2023

Charles R. Welch appointed to a 2-year term expiring on 12/31/2021

Karen Elford appointed to a 6-year term expiring on 12/31/21

Motion was seconded by Anthony Settle and passed with 3 yes votes.

John Burkett made a motion to appoint Scott McGinnis as Jefferson Township Zoning Officer for 2020 at a compensation of the lesser of 80% or \$500.00 for each permit and 58 cents a mile for following up on complaints from the Supervisors and office resulting from written complaints. Motion seconded by Richard H. McCullough. Motion passed with 3 yes votes.

John Burkett made a motion to appoint Richard Arthur as the Vacancy Board Chairperson for 2020. Richard H. McCullough seconded the motion. Motion passed with 3 yes votes.

John Burkett made a motion to appoint Diane Dawson as the Jefferson Township proxy to the Mercer Area Library for 2020. Motion seconded by Richard H. McCullough. Motion passed with 3 yes votes.

John Burkett made a motion to appoint Mildred Luba as the Primary Voting Delegate for the Tax Collection Committee (TCC) representative for 2020 and Garth Falkner as the Alternate Voting Delegate for 2020. Seconded by Mr. Dunn. Motion passed with 3 yes votes.

John Burkett made a motion to continue the LST (formerly occupational tax) at \$10.00. Seconded by Anthony Settle. Motion passed with 3 yes votes.

John Burkett made a motion to continue the per capita tax at \$5.00. Motion seconded by Richard H. McCullough. Motion passed with 3 yes votes.

John Burkett made a motion to set mileage reimbursement for use of private vehicles by employees for travel and emergency use at the current IRS Rate for 2020 (IRS rate is 58 cents/mile). Seconded by Anthony Settle. Motion passed with 3 yes votes.

John Burkett made a motion to approve the following pay scale

| <u>Position</u>                    | <u>Starting Wage</u>  | <u>Wage after Probation</u> |
|------------------------------------|---|-----------------------------|
| Temporary Part-time CDL            |   | \$14.00/hour                |
| Emergency Snow Removal:            |   | \$14.00/hour                |
| Patrolman:                         | As per Union Contract   |                             |
| One Calls                          | Regular hourly rate/Emergency One calls with a minimum of 2 hours at regular hourly rate. |                             |
| Sewer Call Outs                    | \$25.00hourly rate/hour with a minimum of 2 hours for after-hours call outs               |                             |
| Sewer Meter Readings               | Regular hourly rate/hour with a minimum of 2 hours  |                             |
| Township Call Outs                 | Regular hourly rate/hour with a minimum of 2 hours  |                             |
| Police Department Court Time       | As per Union Contract   |                             |
| Road Crew Foreman                  |   | \$21.00/hour                |
| Part-time Road Crew Laborer/No CDL |   | \$12.50/hour                |
| Part-time Road Crew Laborer W/CDL  |   | \$14.00/hour                |
| Groundskeeper                      |   | \$12.50/hour                |
| Auditor                            |   | \$10.00 per hour            |

Seconded by Anthony Settle. Motion passed with 3 yes votes.

John Burkett made a motion to approve \$35 per month cell phone reimbursements or issuance of township owned cell phone for Supervisors, Road Foreman and Secretary/Treasurer with email capabilities. Motion seconded by Richard H. McCullough. Motion passed with 3 yes votes.

John Burkett made a motion to recommend to the Board of Auditors that the Road Master/Supervisor wage be set at \$16.25/hour and that the full time Supervisor working a Road Foreman rate be set at \$21.00 seconded by Anthony Settle. Motion passed with 3 yes votes.

John Burkett made a motion to set the Elected Tax Collector's rate at 5% of the collected amount. Motion was seconded by Richard H. McCullough and passed with 3 yes votes.


John Burkett made a motion to approve the 2020 Fee Schedule which was seconded by Anthony Settle and passed with 3 yes votes.

John Burkett made a motion to set Halloween Trick or Treat date and time at October 31<sup>st</sup>, 2020 from 5 p.m. to 7 p.m. The motion was seconded by Anthony Settle and passed with 3 yes votes.

John Burkett made a motion and Anthony Settle seconded the motion to adjourn the meeting. The motion to adjourn passed with three yes votes. Adjournment was at 6:15 p.m.

MINUTES January 6th, 2020

Approved by: John Burkett - Chairman Date 2-10-2020  
John Burkett, Chairman

  
Attested by: Linda J. Adams