

**JEFFERSON TOWNSHIP**  
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John Burkett • Richard H. McCullough • Anthony Settle  
Supervisors

**MINUTES**

**TOWNSHIP SUPERVISORS – REORGANIZATION MEETING**

**JANUARY 4th, 2021**

Meeting called to order at 6 p.m.

Pledge of Allegiance

Roll Call – John Burkett, Conference Call – Richard H. McCullough - present, Anthony Settle - present

Also in attendance was Jeffrey Lockard and Barbara McWilliams

No public comment.

Richard H. McCullough made a motion to nominate Anthony Settle as temporary Jefferson Township Board of Supervisors' Chairperson and Secretary. Seconded by Anthony Settle. Motion passed with 3 yes votes.

Richard H. McCullough will open the floor for nomination of Chairperson. Richard H. McCullough nominated John Burkett as Chairman. Seconded by Anthony Settle. Motion passed with 3 yes votes.

Anthony Settle made a motion to nominate Richard H. McCullough as Vice Chairperson of the Jefferson Township Board of Supervisors. Seconded by John Burkett. Motion passed with 3 yes votes.

Richard H. McCullough made a motion to reappoint Barbara Wolfe as Secretary/Treasurer for the year 2021 at an hourly rate of \$14.75 per hour effective January 1, 2021. Seconded by Anthony Settle. Motion passed with 3 yes votes.

Richard H. McCullough made a motion to reappoint Jeffery S. Lockard as Chief of Police for the year 2021 at an hourly rate of \$24.55 per hour, effective 1/3/2021. Seconded by Anthony Settle. Motion passed with 3 yes votes. Contract letter signed at this time.

Richard H. McCullough made a motion to raise Rick Neider's hourly rate 50 cents to a rate of \$13.00 per hours, for the year 2021. Seconded by Anthony Settle. Motion massed with 3 yes votes.

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

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

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

Richard H. McCullough made a motion to set the 2021 regular monthly meeting's date as the 2<sup>nd</sup> MONDAY at 7:00 pm at the Jefferson Township Municipal Building. Anthony Settle seconded the motion. Motion passed with 3 yes votes.

Richard H. McCullough 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 Anthony Settle. Motion passed with 3 yes votes.

Richard H. McCullough made a motion to approve disbursing payroll every other week beginning January 4th, 2021. Seconded by Anthony Settle. Motion passed with 3 yes votes.

Richard H. McCullough made a motion to use First National Bank, and PLIGIT as Jefferson Township depositors for 2021. Seconded by Anthony Settle. Motion passed with 3 yes votes.

Richard H. McCullough made a motion to use FNB as Jefferson Township Credit Cards for 2021. Seconded by Anthony Settle. Motion passed with 3 yes votes.

Richard H. McCullough made a motion to appoint Roger R. Shaffer, Jr. as Jefferson Township solicitor for 2021 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.

Richard H. McCullough made a motion to appoint Gannett Fleming, contact Dan Goncz, as Jefferson Township Engineer for 2021. Seconded by Anthony Settle. Motion passed with 3 yes votes.

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

Richard H. McCullough 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 2021 at \$5050.00 per year. Seconded by Anthony Settle. Motion passed with 3 yes votes.

Richard H. McCullough made a motion to approve those wanting to attend the PSATS State Convention in Hershey to forward registrations. Motion seconded by Anthony Settle. 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, 56 cents per mile, hotel and meals. Anthony Settle seconded the motion. Motion passed with 3 yes votes.

Anthony Settle made a motion to appoint Richard H. McCullough as voting delegate for the PSATS State Convention for 2021. Richard H. McCullough 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 2021. Motion seconded by Anthony Settle. Motion passed with 3 yes votes.

Anthony Settle made a motion to appoint Richard H. McCullough as the Jefferson Township alternate representative to the Mercer County Joint Sewage Agency for 2021. Richard H. McCullough seconded the motion. Motion passed with 3 yes votes.

Richard H. McCullough made a motion to appoint Anthony Settle as the Jefferson Township liaison for the Mercer County Emergency Management Agency for 2021. Anthony Settle seconded the motion. Motion passed with 3 yes votes.

Richard H. McCullough made a motion to appoint Anthony Settle as liaison for the Jefferson Township Volunteer Fire Department for 2021. Anthony Settle seconded the motion. Motion passed with 3 yes votes.

Richard H. McCullough made a motion to make Anthony Settle as liaison to the Police Department for 2021. Anthony Settle 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 2021. The motion was seconded by Anthony Settle and passed with 3 yes votes.

Richard H. McCullough made a motion to appoint Anthony Settle as the Jefferson Township representative to the Mercer County Regional Council of Governments for 2021. Motion seconded by Anthony Settle. Motion passed with 3 yes votes.

Anthony Settle made a motion to appoint Richard H. McCullough as the Jefferson Township representative to the Mercer County Regional Planning Commission for 2021. Motion seconded by Richard McCullough. Motion passed with 3 yes votes.

Richard H. McCullough made a motion to appoint Anthony Settle and Richard H. McCullough as the Jefferson Township representatives to the Mercer Area Council of Governments for 2021. Motion seconded by Anthony Settle. Motion passed with 3 yes votes.

Richard H. McCullough made a motion to reappoint Tasha Bees as the Jefferson Township Brandy Springs Representative for 2021. Motion seconded by Anthony Settle. Motion passed with 3 yes votes.

Richard H. McCullough 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 4 year term expiring January 2025

Burt Weston reappointed to a 4 year term expiring January 2022

Bob Scheuermann reappointed 4 year term to a term expiring January 2024

Buck Baldwin reappointed to a 4 year term expiring January 2023

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

Richard H. McCullough 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 3 year term expiring January 2022

Scott Spragale reappointed to a 3 year term expiring January 2023

Lori Weston reappointed to a term 3 year expiring January 2022.

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

Richard H. McCullough 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.

Richard H. McCullough made a motion to appoint Scott McGinnis as Jefferson Township Zoning Officer for 2021 at a compensation of the lesser of 80% of the zoning permits or \$500.00 for each permit and 56 cents a mile for following up on complaints from the Supervisors and office resulting from written complaints. Motion seconded by Anthony Settle. Motion passed with 3 yes votes.

The Vacancy Board Chairperson for 2021 is un-assigned at this time.

Richard H. McCullough made a motion to appoint Diane Dawson as the Jefferson Township proxy to the Mercer Area Library for 2021. Motion seconded by Anthony Settle. Motion passed with 3 yes votes.

Richard H. McCullough made a motion to appoint Mildred Luba as the Primary Voting Delegate for the Tax Collection Committee (TCC) representative for 2021. The Alternate Voting Delegate for 2021 is un-assigned at this time. Seconded by Anthony Settle. Motion passed with 3 yes votes.

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

Richard H. McCullough made a motion to continue the per capita tax at \$10.00. Motion seconded by Anthony Settle. Motion passed with 3 yes votes.

Richard H. McCullough 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 2021 (IRS rate is 56 cents/mile). Seconded by Anthony Settle. Motion passed with 3 yes votes.

Richard H. McCullough 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: Patrolman:	As per Union Contract	\$14.00/hour
	Russell Chace increase of .50/hr to \$18.00/hr plus 1.50 Insurance comp.	
	Gary Hartman increase of .25/hr to \$15.50/hr	
One Calls	Regular hourly rate/Emergency One calls with a minimum of 2 hours at regular hourly rate.	
Sewer Call Outs	\$25.00 hourly 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

Jeffrey S. Lockard increase of .50/hr to \$24.55/hr.

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

Richard H. McCullough 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 Anthony Settle. Motion passed with 3 yes votes.

Richard H. McCullough 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.


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


John Burkett made a motion to approve the 2021 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>, 2021 from 5 p.m. to 7 p.m. The motion was seconded by Anthony Settle and passed with 3 yes votes.

Richard H. McCullough 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 4th, 2021

Approved by:  Date 2-8-2021  
John Burkett, Chairman

  
Attested by: Barbara J. Wolfe