

**MUDDY CREEK TOWNSHIP  
BOARD OF SUPERVISORS  
ORGANIZATIONAL MEETING  
January 6, 2020  
1:00 PM**

**CALL TO ORDER:** The Muddy Creek Township Board of Supervisors Organizational Meeting was called to order by Mr. Saunders at 1:00 pm.

**ROLL CALL:** Those present included Mr. Dale Kerr, Mr. Robert Jesteadt, Sr., Mr. Eric Saunders, Mrs. Kelly Livermore.

**PLEDGE OF ALLEGIANCE:** The pledge of allegiance was recited.

**BOARD OF SUPERVISORS:**

**CHAIRPERSON:** Motion by Mr. Saunders to nominate Mr. Kerr as Board of Supervisors Chair for 2020, second Mr. Jesteadt. All in favor. Motion carried.

\*Mr. Kerr assumed Chair of the meeting.

**VICE-CHAIRPERSON:** Motion by Mr. Jesteadt to nominate Mr. Saunders as Vice Chair for 2020, second Mr. Kerr. All in favor. Motion carried.

**ADMINISTRATIVE STAFF APPOINTMENTS:**

**SECRETARY/TREASURER/OPEN RECORDS/PERMIT ISSUANCE OFFICER:** Motion by Mr. Saunders to appoint Mrs. Livermore as Secretary/Treasurer, Permit Issuance Officer and Planning Commission Recording Secretary, second Mr. Jesteadt. All in favor. Motion carried.

**ASSISTANT SECRETARY:** Motion by Mr. Kerr and seconded by Mr. Jesteadt to appoint Marnie Chuba as Assistant Secretary. All in favor. Motion carried.

**ROAD FOREMAN:** Motion by Mr. Kerr and seconded by Mr. Jesteadt to appoint Glen Hempfling as Road Foreman. All in favor. Motion carried.

**ROAD WORKER:** Motion by Mr. Kerr and seconded by Mr. Jesteadt to appoint Jason Rice as Road Worker. All in favor. Motion carried.

**SEWAGE ENFORCEMENT OFFICER:** Motion by Mr. Kerr and seconded by Mr. Saunders to appoint Doug Duncan as the Sewage Enforcement Officer. All in favor. Motion Carried.

**ROADMASTER:** Motion by Mr. Saunders to appoint Chairman, Dale Kerr, as Roadmaster. Second by Mr. Jesteadt. All in favor. Motion carried

**LOCAL TAX RATES FOR 2020 RESOLUTION 2020-01:** A motion was made by Mr. Kerr to adopt **Resolution 2020-01**. Second by Mr. Saunders. All in favor. Motion carried.

**WAGE AND SALARY RESOLUTION 2020-02:** Motion by Mr. Kerr to adopt **Resolution 2020-02**. Second by Mr. Saunders. All in favor. Motion carried.

**TREASURER'S BOND:** Motion by Mr. Kerr establishing the bond amount at \$700.000 for the year 2020, second by Mr. Jesteadt. All in favor. Motion carried.

**BOARD APPOINTMENTS:**

**VACANCY BOARD:** Motion by Mr. Dale Kerr to appoint Mr. Jim Jancse to the vacancy board. Second by Mr. Jesteadt. All in favor. Motion carried.

**BCATO REPRESENTATIVE:** Motion made by Mr. Kerr to appoint Mrs. Livermore as the township's representative at the Butler County Association of Township Officials. Second by Mr. Saunders. All in favor. Motion carried.

**PLANNING COMMISSION:** Mr. Kerr made a motion to appoint Mr. Sean Gramz to a four-year term ending on December 31, 2024. Second by Mr. Saunders. All in favor. Motion carried.

Mr. Kerr made a motion and Mr. Saunders seconded the motion to appoint Ms. Megan Stephenson to a one-year term as alternate ending on December 31, 2020. All in favor. Motion carried.

**DEPOSITORY:** Motion by Mr. Kerr selecting First National Bank for the Township's general fund, highway aid, fire tax, capital fund and building fund accounts. Second by Mr. Saunders. All in favor. Motion carried.

**2020 MEETING SCHEDULE:** Motion by Mr. Kerr to schedule monthly meetings of the Board of Supervisors on the third Wednesday of each month (January, February and March) at 1:00 PM and April through December at 7:00 PM at 420 Stanford Road, Prospect, Pa 16052. Second Mr. Saunders. All in favor. Motion carried.

**NEWSPAPER PUBLICATIONS:** Motion by Mr. Kerr designating The Butler Eagle, second by Mr. Saunders. All in favor. Motion carried.

**NON-UNION PART TIME REGULAR HOURLY EMPLOYEE PAID TIME OFF.**

**MUDDY CREEK TOWNSHIP HOLIDAY:** Motion by Mr. Kerr and seconded by Mr. Saunders to approve the following non union hourly rate regular part time employees having three paid holidays (4<sup>th</sup> of July, Thanksgiving and Christmas) and one floater day to be used on one of the following holidays (New Year's Day, Memorial Day, Labor Day, or Veteran's Day). All in favor. Motion carried.

**MUDDY CREEK TOWNSHIP PERSONAL DAYS:** Motion by Mr. Kerr and seconded by Mr. Saunders to approve for Regular Part Time Non Union Hourly Employees to earn 2 Personal Days (16 hours total to be taken in minimum of four (4) hour increments) during the 2020 calendar year. Unused personal time on December 31, 2020 will be forfeited. All in favor. Motion carried.

**PSATS CONVENTION:**

**STATE CONVENTION DELEGATE:** Motion certifying Mr. Kerr as delegate to the 2020 PSATS State Convention made by Mr. Saunders and seconded by Mr. Jesteadt. All in favor. Motion carried.

STATE CONVENTION VOTING DELEGATE: Motion certifying Mr. Kerr as the Township's voting delegate to the 2020 PSATS State Convention made by Mr. Saunders and seconded by Mr. Jesteadt. All in favor. Motion carried.

**2020 MILEAGE REIMBURSEMENT:** Motion by Mr. Kerr setting rate by IRS (.57.5/mile) second Mr. Saunders. All in favor. Motion carried.

**2020 FEE SCHEDULE:**

**FEE SCHEDULE:** Motion by Mr. Kerr to adopt **Resolution 2020-03** setting the Township's 2020 Fee Schedule, second by Mr. Saunders. All in favor. Motion carried.

**ADMINISTRATIVE OFFICER:**

PENSION ADMINISTRATIVE OFFICER: Motion by Mr. Kerr to appoint the Secretary/Treasurer as Administrative Officer for the Pension Fund. Second by Mr. Jesteadt. All in favor. Motion carried.

ADMINISTRATIVE OFFICER FOR PAUC ACCOUNT: Motion by Mr. Kerr to appoint the Secretary/Treasurer as PAUC account administrative officer. Second by Mr. Jesteadt. All in favor. Motion carried.

**PROFESSIONAL SERVICES:**

BUILDING CODE ENFORCEMENT AGENCY: Motion by Mr. Kerr to adopt **Resolution 2020-04** appointing Professional Code Services as the Building Code Official and Inspection Agency. Second Mr. Saunders. All in favor. Motion carried.

SOLICITOR: Motion by Mr. Kerr to appoint Mr. Thomas L. Smith, second by Mr. Saunders. All in favor. Motion carried.

ENGINEER: Motion by Mr. Kerr to appoint Gannett Fleming as the engineer, second by Mr. Saunders. All in favor. Motion carried.

ALTERNATE ENGINEER: Motion by Mr. Kerr to appoint Senate Engineering as the alternate engineer, second by Mr. Saunders. All in favor. Motion carried.

CERTIFIED PUBLIC ACCOUNTANTS FOR THE YEAR 2020: Motion made by Mr. Kerr to adopt **Resolution 2020-05**, appointing the firm of Caruso and Spencer to perform the 2018 Annual Audit at a cost not to exceed \$5200.00. Second by Mr. Saunders. All in favor. Motion carried.

**TAX SERVICES:**

REAL ESTATE TRANSFER TAX COLLECTOR: Motion by Mr. Kerr reappointing Butler County Recorder of Deeds, second by Mr. Saunders. All in favor. Motion carried.

LST/DELINQUENT EIT: Motion by Mr. Kerr to appoint Berkheimer Tax Administrator to collect the Current and Delinquent Local Services Tax and the delinquent Earned Income Tax. Second by Mr. Saunders. All in favor. Motion carried.

**EMERGENCY SERVICES:**

EMERGENCY SERVICE PROVIDER: Motion made by Mr. Kerr to appoint Portersville-Muddy Creek Township Volunteer Fire Department as the township’s emergency service. Second by Mr. Jesteadt. Motion made by Mr. Kerr appointing Portersville EMS as the Emergency Medical Service Provider. Second by Mr. Jesteadt. All in favor. Motion carried.

EMA COORDINATOR: Motion by Mr. Kerr to appoint Mr. Vaughn Badger, second Mr. Jesteadt. All in favor. Motion carried.

2020 VOLUNTEER SERVICE TAX CREDIT CRITERIA: Motion made by Mr. Saunders and seconded by Mr. Jesteadt to adopt **Resolution 2020-06** “Volunteer Service Credit Program Criteria Resolution” All in Favor. Motion carried.

**ADJOURNMENT:** Motion by Mr. Saunders at 1:16 PM to adjourn, second Mr. Jesteadt. All in favor. Motion carried.

**MUDDY CREEK TOWNSHIP SUPERVISORS**

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Dale R. Kerr, Chair

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Eric Saunders, Vice Chair

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Robert J. Jesteadt, Supervisor

ATTEST:

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Kelly Livermore  
Secretary/Treasurer

(SEAL)