



**BOARD OF SUPERVISORS  
ORGANIZATIONAL MEETING AGENDA  
January 3, 2023  
1:00 PM**

**CALL TO ORDER:** The Muddy Creek Township Board of Supervisors Organizational Meeting was called to order by Mr. Saunders at 1:03 pm.

**ROLL CALL:** Those present included Mr. Dale Kerr, Mr. Rick Saunders, Mr. Robert Jesteadt, and Mrs. Abbie Flinner.

**PLEDGE OF ALLEGIANCE:** The pledge of allegiance was recited. Mr. Saunders asked anyone present to acknowledge recording devices. There was none.

**CHAIRPERSON:** Motion by Mr. Saunders to nominate Mr. Kerr as Board of Supervisors Chair for 2023, second Mr. Jesteadt. All in favor. Motion carried.

Mr. Kerr assumed Chair of the meeting.

**VICE-CHAIRPERSON:** Motion by Mr. Kerr to nominate Mr. Saunders as Vice Chair for 2023, second Mr. Jesteadt. All in favor. Motion carried.

**SECRETARY/TREASURER/PERMIT ISSUANCE OFFICER/OPEN RECORDS OFFICER:** Motion by Mr. Kerr to appoint Mrs. Abbie Flinner as Secretary/Treasurer, Permit Issuance Officer and Open Records Officer, second Mr. Saunders. All in favor. Motion carried.

**LOCAL TAX RATES FOR 2023 RESOLUTION 2023-01:** A motion was made by Mr. Kerr to adopt Resolution 2023-01. Second by Mr. Saunders. All in favor. Motion carried.

**WAGE AND SALARY RESOLUTION 2023-02:** Motion by Mr. Kerr to adopt Resolution 2023-02. Second by Mr. Saunders. All in favor. Motion carried.

**TREASURER'S BOND:** Motion by Mr. Kerr establishing the bond amount at \$700,000.00 for the year 2023, second by Mr. Saunders. All in favor. Motion carried. An additional motion was made by Mr. Saunders to establish an additional \$700,000.00 bond for the Assistant Treasurer. This motion was seconded by Mr. Jesteadt. 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.

**VACANCY BOARD:** Motion by Mr. Kerr to appoint Mr. Jim Jancse to the vacancy board. Second by Mr. Jesteadt. 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 reserve fund and Act 13 capital reserve fund accounts. Second by Mr. Jesteadt. All in favor. Motion carried.

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

**PLANNING APPOINTMENT/REAPPOINTMENTS:** Motion by Mr. Kerr to reappoint Mr. Larry Coble to the Planning Commission for a four-year term, ending January 4, 2027. Seconded by Mr. Jesteadt. All in favor, motion carried.

Mr. Kerr made a motion and Mr. Saunders seconded the motion to appoint Mr. Rick Saunders and Mr. Robert Jesteadt to one-year terms as alternates ending on January 2, 2024. All in favor. Motion carried.

**TOWNSHIP AUDITORS:** Motion by Mr. Kerr to appoint Mr. Derek Flinner as township auditor for a four-year term, ending January 5, 2027. Seconded by Mr. Saunders. All in favor, motion carried.

Motion by Mr. Kerr to appoint Mr. Ronald Flinner as township auditor for a two-year term, ending January 7, 2025. Seconded by Mr. Saunders. All in favor, motion carried.

**STATE CONVENTION DELEGATE:** Motion certifying Mr. Kerr as delegate to the 2023 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 2023 PSATS State Convention made by Mr. Saunders and seconded by Mr. Jesteadt. All in favor. Motion carried.

**2023 MILEAGE REIMBURSEMENT:** Motion by Mr. Kerr setting rate by IRS (currently: .655/mile), second Mr. Saunders. All in favor. Motion carried.

**2023 FEE SCHEDULE RESOLUTION 2023-03:** Motion by Mr. Kerr to adopt Resolution 2023-03 setting the Township's 2023 Fee Schedule, second by Mr. Saunders. All in favor. Motion carried.

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

**ASSISTANT TO THE SECRETARY/TREASURER:** Motion to appoint Marnie Chuba as Assistant to the Secretary/Treasurer made by Mr. Kerr. Seconded by Mr. Jesteadt. All in favor. Motion carried.

**SEWAGE ENFORCEMENT OFFICER:** Motion to appoint Mr. Doug Duncan as Sewage Enforcement Officer made by Mr. Kerr. Seconded by Mr. Jesteadt. All in favor. Motion carried.

**ALTERNATE SEWAGE ENFORCEMENT OFFICER:** Motion by Mr. Kerr to appoint Collin Fantasky & Patrick West as Alternate Sewage Enforcement Officers. Second by Mr. Jesteadt. All in favor. Motion carried.

**BUILDING CODE ENFORCEMENT AGENCY:** Motion by Mr. Kerr to adopt resolution 2023-04 appointing Professional Code Services as the Building Code Official and Inspection Agency. Second Mr. Jesteadt. 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 the firm of Gannett Fleming as the engineer, second by Mr. Saunders. All in favor. Motion carried.

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

**CERTIFIED PUBLIC ACCOUNTANTS FOR THE YEAR 2023:** Motion made by Mr. Kerr to adopt Resolution #2023-05, appointing the firm of Mark C. Turnley, CPA to perform the 2022 Annual Audit at a cost not to exceed \$5250.00. Second by Mr. Jesteadt. All in favor. Motion carried.

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

**DELINQUENT REAL ESTATE TAX COLLECTOR:** Motion by Mr. Kerr reappointing Butler County Tax Claim as the collector of Delinquent Real Estate Tax. Seconded by Mr. Jesteadt. All in favor. Motion carried.

**DEPUTY REAL ESTATE TAX COLLECTOR:** Motion made by Mr. Kerr and seconded by Mr. Jesteadt to appoint Helen Steiger as Deputy Real Estate Tax Collector for 2023. 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:** 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.

**ADDITIONAL BUSINESS:** Muddy Creek Twp. Part-time Administrative Personnel Policy – Mr. Saunders made a motion to approve the Muddy Creek Twp. Part-time Administrative Personnel Policy as drafted. Mr. Kerr seconded the motion. All in favor. Motion carried.

**ADJOURNMENT:** Motion by Mr. Kerr at 1:14 PM to adjourn, second Mr. Jesteadt. All in favor. Motion carried.

**MUDDY CREEK TOWNSHIP SUPERVISORS**

\_\_\_\_\_  
Dale R. Kerr, Chair

\_\_\_\_\_  
Eric Saunders, Vice Chair

\_\_\_\_\_  
Robert J. Jesteadt, Supervisor

ATTEST:

\_\_\_\_\_  
Abbie M. Flinner  
Secretary/Treasurer

(SEAL)



**MUDDY CREEK TOWNSHIP  
BOARD OF SUPERVISORS**

**January 18, 2023  
1:00 PM**

**CALL TO ORDER:** The Muddy Creek Township Board of Supervisors was called to order at 1:04 PM by Mr. Kerr. Pledge of Allegiance was recited.

**ROLL CALL:** Those present included Mr. Dale Kerr, Mr. Robert Jesteadt, Mr. Thomas Smith, and Mrs. Abbie Flinger. Mr. Rick Saunders entered the meeting at 1:16 PM.

**NOTICE OF RECORDING POLICY:** Mr. Kerr requested for anyone in the meeting to acknowledge the use of a recording device. No one acknowledged a recording device.

**PUBLIC COMMENT/VISITORS:**

Matthew S. & Michael Schilling – discussed possible building plans for a barn/wedding venue. The board provided information to be considered when building an agricultural building versus a commercial venue.

Josh Reinert & Jonathan Garczewski – Thoroughbred Development Expansion (see Planning Commission)

**TREASURER'S REPORT:**

A motion was made by Mr. Saunders to approve the Treasurer's report for December, 2022. Mr. Jesteadt seconded the motion. All in favor. Motion carried.

**ADMINISTRATIVE ACTION (Invoices):** Motion made by Mr. Saunders to pay the bills. (General Fund: 14310 – 14343); Payroll (01/05/2023;01/19/2023); (Electric- Main & Storage - 01/12/2023) Second by Mr. Jesteadt. All in favor. Motion carried.

**MINUTES:**

A motion was made by Mr. Jesteadt and seconded by Mr. Kerr to approve the minutes for the December 21, 2022 meeting. All in favor. Motion carried.

Mr. Saunders made a motion to approve the January 4, 2023 Organizational Meeting minutes. This was seconded by Mr. Jesteadt. All in favor. Motion carried.

**CORRESPONDENCE:**

Thank you – Prospect Community Library  
Portersville EMS – Proposed Budget

**COMMITTEE UPDATES:**

**PLANNING COMMISSION:**

Thoroughbred Development Expansion – Mr. Kerr made a motion to approve the preliminary plan contingent upon compliance with the requirements set forth in Gannet Fleming's Engineer's Letter. Mr. Jesteadt seconded the motion. All in favor. Motion carried.

**EMERGENCY SERVICES:** No report

**ORDINANCE ENFORCEMENT:** No report

**ROAD DEPARTMENT REPORT:**

Road crew has been preparing for winter weather conditions and doing annual maintenance on vehicles and equipment.

**PERMITS:**

**Building:**

364 Pfeifer Road – garage – change of use - pending

1651 Perry Highway – Convenience store - pending

**SWM:**

Stanford Road - pending

**Junkyard:**

Hastings – 107 Hastings Lane

Kern – 1599 Perry Hwy.

**Driveway:**

Stanford Road - pending

**NEW BUSINESS:**

Gift for Mr. Jansce – Mr. Saunders made a motion to ratify the sending of a memorial garden stone to Mr. Jansce’s home following the recent loss of his wife. Mr. Jesteadt seconded the motion. All in favor. Motion carried.

2022 Survey of Financial Condition – Mr. Saunders made a motion to ratify the submission of the 2022 Survey of Financial Condition to DCED. Mr. Jesteadt seconded this motion. All in favor. Motion carried.

2023 Salt Contract – Mr. Saunders made a motion to ratify the submission of the 2023-2024 Costars Salt Contract. Mr. Jesteadt seconded the motion. All in favor. Motion carried.

2023 Bids – Mr. Saunders made a motion to prepare 2023 bids for advertisement, and begin collecting phone bids. Mr. Jesteadt seconded this motion. All in favor. Motion carried.

**SOLICITOR’S COMMENTS:** None

**SECRETARY’S COMMENTS:** None

**ADJOURNMENT:** Motion by Mr. Kerr to adjourn at 2:53 PM. Seconded by Mr. Saunders. All in favor. Motion carried.

**MUDDY CREEK TOWNSHIP SUPERVISORS**

\_\_\_\_\_  
Dale Kerr, Chairman

\_\_\_\_\_  
Abbie M. Flinner, Secretary/Treasurer

\_\_\_\_\_  
Eric “Rick” Saunders

(Seal)

\_\_\_\_\_  
Robert J. Jesteadt, Sr.