



**BOARD OF SUPERVISORS  
ORGANIZATIONAL MEETING AGENDA**

**January 3, 2024**

**1:00 PM**

**CALL TO ORDER:** The Muddy Creek Township Board of Supervisors Organizational Meeting was called to order by Mr. Saunders at 1:11 pm.

**ROLL CALL:** Those present included Mr. Dale Kerr, Mr. Rick Saunders, Mr. Dale Hall, 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 2024, second Mr. Hall. 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 2024, second Mr. Hall. 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, second Mr. Saunders. All in favor. Motion carried.

**LOCAL TAX RATES FOR 2024 RESOLUTION 2024-01:** A motion was made by Mr. Kerr to adopt Resolution 2024-01. Second by Mr. Saunders. All in favor. Motion carried.

**WAGE AND SALARY RESOLUTION 2024-02:** Motion by Mr. Saunders to adopt Resolution 2024-02. Second by Mr. Hall. All in favor. Motion carried.

**TREASURER'S BOND:** Motion by Mr. Kerr establishing the bond amount at \$700,000.00 for the year 2024, second by Mr. Saunders. All in favor. Motion carried. An additional motion was made by Mr. Kerr to establish an additional \$700,000.00 bond for the Assistant Treasurer. This motion was seconded by Mr. Hall. All in favor, motion carried.

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

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

**DEPOSITORY:** Motion by Mr. Saunders selecting First National Bank for the Township's General Fund, Master Escrow, Highway Aid, Fire Tax, Capital Reserve Fund, Act 13 Capital Reserve Fund, and COVID Fiscal Recovery accounts. Second by Mr. Hall. All in favor. Motion carried.

**2024 MEETING LOCATION, TIME, & DATES:** Motion by Mr. Saunders setting the Board of Supervisors' 2024 Meeting Schedule as follows: Meetings will be held at 420 Stanford Road. In January, February, March, November, and December, meetings will be held at 1:00 pm, and the remainder of the year, meetings will be held at 7:00 pm. Meetings will take place on the third Wednesday of every month. Second by Mr. Hall. All in favor. Motion carried.

**NEWSPAPER PUBLICATIONS:** Motion by Mr. Saunders designating The Butler Eagle for the publication of the Township's legal notices, second by Mr. Hall. All in favor. Motion carried.

**PLANNING APPOINTMENT/REAPPOINTMENTS:** Motion by Mr. Saunders to reappoint Mr. James Jansce to the Planning Commission for a four-year term, ending December 31, 2027. Seconded by Mr. Hall. All in favor, motion carried.

**TOWNSHIP AUDITORS:** Motion by Mr. Saunders to appoint Mr. Derek Flinner as township auditor for a four-year term, ending December 31, 2027. Seconded by Mr. Hall. All in favor, motion carried.

Motion by Mr. Saunders to appoint Mr. Ronald Flinner as township auditor for a two-year term, ending December 31, 2025. Seconded by Mr. Hall. All in favor, motion carried.

**STATE CONVENTION DELEGATE:** Motion certifying Mr. Kerr as delegate to the 2024 PSATS State Convention made by Mr. Saunders and seconded by Mr. Hall. All in favor. Motion carried.

**STATE CONVENTION VOTING DELEGATE:** Motion certifying Mr. Kerr as the Township's voting delegate to the 2024 PSATS State Convention made by Mr. Saunders and seconded by Mr. Hall. All in favor. Motion carried.

**2024 MILEAGE REIMBURSEMENT:** Motion by Mr. Saunders setting rate by IRS (currently: .67/mile), second Mr. Kerr. All in favor. Motion carried.

**2024 FEE SCHEDULE RESOLUTION 2024-03:** Motion by Mr. Saunders to adopt Resolution 2024-03 setting the Township's 2024 Fee Schedule, second by Mr. Hall. All in favor. Motion carried.

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

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

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

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

**ALTERNATE SEWAGE ENFORCEMENT OFFICER:** Motion by Mr. Saunders to appoint Collin Fantasky as First Alternate Sewage Enforcement Officer & Patrick West as Second Alternate Sewage Enforcement Officer. Second by Mr. Hall. All in favor. Motion carried.

**BUILDING CODE ENFORCEMENT AGENCY:** Motion by Mr. Saunders to adopt Resolution 2024-04 appointing Professional Code Services as the Building Code Official and Inspection Agency. Second Mr. Hall. All in favor. Motion carried.

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

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

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

**CERTIFIED PUBLIC ACCOUNTANTS FOR THE YEAR 2024:** Motion made by Mr. Saunders to adopt Resolution #2024-05, appointing the firm of Mark C. Turnley, CPA to perform the 2023 Annual Audit at a cost not to exceed \$5,250.00. Second by Mr. Hall. All in favor. Motion carried.

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

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

**DEPUTY REAL ESTATE TAX COLLECTOR:** Motion made by Mr. Saunders and seconded by Mr. Hall to appoint Helen Steiger as Deputy Real Estate Tax Collector for 2024. All in favor. Motion carried.

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

**EMERGENCY SERVICES:** Motion made by Mr. Saunders to appoint Portersville-Muddy Creek Township Volunteer Fire Department as the township's emergency service. Second by Mr Hall. Motion made by Mr. Saunders appointing Portersville EMS as the Emergency Medical Service Provider. Second by Mr. Hall. All in favor. Motion carried.

**EMA COORDINATOR:** Motion by Mr. Saunders to appoint Mr. Vaughn Badger, second Mr. Hall. All in favor. Motion carried.

**ADJOURNMENT:** Motion by Mr. Saunders at 1:21 pm to adjourn, second Mr. Kerr. 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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Dale A. Hall, Supervisor

ATTEST:

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Abbie M. Flinner  
Secretary/Treasurer

(SEAL)