

**MUDDY CREEK TOWNSHIP
BOARD OF SUPERVISORS
ORGANIZATIONAL MEETING
January 6, 2014
7:00 p.m.**

CALL TO ORDER: The Muddy Creek Township Board of Supervisors Organizational Meeting was called to order by Mr. Saunders at 7:04 PM.

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

CHAIRPERSON: Motion by Mr. Saunders to nominate Mr. Kerr as Board of Supervisors Chair for 2014, second Mr. Jesteadt. All in favor. Motion carried.

VICE-CHAIRPERSON: Motion by Mr. Jesteadt to nominate Mr. Saunders, second Mr. Kerr. All in favor. Motion carried.

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

LOCAL TAX RATES FOR 2014 RESOLUTION 2014-01: A motion was made by Mr. Kerr to adopt Resolution 2014-01. Second by Mr. Jesteadt. All in favor. Motion carried.

WAGE AND SALARY RESOLUTION 2014-02: Motion by Mr. Kerr to adopt Resolution 2014-02. Second by Mr. Jesteadt. All in favor. Motion carried.

TREASURER'S BOND: Motion by Mr. Kerr establishing the bond amount at \$500,000.00 for the year 2014, second by Mr. Saunders. All in favor. Motion carried.

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

VACANCY BOARD: Motion by Mr. Kerr to appoint Mr. Robert Ondo to the vacancy board (contingent upon Mr. Ondo's acceptance). Second by Mr. Saunders. 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.

BUTLER COUNTY COUNCIL OF GOVERNMENTS: Motion made by Mr. Kerr to appoint Mr. Jesteadt as the township's representative at the Butler County Council of Governments. Second by Mr. Saunders. All in favor. Motion carried.

DEPOSITORY: Motion by Mr. Kerr selecting First National Bank for the Township's accounts, second by Mr. Saunders. All in favor. Motion carried.

2014 MEETING SCHEDULE: Motion by Mr. Saunders to schedule monthly meetings of the Board of Supervisors on the third Wednesday of each month at 7:00 PM at the Muddy Creek BBQ. Second Mr. Kerr. All in favor. Motion carried.

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

PLANNING APPOINTMENT/REAPPOINTMENTS: Mr. Kerr made a motion to Appoint Mr. James Jancse to a five year term ending on December 31, 2018. Appoint Mr. Gary Hite to a one year term to finish Mr. Hynes term ending on December 31, 2014. Appoint Mr. Larry Coble to a one year term as alternate ending on December 31, 2014.

TOWNSHIP AUDITORS: A motion was made by Mr. Saunders to appoint Michael Hart to the auditor position to serve a two year term ending December 31, 2015. All in favor. Motion carried.

Ms. Diana Miller has accepted the six year term as a write in candidate.

STATE CONVENTION DELEGATE: Motion to table made by Mr. Kerr and seconded by Mr. Saunders. All in favor. Motion carried.

STATE CONVENTION VOTING DELEGATE: Motion to table made by Mr. Kerr and seconded by Mr. Saunders. All in favor. Motion carried.

2014 MILEAGE REIMBURSEMENT: Motion by Mr. Kerr setting rate by IRS (.56/mile) second Mr. Saunders. All in favor. Motion carried.

FEE SCHEDULE: Motion by Mr. Saunders to adopt Resolution 2014-03 setting the Township's 2014 Fee Schedule, second by Mr. Kerr. All in favor. Motion carried.

TOWNSHIP HOLIDAYS OBSERVED: Motion by Mr. Kerr setting the holiday as follows: News Years Day, Christmas Day, Thanksgiving Day, Veteran's Day, Memorial Day, Labor Day, and the 4th of July, second Mr. Saunders. 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. Kerr. 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: Motion to appoint Marnie Chuba as assistant to the secretary made by Mr. Saunders. Seconded by Mr. Kerr. All in favor. Motion carried.

SEWAGE ENFORCEMENT OFFICER: Motion by Mr. Saunders to appoint Doug Duncan as primary Sewage Enforcement Officer, second Mr. Kerr. Second by Mr. Jesteadt. All in favor. Motion carried.

ALTERNATE SEWAGE ENFORCEMENT OFFICER: Motion by Mr. Saunders to appoint David Ice as alternate sewage enforcement officer (if accepted). Second by Mr. Kerr. All in favor. Motion carried.

BUILDING CODE ENFORCEMENT AGENCY: Motion by Mr. Kerr to adopt resolution 2014-04 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: Motion by Mr. Kerr to adopt Resolution 2014-05n appointing the Firm of Caruso & Caruso, PC to perform the 2013 Annual Financial Audit at a cost not to exceed \$4700.00, second Mr. Saunders. 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.

EARNED INCOME TAX/ LOCAL SERVICES TAX COLLECTOR: Motion by Mr. Kerr to appoint Berkheimer Tax Administrator to collect the Current and Delinquent Local Services Tax and the current and delinquent Earned Income Tax. Second by Mr. Saunders. All in favor. Motion carried.

FIRE DEPARTMENT: Motion made by Mr. Kerr to appoint Portersville-Muddy Creek Township Volunteer Fire Department as the Muddy Creek Township Fire Company/Emergency Service. Second by Mr. Saunders. All in favor. Motion carried.

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

ADJOURNMENT: Motion by Mr. Kerr at 7:14 p.m. to adjourn, second Mr. Saunders. All in favor. Motion carried.

MUDDY CREEK TOWNSHIP SUPERVISORS

Dale R. Kerr, Chair

Eric Saunders, Vice Chair

Robert J. Jesteadt, Supervisor

ATTEST:

Kelly Livermore
Secretary/Treasurer

(SEAL)

**MUDDY CREEK TOWNSHIP
BOARD OF SUPERVISORS**

January 15, 2014

7:00 PM

CALL TO ORDER: The Muddy Creek Township Board of Supervisors was called to order at 7:00 PM by Mr. Dale Kerr. Pledge of Allegiance was recited.

ROLL CALL: Those present included Mr. Dale Kerr, Mr. Rick Saunders, Mr. Bob Jesteadt, Mr. Thomas Smith and Mrs. Kelly Livermore. .

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.

VISITORS: Ken and Gail Schlichtkrull and Gerri Walzer

TREASURER'S REPORT: A motion was made by Mr. Saunders to accept the treasurer's report for the month of December, 2013. Second by Mr. Jesteadt. All in favor. Motion carried.

ADMINISTRATIVE ACTION (Invoices): Motion made by Mr. Saunders to pay the bills General Fund checks (10940-10985) not to release the payment to Bethlehem Fence and Wire until the guiderails have been inspected and Fire Tax Fund (1042-1044) Second by Mr. Jesteadt. All in favor. Motion carried.

MINUTES: Motion made by Mr. Saunders with a second by Mr. Jesteadt to adopt the December 19, 2013 meeting minutes. All in favor. Motion carried.
A motion was made by Mr. Saunders and seconded by Mr. Jesteadt to adopt the January 6, 2014 Reorganization Meeting Minutes. All in favor. Motion carried.

CORRESPONDENCE:

Caruso and Caruso: 2012 Management Letter. Motion for Mr. Smith to develop a fraud and conflict of interest policy made by Mr. Kerr and seconded by Mr. Saunders. All in favor. Motion carried.

Berkheimer: 2013 EIT collection Report provided to the Board.

Prospect Library: Statistics

PA DEP: Approval for Oliver Plan for SFTF approved

Butler County Assessment: Certified Assessment for Muddy Creek Township 12/31/13

Butler County Tax Office: Millage Rate Form for 2014

Solicitor Proposal: Motion made by Mr. Saunders to approve the proposal submitted by Mr. Smith. Second by Mr. Jesteadt. All in favor. Motion carried.

PCS Agreement: Motion made by Mr. Saunders to approve the proposal submitted by PCS. Second by Mr. Jesteadt. All in favor. Motion carried.

Gannett Fleming Proposal: Motion made by Mr. Saunders to approve the proposal submitted by Gannett Fleming. Second by Mr. Jesteadt. All in favor. Motion carried.

Senate Engineering Proposal: Motion made by Mr. Saunders to approve the proposal submitted by Mr. Smith. Second by Mr. Jesteadt. All in favor. Motion carried.

Doug Duncan Proposal: Motion made by Mr. Saunders to approve the proposal submitted by Mr. Duncan. Second by Mr. Jesteadt. All in favor. Motion carried.

Markosky Engineering Group: Adams to Perry Pipeline Act 14,67,68 and 127 notification.

ADP: W-2's received. Motion to distribute made by Mr. Saunders and seconded by Mr. Jesteadt. All in favor. Motion carried.

Directory Listing: List office information for officials

EMC: Statement of Values for Stanford Road Building *needs signed

Pilot: Direct Deposit to the township account.

PSATS: Road and Bridge Improvement Award

PSATS News Bulletin: Available in the office

PUBLIC COMMENT: None

COMMITTEE UPDATES:

- Planning Commission: Schrichtkrull Line Revision: Motion made by Mr. Saunders to approve the request to waive the alternate septic testing on each parcel and 2 foot contours. Second by Mr. Jesteadt. All in favor. Motion carried. Motion to approve the plan made by Mr. Kerr and seconded by Mr. Saunders. All in favor. Motion carried.

Oliver Plan: Motion to table made by Mr. Saunders. Second by Mr. Jesteadt. All in favor. Motion carried..

- BCATO:
January meeting cancelled due to weather.
- COG:
Reorganizational meeting.
- ACT 32 COMMITTEE:
No report.

ROAD DEPARTMENT REPORT:

- A. Wallace Road (Gearhart) Driveway. The engineer met with Mr. Gearhart to review the requirements of the board.

PERMITS ISSUED:

Septic Permits:

Freuhauf: Septic for new building – working on new stormwater plan if building a building the same size or smaller than the proposed bus terminal without the parking area. Wants to build a machine shop which will need a septic system.

Building:

Barron (Hunters Hill) New Home

Permit Numbers 2013 (2002-2027), 2014 will begin with 2028.

Driveway:

Kelner continues to work on SWM. Tom Thompson reviewed it and has a few comments on the plan. An easement agreement needs to be completed and recorded for the stormwater. Mr. Kelner submitted the cost estimate for the installation costs at \$849.00 with an escrow of \$934.00. *Tom Thompson reviewed the estimate and believes that the

costs are within current standards. Board approval needed. * Need approval for operation and maintenance agreement and review fee agreement.

Barron (Hunters Hill) Driveway: This is a private road. No permit should be issued.

OLD BUSINESS:

- A. Indemnity Agreement for HOP: Motion to approve the agreement made by Mr. Saunders. Second by Mr. Jesteadt. All in favor. Motion carried.
- B. FEMA Flood Insurance Rate Map: The township does not have to have a second meeting to notify residents since there have been no changes to the plan impacting Muddy Creek Township residents. A motion to remove from the agenda was made by Mr. Saunders and seconded by Mr. Jesteadt. All in favor. Motion carried.
- C. Oliver Small Flow: DEP approved the proposed plan. A water quality management permit is required. Motion to remove from the agenda made by Mr. Saunders. Seconded by Mr. Jesteadt. All in favor. Motion carried.

NEW BUSINESS:

- A. Earned Income Tax Account: Mr. Cessar contacted the bank manager at Slippery Rock branch regarding the dormant fee .
- B. DeSuta: Still waiting for BCCD. The land development plan was recorded as was the stormwater agreement.
- C. Auditor: A motion was made by Mr. Saunders to appoint Sue Taimuty to Auditor term 2 year effective January 1, 2014 to expire December 31, 2015. Second by Mr. Jesteadt. All in favor. Motion carried.
- D. PA Prevailing Wage Act: Increased from 25,000 to 100,000 public works to mean construction, reconstruction, demolition, alteration and repair work, other than maintenance work. Locally funded to mean any project funded by liquid fuels, municipal funds, state funds or any other listed funding source.
- E. Bidding Thresholds: contracts below \$10,300 require no bidding or quotes, contracts above \$10,300 to \$19,100 require three quotes, and contract over \$19,100 require formal bidding.
- F. Fraud Prevention Policy: The policy will be forwarded to the Local 66 Union for review.
- G. Guiderrails: Installed 1/14. Tom Thompson will inspect prior to release of payment.
- H. Bid Packets for Aggregate, Single Seal and Paving: PennDot (Mr. Knapko) reviewed the 2014 projects for bid packet preparation.
- I. Color copier: Mr. Saunders motion to approve the obtaining of quotes for a copier (color laser) for the next Board meeting. Second by Mr. Jesteadt. All in favor. Motion carried..

SOLICITORS COMMENTS: None.

SECRETARY'S COMMENTS: Just Hangin Around Tree Service will be doing tree trimming when the weather cooperates. Letters to property owners were mailed in late December, 2013.

ADJOURNMENT: Motion by Mr. Saunders to adjourn at 7:39PM. Second by Mr. Jesteadt. All in favor. Motion carried.

MUDDY CREEK TOWNSHIP SUPERVISORS

Dale Kerr, Chairman

Eric "Rick" Saunders

Robert J. Jesteadt, Sr.

Kelly A. Livermore, Secretary/Treasurer

(Seal)