

**MUDDY CREEK TOWNSHIP
BOARD OF SUPERVISORS
ORGANIZATIONAL MEETING
January 3, 2022
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. Eric Saunders, Mr. Robert Jesteadt and Mrs. Marnie Chuba.

PLEDGE OF ALLEGIANCE: The pledge of allegiance was recited.

BOARD OF SUPERVISORS:

CHAIRPERSON: A motion by Mr. Saunders to nominate Dale Kerr as Board of Supervisors Chair for 2022. Seconded by Mr. Jesteadt. All in favor. Motion carried.

VICE-CHAIRPERSON: A motion by Mr. Jesteadt to nominate Mr. Saunders as Vice Chair for 2022. Seconded by Mr. Saunders. All in favor. Motion carried.

ADMINISTRATIVE STAFF APPOINTMENTS:

SECRETARY/TREASURER/OPEN RECORDS/PERMIT ISSUANCE OFFICER: A motion by Mr. Saunders and seconded by Mr. Jesteadt to appoint Abbie Flinner as Secretary/Treasurer, Permit Issuance Officer. All in favor. Motion carried.

ASSISTANT SECRETARY: A motion by Mr. Saunders and seconded by Mr. Jesteadt to appoint Marnie Chuba as Assistant Secretary/Planning Commission Recording Secretary. All in favor. Motion carried.

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

ROAD WORKER: A motion by Mr. Saunders and seconded by Mr. Jesteadt to appoint Cody Lunn as Road Worker. All in favor. Motion carried.

SEWAGE ENFORCEMENT OFFICER: A motion by Mr. Saunders and seconded by Mr. Jesteadt to appoint Doug Duncan as the Sewage Enforcement Officer. All in favor. Motion carried.

ALTERNATE SEWAGE ENFORCEMENT OFFICER: A motion by Mr. Saunders and seconded by Mr. Jesteadt to appoint Collin Fantaskey as Alternate Sewage Enforcement Officer. All in favor. Motion carried.

ROADMASTER: A motion by Mr. Saunders and seconded by Mr. Jesteadt to appoint Dale Kerr as Township Roadmaster. All in favor. Motion carried.

PENSION ADMINISTRATIVE OFFICER: A motion by Mr. Saunders and seconded by Mr. Jesteadt to appoint Abbie Flinner as Administrative Officer for the Pension Fund. All in favor. Motion carried.

ADMINISTRATIVE OFFICER FOR PA UNEMPLOYMENT COMPENSATION ACCOUNT:
A motion made by Mr. Saunders and seconded by Mr. Jesteadt to appoint Abbie Flinner as PA U/C Administrative Officer. All in favor. Motion carried.

A motion made by Mr. Saunders and seconded by Mr. Jesteadt to appoint Dale Kerr as the Township's voting delegate to the 2022 State Convention. All in favor. Motion carried.

TOWNSHIP BUSINESS:

LOCAL TAX RATES FOR 2022: A motion made by Mr. Saunders and seconded by Mr. Jesteadt to adopt **Resolution 2022-01**, establishing local tax rates for 2022. All in favor. Motion carried.

WAGE AND SALARY RESOLUTION 2022-02: A motion made by Mr. Kerr and seconded by Mr. Jesteadt to adopt **Resolution 2022-02**, adopting Wage and Salary Resolution All in favor. Motion carried.

FEE SCHEDULE RESOLUTION 2022-03: A motion made by Mr. Kerr and seconded by Mr. Saunders to adopt **Resolution 2022-03**, setting the Township's 2022 Fee Schedule. All in favor. Motion carried.

NEWSPAPER PUBLICATIONS: A motion made by Mr. Kerr and seconded by Mr. Jesteadt designating The Butler Eagle for the publication of the Township's legal notices. All in favor. Motion carried.

DEPOSITORY: A motion made by Mr. Kerr and seconded by Mr. Saunders selecting First National Bank as depository for the Township's accounts. All in favor. Motion carried.

2022 MILEAGE REIMBURSEMENT: A motion made by Mr. Kerr and seconded by Mr. Jesteadt setting the Township's mileage reimbursement rate established by the Internal Revenue Service for 2022 at 58.5 cents per mile. All in favor. Motion carried.

NON-UNION PART TIME REGULAR HOURLY EMPLOYEE PAID TIME OFF:

MUDDY CREEK TOWNSHIP HOLIDAYS: A motion made by Mr. Kerr and seconded by Mr. Jesteadt to approve the following non-union hourly rate regular part time employees having three paid holidays (4th 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: A motion made by Mr. Kerr and seconded by Mr. Jesteadt 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 2022 calendar year. Unused personal time on December 31, 2022 will be forfeited. All in favor. Motion carried.

TREASURER'S BOND: A motion made by Mr. Kerr and seconded by Mr. Jesteadt establishing the Treasurer's Bond for the year 2022 at \$700,000. All in favor. Motion carried.

2022 MEETING SCHEDULE: A motion made by Mr. Kerr and seconded by Mr. Jesteadt 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. All in favor. Motion carried.

BOARD APPOINTMENTS:

VACANCY BOARD: A motion made by Mr. Kerr and seconded by Mr. Jesteadt to appoint Mr. Jim Jancse to the vacancy board. All in favor. Motion carried.

APPOINTMENTS/REAPPOINTMENTS TO BOARDS AND COMMISSIONS: A motion was made by Mr. Kerr and seconded by Mr. Jesteadt to appoint Ms. Cynthia Hinkle to the Planning Commission for a four (4) year term. All in favor. Motion carried

A motion made by Mr. Kerr and seconded by Mr. Jesteadt to appoint Mr. Rick Saunders and Mr. Robert Jesteadt as alternates for the Planning Commission for a one (1) year term. All in favor. Motion carried.

A motion made by Mr. Kerr and seconded by Mr. Jesteadt to appoint Derek Flinner to a two (2) year term as auditor. All in favor. Motion carried.

Ron Flinner has 2 years remaining on his four (4) year term.

CONTRACTED/PROFESSIONAL SERVICES:

BUILDING CODE ENFORCEMENT AGENCY: A motion made by Mr. Kerr and seconded by Mr. Saunders to adopt **Resolution 2022-04** appointing Professional Code Services as the Building Code Official and Inspection Agency. All in favor. Motion carried.

SOLICITOR: A motion made by Mr. Kerr and seconded by Mr. Jesteadt to appoint Thomas L. Smith as Township Solicitor. All in favor. Motion carried.

ENGINEER: A motion made by Mr. Kerr and seconded by Mr. Jesteadt to appoint Gannett Fleming as Township Engineer. All in favor. Motion carried.

ALTERNATE ENGINEER: A motion made by Mr. Kerr and seconded by Mr. Jesteadt to appoint Senate Engineering as the Alternate Township Engineer. All in favor. Motion carried.

CERTIFIED PUBLIC ACCOUNTANTS FOR THE YEAR 2022: A motion made by Mr. Kerr and seconded by Mr. Jesteadt to adopt **Resolution 2022-05**, appointing the firm of Caruso and Spencer to perform the 2021 Annual Financial Audit at a cost not to exceed \$5,510.00. All in favor. Motion carried.

TAX SERVICES:

REAL ESTATE TRANSFER TAX COLLECTOR: Motion by Mr. Kerr, seconded by Mr. Saunders reappointing Butler County Recorder of Deeds for Real Estate Transfer Tax Collector. All in favor. Motion carried.

LST/EIT COLLECTOR: Motion by Mr. Kerr, seconded by Mr. Jesteadt to appoint Berkheimer Tax Associates to collect the current and delinquent Emergency and Municipal services Tax, and current and delinquent Earned Income Tax. All in favor. Motion carried.

DEPUTY TAX COLLECTOR: A motion made by Mr. Kerr and seconded by Mr. Jesteadt to appoint Helen Staiger, Tax Collector for Brady Township, as Deputy Tax Collector for 2022. All in favor. Motion carried.

EMERGENCY SERVICES:

EMERGENCY SERVICES PROVIDER: A motion made by Mr. Kerr and seconded by Mr. Jesteadt to appoint Portersville-Muddy Creek Township Volunteer Fire Department as the Township's Emergency Service.

A motion made by Mr. Kerr and seconded by Mr. Jesteadt to appoint Portersville EMS as the Township's Ambulance Provider. All in favor. Motion carried.

EMERGENCY MANAGEMENT AGENCY COORDINATOR: A motion made by Mr. Kerr and seconded by Mr. Jesteadt appointing Mr. Vaughn Badger as the EMA Coordinator. All in favor. Motion carried.

ADJOURNMENT: A motion made by Mr. Saunders and seconded by Mr. Jesteadt to adjourn the meeting at 1:11 PM. All in favor. Motion carried.

MUDDY CREEK TOWNSHIP SUPERVISORS

Dale R. Kerr, Chair

Eric Saunders, Vice Chair

Robert J. Jesteadt, Supervisor

ATTEST:

Abbie Flinner
Secretary/Treasurer

(SEAL)

Minutes prepared by:
Marnie Chuba, Assistant Secretary



**MUDDY CREEK TOWNSHIP
BOARD OF SUPERVISORS
January 19, 2022
1:00 PM**

CALL TO ORDER: The Muddy Creek Township Board of Supervisors was called to order at 1:23 PM by Mr. Saunders. Pledge of Allegiance was recited.

ROLL CALL: Those present included Mr. Rick Saunders Mr. Robert Jesteadt, Mr. Thomas Smith, and Mrs. Abbie Flinger.

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

PUBLIC COMMENT/VISITORS:
Jay Wack

TREASURER'S REPORT:
A motion was made by Mr. Robert Jesteadt to approve the Treasurer's report for December, 2021. Mr. Saunders seconded the motion. All in favor, motion carried.

ADMINISTRATIVE ACTION (Invoices): Motion made by Mr. Jesteadt to pay the bills. (General Fund: 13990-14016 (Void: 14008); Payroll (12/23/2021;1/6/2022); (Electric- 1/11/2022) Second by Mr. Saunders. All in favor. Motion carried.

MINUTES:
A motion was made by Mr. Jesteadt and seconded by Mr. Saunders to approve the minutes for the December 15, 2021 meeting. All in favor. Motion carried.

Mr. Saunders made a motion to approve the January 3, 2022 Organizational Meeting minutes. This was seconded by Mr. Jesteadt. All in favor. Motion carried.

CORRESPONDENCE: None

COMMITTEE UPDATES:
PLANNING COMMISSION: No meeting in January
EMERGENCY SERVICES: No report
ORDINANCE ENFORCEMENT: No report

ROAD DEPARTMENT REPORT:
Walker Road – concerns regarding the blocking of a driveway used as a turn-around area were discussed.

Mr. Kerr entered the meeting via telephone at approximately 1:45 pm. He reported receiving several phone calls regarding issues on roads not belonging to Muddy Creek Township. Concerns regarding possible junk yard ordinance violations were also discussed by Mr. Kerr.

PERMITS:

Building:

Kusner – Assessment

Crown Castle – Assessment

Septic:

Knight – application

Hvizdak – new SFTF

OWV: None

Driveway: None

UNFINISHED BUSINESS:

ARPA Funds – A discussion was held regarding the recent release of the final rules for the usage of these funds.

NEW BUSINESS:

Traffic Signal Maintenance Contract – Mr. Saunders made a motion to approve the Bruce and Merrilees Contract for 2022. This was seconded by Mr. Jesteadt. All in favor. Motion carried.

Granny Flat Approvals – Mr. Saunders made a motion to approve the Granny Flat Exemptions for Diestrich/Eisler and Kradel/McCoy. Mr. Jesteadt seconded this motion. All in favor. Motion carried.

Junk Yard Regulation Ordinance Draft – The draft was reviewed.

No Parking Ordinance Draft – Mr. Saunders made a motion to have Mr. Thomas Thompson conduct traffic studies on Cheeseman, Kildoo, Johnson, and Burnside Road. Mr. Jesteadt seconded this motion. All in favor. Motion carried.

SOLICITOR’S COMMENTS: Mr. Smith brought the recent passing of Mrs. Livermore’s father to the attention of the board. Given her dedicated years of service to the township, Mr. Saunders made a motion to purchase a memorial lamp for Ms. Livermore and have it sent to her with a card offering the township’s condolences. This gift was not to exceed \$100. Mr. Jesteadt seconded this motion. All in favor. Motion carried.

SECRETARY’S COMMENTS: None

ADJOURNMENT: Motion by Mr. Saunders to adjourn at 2:29 PM. Seconded by Mr. Jesteadt. All in favor. Motion carried.

MUDDY CREEK TOWNSHIP SUPERVISORS

Dale Kerr, Chairman

Abbie M. Flinner, Secretary/Treasurer

Eric “Rick” Saunders

Robert J. Jesteadt, Sr.

(Seal)