

**MUDDY CREEK TOWNSHIP  
BOARD OF SUPERVISORS  
ORGANIZATIONAL MEETING  
January 7, 2019  
1:00 PM**

**CALL TO ORDER:** The Muddy Creek Township Board of Supervisors Organizational Meeting was called to order by Mr. Saunders at 1:08 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.  
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 2019, 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 2019, 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 2019 RESOLUTION 2019-01:** A motion was made by Mr. Kerr to adopt Resolution 2018-01. Second by Mr. Saunders. All in favor. Motion carried.

**WAGE AND SALARY RESOLUTION 2019-02:** Motion by Mr. Kerr to adopt Resolution 2019-02. 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 2019, second 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. Dale Kerr to appoint Mr. Jim Jancse to the vacancy board. Second by Mr. Saunders. All in favor. Motion carried.

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

**2019 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. Jesteadt. All in favor. Motion carried.

**PLANNING APPOINTMENT/REAPPOINTMENTS:** Mr. Kerr made a motion to Appoint Mr. Jim Jancse to a four year term ending on December 31, 2023. Second by Mr. Jesteadt. 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, 2019. All in favor. Motion carried.

**TOWNSHIP AUDITORS:** No new appointments. Mr. Hart is appointed to December 31, 2019 and Mrs. Miller is elected to December 31, 2019.

**STATE CONVENTION DELEGATE:** Motion certifying Mr. Kerr as delegate to the 2019 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 2019 PSATS State Convention made by Mr. Saunders and seconded by Mr. Jesteadt. All in favor. Motion carried.

**2019 MILEAGE REIMBURSEMENT:** Motion by Mr. Kerr setting rate by IRS (.58/mile) second Mr. Saunders. All in favor. Motion carried.

**2019 FEE SCHEDULE RESOLUTION 2019-03:** Motion by Mr. Kerr to adopt Resolution 2019-03 setting the Township's 2019 Fee Schedule, second by Mr. Jesteadt. 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. 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.

**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.

**ALTERNATE SEWAGE ENFORCEMENT OFFICER:** Motion by Mr. Kerr to appoint David Ice as Alternate Sewage Enforcement Officer. Second by Mr. Jesteadt. All in favor. Motion carried.

**BUILDING CODE ENFORCEMENT AGENCY:** Motion by Mr. Kerr to adopt resolution 2019-04 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 2019:** Motion made by Mr. Kerr to adopt Resolution #2019-05, appointing the firm of Caruso and Spencer to perform the 2018 Annual Audit at a cost not to exceed \$4750.00. Second by 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.

**DEPUTY REAL ESTATE TAX COLLECTOR:** Motion made by Mr. Kerr and seconded by Mr. Jesteadt to appoint Sherry Filges as Deputy Real Estate Tax Collector for 2019. 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.

**ADJOURNMENT:** Motion by Mr. Kerr at 1:17 PM to adjourn, second Mr. Saunders. 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)

**MUDDY CREEK TOWNSHIP  
BOARD OF SUPERVISORS  
January 16, 2019  
1:00 PM**

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

**PUBLIC COMMENT/VISITORS:** None

**TREASURER'S REPORT:**

A motion was made by Mr. Saunders to accept the treasurer's report for the month of December, 2018. Second by Mr. Jesteadt. All in favor. Motion carried.

**ADMINISTRATIVE ACTION (Invoices):** Motion made by Mr. Saunders to pay the bills General Fund checks (GF: 12890-12932: Void 12914) Payroll (12/27/18, 1/10/19), and Fire Tax Fund (1075-1076). Second by Mr. Saunders. All in favor. Motion carried.

**MINUTES:**

A motion was made by Mr. Saunders to approve the December 19, 2018 meeting minutes. Second by Mr. Kerr. All in favor. Motion carried. Mr. Jesteadt abstained due to his absence.

A motion was made by Mr. Saunders and seconded by Mr. Jesteadt to approve the January 7, 2019 organizational meeting. All in favor. Motion carried.

**CORRESPONDENCE:**

Central Pension Fund: Summary of the plan ending January 31, 2018.

FNB: Prospect Office is closing on April 12, 2019

Butler Election Bureau: Information session for people interested in running for office.

**COMMITTEE UPDATES:**

**PLANNING COMMISSION:**

**Brandt Paving: Land Development and Stormwater Management Plan:**

1. Stormwater Management Escrow: A motion to approve the escrow amount of \$121,333 was made by Mr. Saunders and seconded by Mr. Jesteadt. All in favor. Motion carried.
2. Stormwater Operations/Maintenance Agreement: A motion was made by Mr. Saunders and seconded by Mr. Jesteadt to approve the agreement. All in favor. Motion carried.
3. *Land Development Plan/Stormwater Management Plan: A motion was made by Mr. Saunders and seconded by Mr. Jesteadt to approve the plan contingent upon approval by the engineer. All in favor. Motion carried.*

**EMERGENCY SERVICES:** No Update.

**ROAD DEPARTMENT REPORT:**

- Guiderails: Out to bid for opening at the February meeting.

**PERMITS ISSUED:**

UCC: Demo Permit: 897 Perry Highway

SWM: Dollar General: No report

**UNFINISHED BUSINESS:**

Tax Credit Ordinance: No information received from VFD.

Sunset Ridge Road: A motion was made by Mr. Saunders and seconded by Mr. Jesteadt to request for the solicitor and engineer to prepare a plan/agreement. All in favor. Motion carried.

Recycle Day: A motion to table made by Mr. Saunders and seconded by Mr. Jesteadt. All in favor. Motion carried.

Resolution 2019-06: Right To Know Policy: A motion to adopt Resolution 2019-06 was made by Mr. Kerr and seconded by Mr. Jesteadt. All in favor. Motion carried.

Cable Franchise Agreement: A motion to table was made by Mr. Saunders and seconded by Mr. Jesteadt. All in favor. Motion carried.

Brenneman Road: PennDOT amended their records identifying Brenneman Road as a borough road. Liquid Fuels funds for Brenneman Road will be forwarded to Portersville Borough.

**NEW BUSINESS:**

Bruce/Merilees Contract: A motion was made by Mr. Saunders and seconded by Mr. Jesteadt to approve the 2019 contract with Bruce & Merilees for maintenance of the three traffic signals at Pilot/Rte 422, I 79 S/Rte 422 and I 79 N/Rte 422. All in favor. Motion carried.

**SOLICITOR’S COMMENTS:** None.

**SECRETARY’S COMMENTS:** None.

**ADJOURNMENT:** Motion by Mr. Saunders to adjourn at 1:49 PM. Second by Mr. Jesteadt. All in favor. Motion carried.

**MUDDY CREEK TOWNSHIP SUPERVISORS**

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Dale Kerr, Chairman

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Kelly A. Livermore, Secretary/Treasurer

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Eric “Rick” Saunders

(Seal)

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Robert J. Jesteadt, Sr.