Tuesday, April 10, 2018

The Penn Township Board of Supervisors having notified the residents in advance met this evening at 5:50 p.m. to conduct a Community Development Block Grant (CDBG) Hearing for the 2018 Allocation. This was the 1st of 2 public hearings and was conducted by Wendy Leslie, CDBG Coordinator. She advised that the allocation for 2017 was $90,705 ($74,433 activity and $16,272 administrative). She anticipates a similar allocation for 2018. Ms. Leslie stated that she believes CDBG is targeted for complete elimination in the 2019 federal budget. In the last 11 years, 2006 – 2017 Penn Township has received a total of $1,206,141. The hearing ended at approximately 6:00 p.m.

At 6:00 p.m. the regular monthly Board of Supervisors meeting was called to order. Attending this meeting was Chairman, Samuel M. Ward, Vice-Chairman, Douglas A. Roth and Supervisor, Wilbert J. Mowry, Jr., Township Manager, Linda D. Zerfoss and Land Use Administrator, Clinton A. Bonetti and six Township residents and guests were also present.

Minutes – 03/13/18

Supervisor Ward made a motion and Supervisor Roth seconded the motion that there being no additions or corrections to the minutes of the meeting held Tuesday, March 13, 2018, they be approved as presented. The motion carried.

Correspondence

South Butler Community Library – Invitation to attend the VIP Open House featuring the recent remodeling project on Wednesday, April 11, 2018, from 6:30 to 8:00 p.m.

Butler County Economic Development & Planning Communicator – Newsletter dated Spring 2018.

Butler County Commissioners – Information about the Spotted Lanternfly. Decisive action is needed to prevent the spotted lanternfly from spreading throughout Pennsylvania and into neighboring states.

Pennsylvania Unemployment Compensation – Newsletter dated Winter 2018.

Penn Dot – Notice that the Road Turnback Annual Maintenance payment in the amount of $41,080 will be paid on March 1.

Penn Dot – Notice the Liquid Fuels Tax Fund payment in the amount of $255,780.30 will be paid on March 1.

Butler County Conservator – Newsletter dated Winter 2018.

Purvis Brothers, Inc. – Annual downstream notification.

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Correspondence – Continued

Bartlett Tree Experts – Quarterly newsletter.

Ruth Neimiller – Thank you card to the Penn Township Board of Supervisors and employees for flowers for Charles Neimiller.

PSATS News Bulletin – Newsletter for January-February and March 2018.

Butler County Association of Realtors – Invitation to attend a Smart Growth for the 21st Century Course, Monday, May 21, 2018, from 9 am to 1 pm at Founder’s Hall. The cost is $10.00.

PSATS – 2018 proposed resolutions and nominations report for consideration at the 2018 PSATS’ Annual Educational State Conference.

Penn Dot – Quarterly newsletter Moving Forward dated Spring 2018.

The Driveway Sealers, Inc. – Submitted a quote to do the municipal parking lot for $2,690.00. The Board briefly discussed and asked Supervisor Roth if he could get a couple more quotes.

Seminars

The following seminars have been scheduled:

 Crisis Intervention Team – 06/25 – 29

 PennBoc Region 6 Training Event, 05/24

Supervisor Roth made a motion and Supervisor Mowry seconded the motion that all involved be authorized to attend the above-listed seminars. The motion carried.

Treasurer’s Report

Mrs. Zerfoss read the list of invoices paid since the last report was read on March 13, 2018. Township Fund: $96,908.95; Fire Tax Fund: $2,997.80; Municipal Pension Fund: $324.08; Police Pension Fund: $240.09. Deposits into the various Township funds totaled $278,578.58. Balances were read as follows: Township Fund: $917,264.06; Fire Tax Fund: $105,818.80; Act 13 Impact Fund: $587,237.66; Municipal Pension Fund: $556,747.79; Police Pension Fund: $1,148,085.65; State Fund: $252,489.96. Supervisor Mowry made a motion and Supervisor Ward seconded the motion that the Treasurer’s Report be approved as presented. The motion carried.

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Zoning Department

Mr. Bonetti presented is zoning report for January, February and March. 6 Building Permits were issued totaling $10,444.00; 5 Zoning Permits were issued totaling $600.00; 1 Traffic Impact Fee was issued totaling $1,426.08; 1 Sign Permit was issued totaling $119.60; 2 Highway Occupancy Permits were issued totaling $200.00; 1 Septic Permit was issued totaling $250.00; 8 Lien Letters were issued totaling $120.00; 1 Land Development Application was filed totaling $1,000.00. Total zoning fees for January – March 2018 totaled $14,159.68.

Mr. Bonetti presented the Garrett Crocker Site Plan for 560 Pittsburgh Road. He advised the Planning Commission recommended approval contingent on complying with traffic impact fee and Engineer recommendations. Linda Dawson asked what kind of business and Supervisor Roth stated appliance repair. Supervisor Ward made a motion and Supervisor Roth seconded the motion to approve the Garrett Crocker Site Plan for 560 Pittsburgh Road provided he follows the conditions set forth by the Planning Commission. The motion carried.

Police Department

Mrs. Zerfoss read the Police report for March 2018.

Road Department

Supervisor Roth reported that Jefferson Township previously paved our portion of Heller Road, approximately 800 feet. This year they offered to seal our portion of the road at an approximate cost of $2,500.00. Supervisor Roth made a motion and Supervisor Mowry seconded the motion to allow Jefferson Township to seal our potion of Heller Road which is approximately 800 feet long at a cost of $2,500.00. The motion carried.

Supervisor Roth stated he is still working on the road project scope. He was planning on sealing Mushrush Road which would cost approximately $28.000.00. He talked to XTO and they agreed to pay half of this cost.

Recycling Report

No report.

Parks and Recreation Department

Supervisor Roth discussed the annual community day. Melissa Heagy is taking charge this year. Supervisor Ward stated that Lorry Donaldson retired from this event last year and has done this for 9 years.

Tuesday, April 10, 2018

Parks and Recreation Department - Continued

Supervisor Ward stated last year was a success and he looks forward to showcasing Harcrest Park. The event is usually the 3rd Saturday in August.

Supervisor Roth reported that Lillian Rath donated money to the Renfrew park and there is a scout that would like to do a pavilion for his Eagle Scout project. Supervisor Mowry made a motion and Supervisor Ward seconded the motion to purchase a pavilion kit for the Renfrew Park at a cost of $6,640.00. The motion carried.

Supervisor Roth stated that Lisa Weible would like to use the park for yoga classes. He advised they would use the walking trails, etc. Lisa Weible stated that she has insurance and will provide a copy to the Township. Supervisor Roth also advised Eric and Sarah Wearing will be renting the pavilion on May 26.

Supervisor Roth advised that Jacob Mock would like to put a flag at the park for his Eagle Scout project.

Public Relations Department

No report.

Old Business

No report.

New Business

Mrs. Zerfoss stated there are numerous boxes of out-dated records in the basement that can be destroyed and she would like authorization to obtain a quote from Shred-It to come to the building and destroy the records. Supervisor Ward made the motion and Supervisor Roth seconded the motion to have Mrs. Zerfoss obtain a quote from Shred-It to come to the Municipal Building to destroy the records. The motion carried.

Mrs. Zerfoss reported she has a quote from Cintas to clean the carpets and the vinyl floors at a cost of $2,057.81. Supervisor Roth made the motion and Supervisor Mowry seconded the motion that Cintas be authorized to clean the carpets and the vinyl floors at a cost of $2,057.81. The motion carried.

Mrs. Zerfoss said she discussed having a recycling event in Penn Township with ECS&R. Supervisor Mowry made a motion and Supervisor Ward seconded the motion to have a meeting with ECS&R to discuss having a recycling event in Penn Township with Supervisor Ward attending the meeting. The motion carried.

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New Business – Continued

Mrs. Zerfoss submitted a quote from Majestic Lawn Care to provide maintenance in Renfrew Park at a cost of $2,974.96 for the year 2018. Supervisor Ward made the motion and Supervisor Roth seconded the motion that Majestic Lawn Care be approved to provide maintenance at Renfrew Park for the year 2018 for $2,974.96. The motion carried.

Mrs. Zerfoss submitted a letter from Herbert, Rowland & Grubic (HRG) the Township Engineers regarding the bridge on Mushrush Road. The Board discussed the proposal. Supervisor Roth stated the bridge will need to be replaced in the near future. HRG recommended a box culvert similar to the one on West Airport Road for approximately $300,000.00. He stated he cannot give an estimate on how long the bridge will last and will do more research.

Mrs. Zerfoss submitted a quote from Maher Duessel for a new server. The total for the new server, hardware, software and installation is $20,484.67. Supervisor Roth made the motion and Supervisor Mowry seconded the motion that Maher Duessel be authorized to order the new server, hardware, software and to do the installation at a cost of $20,484.67. The motion carried.

Mrs. Zerfoss submitted to the Board the 2017 Municipal Annual Audit and Financial Report as completed by Maher Duessel. All accounts balanced.

Mrs. Zerfoss reported that the Auditor General’s office audited the Liquid Fuels Tax Fund for the period January 1, 2016 to December 31, 2017.

Mrs. Zerfoss reported on the recent Butler County Tax Collection Committee that was held March 27, 2018. The item that was the most important was Pennsylvania State House Resolution #291 where they were proposing that the collection of local earned income taxes be collected by the State and then distributed to the municipalities. They are recommending a study to investigate the feasibility and potential cost savings associated with the replacement of local earned income tax collection methods by local taxing committees with a Statewide collection method domiciled in the Department of Revenue.

A letter was received from a vendor requesting permission to again bid paving work for the Township. Supervisor Ward stated in past years the Township has denied a company to do work based on previous unsatisfactory jobs they did for the Township. It was decided to have a conference call with Solicitor Lope regarding this issue and request that he draft a response to the vendor’s request.

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Act 537 – Saxonburg Authority

Supervisor Roth reported the muffin monster machine at the wastewater plant that grinds up the material malfunctioned and the Authority was able to rebuild it and saved the Authority a lot of money.

Audience Participation

Linda Dawson – Asked why the minutes cannot be put on the web site sooner. She was told they cannot be put on the site until they are approved. She also commended a Police officer for attending church on Easter Sunday. Supervisor Ward explained the Penn Township Police Officers have been attending services and have checked the various buildings to determine what steps should be taken to make things more secure.

Will Burns – Stated that he was at an event and Penn Township was first on the scene and the Officer handled everything very professionally. Supervisor Ward agreed they are doing a great job and we are fortunate to have them. Supervisor Ward said he wants to encourage the Police to attend various functions throughout the Township. Mr. Burns wants to commend the Police for getting out in the public.

Honora Rockar – Introduced herself to the Board and audience and said she is running in the Primary for the Democratic State Representative District 12 position. She understands our concerns about keeping our local earned income tax collectors and not allowing the State to handle the money to disburse.

Supervisor Mowry made a motion and Supervisor Ward seconded the motion to adjourn the meeting. The motion carried.

The meeting adjourned at approximately 6:50 p.m.

Approved: Respectfully Submitted:

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Samuel M. Ward Linda D. Zerfoss

Chairman Township Manager

Board of Supervisors Penn Township