Tuesday, January 3, 2017

The Penn Township Board of Supervisors met this evening at 5:45 p.m. at the Penn Township Municipal Building, 157 East Airport Road, Butler, PA 16002 with the Interim Chairman, Samuel M. Ward, presiding. Also present were Supervisors, Douglas A. Roth and Wilbert J. Mowry, Jr.

Township Manager, Linda D. Zerfoss, Land Use Administrator, Clinton A. Bonetti and 1 Township resident was also present.

Organizational Meeting

Motion by Supervisor Ward and seconded by Supervisor Roth that Linda D. Zerfoss be nominated Chairman Pro Tem. There being no further nominations, questions or comments from the audience, the motion carried.

Chairman

Chairman Pro Tem, Linda D. Zerfoss asked for a nomination for Chairman for the year 2017. Motion by Supervisor Roth and seconded by Supervisor Mowry that Samuel M. Ward be nominated for Chairman. There being no questions or comments from the floor, the motion carried. There being no further nominations, Mr. Ward was elected Chairman for the year 2017.

At this point in the meeting, Supervisor Ward assumed the duties of Chairman.

Vice Chairman

Motion by Supervisor Mowry and seconded by Supervisor Ward that Douglas A. Roth be nominated Vice Chairman. There being no questions or comments from the floor, the motion carried. There being no further nominations, Mr. Roth was elected Vice Chairman for the year 2017.

Supervisor Ward made the following motion:

1. Re-appoint Linda D. Zerfoss as Township Manager for the year 2017, resolving her salary to be set at $33.11 per hour.

2. Set the Township Manager’s Treasury Bond at $850,000 for the year 2017, and renew the fidelity and position bond for $100,000.

3. Re-appoint Jack Sirkoch as Chairman of the Vacancy Board for the year 2017.

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Organizational Meeting - Continued

4. Re-appoint Lope Law Offices, Philip Lope, Esquire as Township Solicitor for the year 2017.

5. Re-appoint NexTier Bank depository for Township funds for the year 2017, with interest bearing accounts in the Pennsylvania Local Government Investment Trust.

6. Re-appoint Michael K. Corle as primary Sewage Enforcement Officer for the year 2017, resolving his salary to be set at $755.10 bi-weekly.

7. Re-appoint Kim Corle as alternate Sewage Enforcement Officer for the year 2017.

8. Re-appoint Dennis Sybert as Animal Control Officer for the year 2017 with a $350.00 per month contract.

9. Re-appoint Howard Neff to the Penn Township Planning Commission for a four year term.

10. Re-appoint Eric Mockenhaupt to the Penn Township Zoning Hearing Board for a three year term.

11. Approve Resolution #482 for Police Pension Fund.

12. Re-appoint John Trempus a voting alternate member of the Penn Township Zoning Hearing Board.

13. Re-appoint D,M,K,C,&G (Timothy Bish) as Zoning Hearing Board attorney for the year 2017.

14. Set the tax rate for General Township purposes at 5.94 mills and for fire purposes at 2.06 mills for the year 2017.

15. Re-enact the 1% Real Estate Transfer Tax under Act 511 for the year 2017.

16. Set compensation for the Police Department under the 2nd year of their three-year contract according to the Collective Bargaining Agreement, specifically Addendum #1

Cheryl Cranmer, Sergeant - $27.31 per hour Jack Ripper, Corporal - $25.80 per hour Dennis Crawford, Jr., Corporal - $25.80 per hour Steven Setnar, Part-time Patrolman - $20.23 per hour Alyssa Mathews, Part-time Patrolman - $15.17 per hour

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Organizational Meeting - Continued

17. Set compensation for administrative employees for 2017:

Clinton A. Bonetti, Land Use Administrator - $24.23 per hour Clinton A. Bonetti, Snow Removal - $24.23 per hour

18. Set compensation for road department employees for 2017:

Rodney Myers - $24.57 per hour Dennis Bogan - $24.57 per hour

The Board of Auditors will set the compensation for Road Superintendent Douglas Roth at their organizational meeting on Tuesday, January 4, 2017.

19. Set the payroll period to end on Saturday and be paid bi-weekly.

20. Approve Resolution #483, Fee Schedule for Penn Township Services for the year 2017.

21. Set the third Monday of each month as meeting day for the Board of Supervisors. Time for meetings will be set at 5:30 p.m. for the workshop and 6:00 p.m. for the regular meeting with the post-workshop following the meeting, with the exception of the 3rd week of April which was moved to the 3rd Tuesday of April due to the Easter holiday.

22. Authorize Road Department head, Doug Roth, to spend up to $800.00 per month for the purchase of supplies and equipment for the Road Department.

23. Authorize uniform allotments in the amount of $500.00 per year to each full-time officer and $275.00 per year to each part-time officer as per their respective collective bargaining agreement.

24. Set the mileage expense at the Federal Guideline.

25. Require approval by the Board of Supervisors to exceed individual budgeted line items.

26. Authorize attendance at the PA State Association of Township Supervisors annual conference in Hershey, PA for the three Board members, the Township Manager and Land Use Administrator and to have Doug Roth as the voting delegate.

27. Have the Township Manager advertise the Board of Supervisors, Planning Commission and Parks Committee meetings for the year 2017.

28. Re-appoint Clinton Bonetti as Township Records Officer for the year 2017.

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Organizational Meeting - Continued

29. Re-appoint Herbert, Rowland & Grubic, Inc. as Township Engineers as Township Engineer for the year 2017.

30. Re-Appoint Doug Roth to the Penn Township Parks and Recreation Board for a five-year term.

31. Re-appoint Bert Mowry, Cheryl Hughes and Chuck McCall to the Penn Township BAMM Plan Oversight Committee for a one-year term.

32. Re-appoint Erma Mowry as the delegate and Linda Zerfoss as the alternate to the Butler County Tax Collection Committee.

33. Seeing no further business, that the books for 2016 be closed and presented for audit.

34. Adjourn the organizational meeting and have the regular meeting of the Board of Supervisors called to order.

The motion was seconded by Supervisor Roth. There being no questions or comments from the audience, the motion carried.

The Organizational Meeting adjourned at approximately 6:00 p.m. At this time, the regular meeting of the Penn Township Board of Supervisors was called to order with the Pledge of Allegiance.

Minutes – 12/19/16

Motion by Supervisor Ward and seconded by Supervisor Roth that the minutes under Parks and Recreation Department be changed to read “Supervisor Roth reported that the Park committee would like the Board to change the rules by not allowing anyone to remove firewood, do mowing procedures, and not permit any more farming or any unauthorized machinery on park grounds.” That change being made and no further additions or corrections to the minutes of the meeting held Monday, December 19, 2016 the minutes be approved as corrected. There being no questions or comments from the audience, the motion carried.

Correspondence

HRG – Letter regarding the property at 6115 Orchard Lane. Mrs. Zerfoss explained that in September, a representative from HRG, Mr. Bonetti and herself went to the property where the owner was complaining that her neighbor was causing water to enter her garage during and after heavy rains. Due to the thickness of the foliage viewing the surface conditions was difficult and another meeting was scheduled for December 14. As a result of the visits HRG made several

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Correspondence - Continued

comments and recommendations to the owner of 6115 Orchard Lane and the neighboring property. Mrs. Zerfoss stated a copy of the letter has been sent to both property owners.

Auditor Minutes – A copy of the auditor minutes for the year 2016 was presented to the Board. They recommended the salary for Road Department head, Doug Roth, be set at $28.44 per hour and to approve the benefits as listed in the personnel policy. Mrs. Zerfoss explained that due to an oversite, the minutes were not submitted prior to this meeting.

Butler County Department of Emergency Services – Letter advising the current UHF system has reached the end of life effective December 2018. They have been actively searching options for the future of the Public Safety Radio System. They selected a vendor to recommend to the Butler County Board of Commissioners for approval at the December 29th public meeting. Motorola Solutions submitted a $9.9 million dollar bid for a Phase II, P-25, 6-channel, TDMA 800 MHz system with 13 proposed sites. The County cannot afford a 1 to 1 exchange of today’s radios, however the Butler County Communications Council and County Commissioners are committed to minimizing the impact on our Public Safety Partners, therefore, the one-time replacement plan recommended to the Board is as follows:

Police Agencies: 1 mobile and 1 portable per car plus 2 spares

EMS Agencies: 1 mobile per licensed ambulance plus 2 portables,

1 mobile and portable per licensed QRS/Supervisor vehicle

Fire Departments: 1 dual head mobile per Engine/Tanker/Ladder/

Rescue (with a pump) plus 1 portable per SCBA riding position.

For brush/squad/rescue units, 1 single head mobile plus 2

portables. For Department owned Command/Chief vehicles, 1

mobile and 1 portable. In addition up to 7 portables for the

Officer group will be issued.

All County purchased radio equipment will most likely require a minimum 25% match from the owning agency. This will be a budgeted line item for 2018.

Pennsylvania Public Utility Commission – Letter advising they have been authorized to review proposed and enacted local government ordinances to determine whether these ordinances were in compliance with the Municipalities Planning Code as well as with the uniformity of zoning and other requirements.

Gwilym A. Price, III – Copy of letter sent to Diehl Automotive Group regarding their outdoor intercom system.

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Correspondence – Continued

Penn Dot – Moving forward newsletter dated Winter 2016.

Penn State Extension – Newsletter dated Winter 2016.

Seminars

95th Annual Educational Conference and Trade Show, 04/23-26,

Hershey PA

Motion by Supervisor Roth and seconded by Supervisor Mowry that all involved be authorized to attend. There being no questions or comments from the audience, the motion carried.

Treasurer’s Report

Mrs. Zerfoss read the list of invoices paid since the last report was read on December 19, 2016. Township Fund: $56,257.40, Fire Tax Fund: $1,764.16. There were no deposits made since the last meeting. Balances were read as follows: Township Fund: $720,426.13, Fire Tax Fund: $48,783.51, State Fund: $66,106.58, Act 13 Fund: $549,982.59, Municipal Pension: $468,470.18, Police Pension: $1,007,489.69. Motion by Supervisor Mowry and seconded by Supervisor Ward that the Treasurer’s Report be approved. There being no questions or comments from the audience, the motion carried.

Zoning Department

Mr. Bonetti reported he received a packet from Civil Engineering Consultants regarding a proposed gas well to be constructed at the Hofer property on Anderson Road.

Police Department

Sgt. Cranmer submitted the statistics on the Mutual Aid report with Middlesex Police Department for the year 2016.

Mrs. Zerfoss reported that Officer Alyssa Mathews has been employed since December 2015. Motion by Supervisor Ward and seconded by Supervisor Roth that Officer Mathews has successfully completed her probationary period. There being no questions or comments from the audience, the motion carried.

Road Department

No report.

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Recycling Report

No report.

Parks and Recreation Department

No report.

Public Relations Department

No report.

Old Business

None.

New Business

Mrs. Zerfoss submitted the County of Butler, Comprehensive Annual Financial Report for the year ending December 31, 2015.

Mrs. Zerfoss also requested a motion to amend the pay scale for the Police Department to include the rank of Corporal. Motion by Supervisor Roth and seconded by Supervisor Mowry that the pay scale for the Police Department be approved incorporating the rank of Corporal. There being no questions or comments from the audience, the motion carried.

Act 537 – Saxonburg Authority

Supervisor Roth reported the next meeting is Monday, January 9, 2017.

Audience Participation

None.

Supervisor Ward seeing no audience participation requested a motion to adjourn. Motion offered by Supervisor Mowry and seconded by Supervisor Ward. There being no questions or comments from the audience, the motion carried.

The meeting adjourned at approximately 6:15 p.m.

Approved: Respectfully Submitted:

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Samuel M. Ward Linda D. Zerfoss

Chairman Township Manager

Board of Supervisors Penn Township