Thursday, November 12, 2015

The Penn Township Board of Supervisors having notified the residents in advance met this afternoon at 4:00 p.m. at the Penn Township Municipal Building, 157 East Airport Road, Butler, PA 16002 with the 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 5 residents and guests were also present.

Minutes – 10/19/15

Motion by Supervisor Ward and seconded by Supervisor Roth that there being no questions or comments to the minutes of the meeting held Monday, October 19, 2015 they be approved as presented. There being no questions or comments from the audience, the motion carried.

Correspondence

Penn Vest – Letter advising their address has changed.

PennDot/LTAP – Announcing the 2016 Build A Better Mousetrap Competition. Applications due March 4, 2016.

Seminars

None.

Treasurer’s Report

Mrs. Zerfoss read the list of invoices paid since the last report was read on October 19, 2015. Township Fund: $111,403.24, Fire Tax Fund: $14,300.00, Municipal Pension Fund: $4,288.08, Police Pension Fund: $4,733.09, State Fund: $200,000.00. Deposits into the various Township funds totaled $32,885.61. Balances were read as follows: Township Fund: $783,048.45, Fire Tax Fund: $112,742.32, Act 13 Impact Fund: $416,718.30, Municipal Pension Fund: $408,802.09, Police Pension Fund: $928,258.39, State Fund: $124,772.64. Motion by Supervisor Roth and seconded by Supervisor Mowry that the Treasurer’s Report be approved. There being no questions or comments from the audience, the motion carried.

Zoning Department

Mr. Bonetti presented the Penn Township Traffic Impact Committee recommendations.

Mr. Bonetti also submitted his Zoning Report for July, August and September 2015. There were 18 Building Permits issued totaling $18,856.40, 20 Zoning Permits totaling $1,100.00, 6 Traffic Impact Fees filed totaling $8,141.52, 10 Highway Occupancy Permits totaling $395.00, 8 Septic Applications totaling $3,300.00, 30 Lien Letters

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Zoning Department - Continued

totaling $450.00, 3 Land Development Applications totaling $1,000.00 and 1 Ordinance Book sold totaling $20.00. Total zoning fees for July, August and September were $33,262.92.

Mr. Bonetti reported XTO requested their bond be released on Morgan Road. Supervisor Ward requested the road be checked for any damage before the bond is released.

Police Department

Mrs. Zerfoss read the Police report for October 2015.

She announced the hiring of Alyssa Mathews from Valencia as a part-time police officer.

Road Department

Supervisor Roth stated he contacted Wick roofing to get an estimate for a new roof on the old garage. The estimate came in at $4,300.00. The Board briefly discussed the matter and motion by Supervisor Roth and seconded by Supervisor Ward that Wick Roofing be approved to put a new roof on the old garage at a cost of $4,300.00. There being no questions or comments from the audience, the motion carried.

Supervisor Roth also reported the 2 furnaces in the big garage need to be replaced. He called for estimates, but hasn’t received any yet. The matter was discussed briefly and motion by Supervisor Roth and seconded by Supervisor Mowry that the 2 furnaces in the big garage be replaced at a cost not to exceed $5,000.00. There being no questions or comments from the audience, the motion carried.

Supervisor Roth also reported they had snow fence stolen a couple years ago and he would like approval to purchase some snow fence posts. Motion by Supervisor Mowry and seconded by Supervisor Roth that the snow fence posts be purchased with the cost not to exceed $700.00. There being no questions or comments from the audience, the motion carried.

Supervisor Roth stated the new truck has been ordered and it is replacing a 1996 International. The truck will not arrive until next summer.

Recycling Report

No report.

Parks and Recreation Department

Supervisor Roth stated the pavilion honoring Dale and Betty Hartzell is done. Nick Helfer did the pad for his Eagle Scout project.

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Public Relations Department

No report.

Old Business

None.

New Business

Ordinance #165 – Traffic Impact Fee – Mrs. Zerfoss read Ordinance #165 – Traffic Impact Fee amending Ordinances #132, 149 and 159. Motion by Supervisor Mowry and seconded by Supervisor Ward that Ordinance #165 – Traffic Impact Fee be adopted. There being no questions or comments from the audience, the motion carried.

Resolution #468 – Traffic Impact Fee – Amendment – The Township Manager read Resolution #468 – Traffic Impact Fee – Amendment relating to the 2006 formulation of a transportation impact fee in the Township and the 2015 update to the transportation impact fee; thus adopting an updated transportation impact fee amount as derived from the overall update process in review of the existing transportation impact fee in Penn Township and calculated in the amended transportation capital improvements plan, all of which has been developed through the review and recommendation of the advisory committee pursuant to Resolution #330 and in conjunction with the employed engineering firm’s review and direction. Motion by Supervisor Ward and seconded by Supervisor Roth that Resolution #468 – Traffic Impact Fee – Amendment be approved. There being no questions or comments from the audience, the motion carried.

2016 Budget Message

Mrs. Zerfoss read the 2016 Budget Message to the Board and audience. The proposed budget was prepared and submitted by Linda D. Zerfoss, Township Manager and Clinton A. Bonetti, Land Use Administrator. The 2016 spending plan addresses the following:

1. Maintenance; 2. Government services; 3. Public safety, including police, emergency management and fire protection services; 4. Long-term debt; 5. Capital projects; and 6. Part-time police officer.

The proposed budget is based on 8.00 mills. For the 2015 Budget Year, the Board of Supervisors approved a budget of $2,547,399.00 which was a 1% increase over the year 2014. For every mill levied, each property owner pays $.001 cent per mill on each dollar of assessed

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2016 Budget Message - Continued

valuation of their property as determined by the Assessment Office of Butler County through the 1969 formula of actual property values. Expected revenues for 2015 were what was expected, with a slight increase in earned income of a projected .25% as well as a decrease in the deed transfer tax of approximately 20%. These figures appear to be consistent with the current state of the economy with unemployment being higher as well as the decrease in home sales that have plagued the country since 2009. Real estate tax collection was fairly consistent as in the previous year with approximately 3% of the total tax uncollected as of the writing of this message.

Revenue Assumptions

1. Assessed valuation has changed from $54,541,523 in 2015 to $54,516,352 for 2016; 2. 8.00 mills will be levied to finance existing public services; 3. Ninety-six percent (96%) of levied real estate taxes will be collected during the year; 4. Liquid Fuels will increase 1.2% for 2016. This revenue originates from fuel sales and accordingly as consumption goes down so does this revenue source; and 5. Penn Township is projecting a six (6%) percent or higher year-end fund balance.

Expenditure Assumptions

1. Personnel services will increase 2.00% in 2016, reflecting the combined effect of pay increases, staff maintenance, overtime expenses and the legal commitment between the township and its employees’ maintenance, overtime expenses and the legal commitment between the Township and its employees’ respective bargaining agreements. The current CPT (consumer price index) is falling in around 1.1% as well. In 2016 the Township budgeted for 3 full-time and 2 part-time police officers; 2. Projected principal and interest on long-term debt has been indicated accordingly. This expenditure reflects a capital expense in reference to the construction of the new municipal building. The projected expense in 2016 will be $35,000; 3. Commodities are maintained or reduced compared to 2015; and 4. Capital improvements and expenses are indicated which include:

\*A donation to the Audubon Society of $7,000 for 2016; **\***A donation to the Butler Public Library of $5,000 for 2016; **\***A donation to Saxonburg Public Library of $2,000 for 2016;

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2016 Budget Message - Continued

**\***A $350 donation to the Penn Township Veteran’s Association for their annual Memorial Day service to honor the Veterans of Penn Township **\***The 2016 road project is estimated to be approximately $260,000; **\***The Township’s commercial insurance and health insurance coverage is projected to be approximately 4% higher; **\***Legal services for 2016 are being projected to be same as 2015; and **\***A donation to the Penn Township Community Events Committee of $100 for 2016.

The following is a summary of capital expenditures for 2016:

1. A road project totaling approximately $279,785; 2. Purchase a new road department pickup truck for $41,808; 3. Long and short term debt requirements. Continued payment on the Municipal Building that was completed in 1998; 4. Funds were committed to continue enhancing the GIS system; 5. Maintaining the BAMM Plan and Penn Township Parks Master Plan; 6. Snow Removal totaling $161,221; and 7. Purchase a new police vehicle for $41,684.

The breakdown of revenues and expenditures for 2016 are summarized as follows:

**REVENUES EXPENDITURES**

Property Taxes---------------$431,230.00 General Govt---------------$479,489.00

Act 511 Taxes----------------$964,404.00 Public Safety--------------$465,214.00

Licenses & Permits-----------$ 83,000.00 Highway Maintenance--------$990,874.00

Revenues from O/G------------$418,589.00 Employee Liab/Benefit------$299,637.00

Fines and Forfeits-----------$ 57,960.00

Township Services------------$101,570.00

Act 13-----------------------$249,625.00

Other Unclass Revenue--------$ 10,777.00

Total Revenue---------------$2,242,455.00 Total Expenditures--------$2,235,214.00

Fund Balances---------------$ 453,472.00 Unappropriated Expen------$ 460,713.00

Total Appropriated & Unappropriated

Total Revenue Sources--$2,695,927.00 Expenditures--------$2,695,927.00

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2016 Budget Message - Continued

The budget will be advertised for public inspection beginning November 18, 2015 and is proposed to be adopted on December 21, 2015 during the Board’s regularly scheduled meeting.

Mrs. Zerfoss expressed her sincere thanks and appreciation to Clinton Bonetti, Supervisor Roth and the Police Department for their work and assistance in preparing the proposed budget.

Audience Participation

Lori Hinderliter – Representing the Butler Area Public Library. She wanted to thank the Board of Supervisors for their support.

John Loeffler – Stated he was very upset at the last meeting and now he is extremely satisfied. He said the sand placed over additional asphalt sprayed on the roads to remedy the loose stone issue has been removed and there is no more dust on the road and people are now out walking and he can ride his motorcycle. He further said he researched Suit-Kote and found no negative reviews. He commends Supervisor Roth for his due diligence in this problem. Supervisor Roth expressed his thanks and again apologized to the residents for what happened during the seal coat project and hopes the roads hold up this winter.

Erma Mowry – Thanked the road department for all their work in setting up for the general election.

At 4:35 p.m. Supervisor Ward announced the Board will have a brief executive session for personnel issues. There will be no further business after the executive session and the meeting will be adjourned when they return. The Board returned from the executive session at 4:46 p.m. Motion by Supervisor Roth and seconded by Supervisor Mowry that the meeting be adjourned. There being no questions or comments, the motion carried.

The meeting adjourned at approximately 4:47 p.m.

Approved: Respectfully Submitted:

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