Monday, November 21, 2016

The Penn Township Board of Supervisors having notified the residents in advance met this evening at 5:45 p.m. for a public hearing to provide citizens with an opportunity to comment on a proposed modification to the 2015 Community Development Block Grant Funding. The hearing was conducted by Wendy Leslie, CDBG Coordinator. The Township wishes to re-allocate $73,969 from the 2015 Housing Rehabilitation project to the 2015 Penn Township Harcrest Park project. There being no objections to modifying the 2015 CDBG funding, Mrs. Leslie will submit the request to the County. The hearing ended at approximately 5:55 p.m.

The regular meeting of the Penn Township Board of Supervisors began at 6:00 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 3 visitors present.

Minutes

Motion by Supervisor Ward and seconded by Supervisor Roth that there being no additions or corrections to the minutes of the meeting held Monday, October 17, 2016 they be approved as presented. There being no questions or comments from the audience, the motion carried.

Correspondence

PSATS Township Legal Defense Partnership – Newsletter dated Fall 2016 on Supreme Court Decides PUC Should Not Review Local Ordinances for Act 13 and MPC Compliance, Supreme Court Strikes Down Local Share as Inequitable, Partnership Weighs in on Natural Gas Zoning Dispute, Supreme Court Hears Arguments in Dash/Body Cam Case and Bill Introduced to Let Gun Rights Groups Sue Municipalities.

Jefferson Township – Letter advising they applied for a Multimodal Transportation Fund grant for the improvement of Bonniebrook Road from Summit Township line to the intersection of State Rt. 356.

State Representative Daryl Metcalfe – Thank you for welcoming his Legislative Assistant, Julia DeSantes to our recent Board of Supervisors meeting.

Butler County Chamber of Commerce – Announcing Leadership Media Political Process Day on Friday, December 9 at 8:00 a.m. Linda advised that Doug Roth would be participating this year.

County Commissioner Kim Geyer – Thank you for meeting with her.

Monday, November 21, 2016

Correspondence – Continued

PSATS News Bulletin – Newsletter dated September-October 2016 on Capitol Roundup, Lawmakers Consider Local Government Legislation, Budget Now to Attend PSATS 95th Annual Conference, Saving Time and Money with COSTARS Training and This and That.

Butler County Conservation District – Letter advising they reviewed the Harcrest Park Phase I application for completeness. This is the first step in a series of reviews. They determined that the application contains sufficient detail to enable the District to conduct the technical review.

PSATS – Accepting nominations for PSATS’ 28th Annual President’s Leadership Award for outstanding supervisor, secretary and/or manager.

Joel McKay – Forwarded an email from Erin Wells regarding asbestos information and outreach. DEP feels that many demolition and renovation contractors are not adequately informed of the Asbestos National Emission Standards for Hazardous Air Pollutants notification requirements. It was suggested that the municipal code enforcement officer should remind contractors of the requirements when they apply for local demolition permits. All demolition contractors are required to submit an Asbestos Abatement and Demolition/Renovation Notification Form to DEP and the EPA 10 days before the onset of demolition.

Penn Dot – Notice of the 2017 Build a Better Mousetrap Competition. They are looking for projects from the development of tools, equipment modifications and/or processes that increase safety, reduce cost, improve efficiency, and improve the quality of transportation. Entries due March 3, 2017.

Seminars

None.

Treasurer’s Report

Mrs. Zerfoss read the list of invoices paid since the last report was read on October 17, 2016. Township Fund: $181,727.17, Fire Tax Fund: $2,355.09. Deposits into the various funds totaled $135,690.42. Balances were read as follows: Township Fund: $802,004.62, Fire Tax Fund: $79,453.47, Act 13 Impact Fund: $549,852.62, Municipal Pension Fund: $470,268.34, Police Pension Fund: $1,009,119.87, State Fund: $66,090.96. 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.

Monday, November 21, 2016

Zoning Department

Mr. Bonetti reported the Butler County Planning Commission reviewed the Hartman/Hixenbaugh Lot Line Revision #16255 and had no comments on the plan.

Supervisor Ward asked about moving forward with the ordinances.

Police Department

Mrs. Zerfoss reported that Officer Mathews had her personal vehicle damaged while enroute to Butler City to interview a suspect. All the police vehicles were being used. The damages were approximately $1,500.00. Motion by Supervisor Mowry and seconded by Supervisor Ward that the Township pay the damages to Officer Mathews personal vehicle. Supervisor Roth suggested putting out a policy that driving personal vehicle on Township time should be at their own risk. There being no questions or comments from the audience the motion carried.

Supervisor Ward read the Police report for October 2016.

The Animal Control report for September and October 2016 was submitted to the Board.

Road Department

Penn Dot Newsletter dated Fall 2016.

Supervisor Roth reported the furnace at the old municipal building needs replaced. He had Deal Heating and Air Conditioning out to give an estimate and he got a quote of $2,900.00 to replace the furnace. Motion by Supervisor Ward and seconded by Supervisor Roth to have Deal Heating and Air Conditioning replace the furnace at a cost of $2,900.00. There being no questions or comments from the audience, the motion carried.

Supervisor Roth also stated they went out twice yesterday to treat the roads. They are having 650 tons salt delivered. He said that Denny is having trouble seeing the spinner on the new truck.

Recycling Report

No report.

Parks and Recreation Department

Supervisor Roth wants to thank Pride Nursery for donating 19 trees to Harcrest Park.

Monday, November 21, 2016

Public Relations

No report.

Old Business

Mrs. Zerfoss reported on the recent audit that was conducted by the Auditor General’s office on the pension plans. There were no findings on the Police Pension Plan. There was one finding on the Non-Uniform Pension Plan. Mrs. Zerfoss stated on the AG 385 form that was filed in 2016. Mrs. Zerfoss explained that on the AG 385 form she needs to list the employee’s salary for the year, unfortunately she forgot to delete the Supervisor pay from Mr. Roth, so payroll was overstated by $2,500 which resulted in an overpayment of state aid in the amount of $124.00. She explained the Township will receive an invoice within the next month or so to reimburse the State. She further reported there was an observation on the non-uniform plan showing unreasonable administrative expenses on the MMO’s for the years 2014-2016. There was also an observation on both plans for unreasonable administrative expenses. Both of the observations were from our previous actuary. Since we have a new actuary, those observations have been eliminated.

New Business

Mockenhaupt Benefits Group – Submitted the Financial Summary for the Police Pension Plan and the Non-Uniform Pension Plan for the year ending December 31, 2015.

Guardian – Mrs. Zerfoss submitted a quote to add a camera to the existing surveillance system. The quote is $935.00. The Board briefly discussed. Motion by Supervisor Roth and seconded by Supervisor Mowry that this be tabled for the time being. There being no questions or comments from the audience, the motion carried.

2017 Budget Message

Clinton Bonetti, Land Use Administrator read the 2017 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 2017 spending plan addresses the following:

1. Maintenance; 2. Government services; 3. Public safety, including police, emergency management and fire

protection services; 4. Capital projects; 5. Miscellaneous items for the Police Department; 6. Update Township GIS, Zoning, Subdivision, Land Development and

Flood Plain Ordinances;

Monday, November 21, 2016

2017 Budget Message – Continued

7. Purchase building for the park, mower, wood chipper and park

benches; and

8. Annual donations to various agencies.

The proposed budget is based on 8.00 mills. For the 2016 Budget Year, the Board of Supervisors approved a budget of $2,437,271.00 which was decrease over the year 2015. For every mill levied, each property owner pays $1.00 per mill on each dollar of assessed valuation (if the assessed value is $as determined by the Assessment Office of Butler County through the 1969 formula of actual property values. Expected revenues for 2016 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 $54,516,352 in 2016 to $55,164,422 for 2017; 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 2017. 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 2017, 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 2017 the Township budgeted for 3 full-time and 2 part-time police officers; 2. Commodities are maintained or reduced compared to 2016; and 3. Capital improvements and expenses are indicated which include:

Monday, November 21, 2016

2017 Budget Message – Continued

\* A donation to the Audubon Society of $5,000 for 2017; **\*** A donation to the Butler Public Library of $5,000 for 2017; **\*** A donation to Saxonburg Public Library of $5,000 for 2017;

**\*** A $350 donation to the Penn Township Veteran’s Association for

their annual Memorial Day service to honor the Veterans of

Penn Township **\*** The 2017 road project is estimated to be approximately

$300,000; **\*** The Township’s commercial insurance and health insurance

coverage is projected to be approximately 4% higher; **\*** Legal services for 2017 are being projected to be slightly

more in 2017;

\* Funds allocated to the Land Use department to continue to keep

The GIS system current; and **\*** A donation to the Penn Township Community Events Committee of

$100 for 2017.

The breakdown of revenues and expenditures for 2017 are summarized as follows:

**REVENUES EXPENDITURES**

Property Taxes---------------$428,184.00 General Govt---------------$540,083.00

Act 511 Taxes----------------$948,500.00 Public Safety--------------$539,722.00

Licenses & Permits-----------$ 83,000.00 Township Maintenance-----$1,006,460.00

Fines and Forfeits-----------$ 38,200.00 Employee Liab/Benefit------$332,351.00

Revenues from O/G------------$412,083.00

Township Services------------$ 88,500.00

Act 13-----------------------$146,250.00

Pensions---------------------$114,603.00

Total Revenue---------------$2,259,320.00 Total Expenditures--------$2,418,616.00

Fund Balances---------------$ 620,462.00 Unappropriated Expen------$ 461,166.00

Total Appropriated & Unappropriated

Total Revenue Sources--$2,879,782.00 Expenditures--------$2,879,782.00

The budget will be advertised for public inspection beginning November 22, 2016 and is proposed to be adopted on December 19, 2016 during the Board’s regularly scheduled meeting.

Monday, November 21, 2016

2017 Budget Message - Continued

Mrs. Zerfoss expressed her sincere thanks and appreciation to the department heads and especially Clinton for their help and assistance in preparing this budget. Supervisor Ward echoed Mrs. Zerfoss’s thoughts in thanking the department heads. He stated Linda and Clinton met with him last week and they did a fine job in preparing the budget.

Act 537 – Saxonburg Authority

Supervisor Roth reported at the last meeting they approved the purchase of a new vehicle. They also discussed pending litigation and welcomed a new member from Saxonburg Borough, Scott Hebst.

Audience Participation

Erma Mowry – Asked Supervisor Roth how they made out on Election Day with the traffic. Supervisor Roth said they were pretty busy at first but fortunately Supervisor Ward came and helped. Mrs. Mowry said the turnout was 83% and they were busy all day. There were 75 absentee ballots and there was no line at 8:00 p.m. Mrs. Mowry said the record turnout was the 2nd election of Nixon where all but 12 people voted. She talked about the problems during the election with some machines needing calibrated. She said they are 13 years old and to replace them would be 3 million.

Supervisor Ward seeing no further 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 6:40 p.m.

Approved: Respectfully Submitted:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Samuel M. Ward Linda D. Zerfoss

Chairman Township Manager

Board of Supervisors Penn Township