Tuesday, August 14, 2018

The Penn Township Board of Supervisors met this evening 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 5 Township residents.

**Minutes – 06/19/18**

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, July 10, 2018, they be approved as presented. The motion carried.

**Ike Kelly** – Updated the Board on the feasibility study that was completed with a 700 foot extension West of runway. He said the benefit-cost assessment would be completed by December 31, 2018 and the environmental assessment would take eight months to one year to complete. He stated he had some residents ask about closing Monroe Road and the possibility of the Fire Department moving to the airport. He said he told them that the closing of Monroe Road would be up to the Township and the Fire Department has no plans to relocate on airport property. Reminded the Board and audience the Wings of Freedom Tour would be at the airport Thursday thru Sunday. They applied for a Greenways Grant but haven’t heard anything and they are applying for a grant from DCED for hangars. Supervisor Ward asked if the 700-foot expansion was part of the Master Plan. Mr. Kelly said it’s his preference and he will bring for approval possibly next June or longer after they have several public meetings.

**Correspondence**

South Butler Community Library – Minutes of their meeting held July 9, 2018, and upcoming events.

State Representative, Daryl Metcalfe – Confirmation of using the municipal building on October 24, 2018, from 5:30 p.m. to 8:30 p.m. for his “Dessert with Daryl” meeting.

Penn Township Veterans Association – Newsletter dated August 2018.

Wendy Leslie, CDBG Coordinator – Notice that she received the 2018 CDBG allocation. Penn Township will receive a total of $98,779 which is approximately a 9% increase from 2017, $81,078 activity funds and $17,721 administrative funds.

KLH Engineers, Inc. – Invitation to attend their 2018 annual golf outing and dinner at Lindenwood Golf Club on August 31, 2018.

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Correspondence - Continued

Community Care Connections – Requesting approval again to stake a banner in the grassy area of the Renfrew Park from September 1 through October 6, 2018, to promote the “Chef Tasting Party & Auction”. Supervisor Roth made a motion and Supervisor Mowry seconded to allow Community Care Connections to again place a banner at Renfrew Park. The motion carried.

Department of the Auditor General – Copy of the Liquid Fuels Tax Fund audit for the period January 1, 2016 to December 31, 2017. Mrs. Zerfoss announced there were no findings.

PA Auditor General – Mrs. Zerfoss reported on notice from the PA Auditor General’s Office on the Townships Municipal Pension where they made biennial distress determinations. The results of their determination were Penn Township’s Distress Score was 0.

**Seminars**

Fire Door Systems: A Guide to Code Compliance; 08/30

Supervisor Mowry made the motion and Supervisor Ward seconded that all involved be authorized to attend. The motion carried.

**Treasurer’s Report**

Before giving the Treasure’s Report, Mrs. Zerfoss announced that she opened the Township Capital Savings fund and transferred money from the Fire Tax Fund and the Act 13 Impact Funds into a savings fund to generate more interest.

Mrs. Zerfoss read the list of invoices paid since the last report was read on July 10, 2018. Township Fund: $389,987.44, Fire Tax Fund: $5,462.20, Municipal Pension: $324.08, Police Pension Fund: $240.09, State Fund: $170,122.00. Deposits into the various Township Funds totaled $$427,807.89. Balances were read as follows: Township Fund: $744,422.83, Fire Tax Fund: $141,011.25, Township Capital Savings Fund: $300,000.00, Act 13 Impact Fund: $728,605.90, Municipal Pension Fund: $566,655.43, Police Pension Fund: $1,173,369.30, State Fund: $83,575.91. Supervisor Ward made the motion and Supervisor Roth seconded the motion that the Treasurer’s Report be approved as presented. The motion carried.

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**Zoning Department**

Mr. Bonetti presented his Zoning Report for April, May and June, 2018. 11 Building Permits were issued totaling $10,734.50; 10 Zoning Permits were issued totaling $1,200.00; 3 Traffic Impact Fees were issued totaling $4,278.24; 4 Highway Occupancy Permits were issued totaling $250.00; 15 Lien Letters were issued totaling $225.00; and 2 Land Development Applications were filed totaling $400.00. Total Zoning Fees for April, May and June, 2018 totaled $17,087.74.

Mr. Bonetti reported he and Linda Zerfoss met with Gannett Fleming regarding the traffic impact ordinance update that they are doing for the Township.

Mr. Bonetti said they also met with Greg Heinemann of Ryan/Heartland Homes. Mr. Heinemann wanted to get a feel for the zoning requirements and asked if the Township would be receptive for cluster homes. Our zoning ordinance does not deal with cluster homes. Mr. Bonetti will present this to the Planning Commission to get their thoughts. Supervisor Ward asked if this could possibly be a mandate from the State. Mr. Bonetti replied yes and also from the postal service. Supervisor Ward asked what area they were looking at. Mr. Bonetti said they had no particular area in mind.

**Police Department**

Mrs. Zerfoss read the Police report for August 2018.

Mrs. Zerfoss also submitted the Animal Control report for July 2018.

Cpl. Ripper reported on three scanners that were donated to the Police Department by the Aggressive Driving Program. The scanners are valued at $378.00 each and we need 5 altogether. This will enable us to e-file citations instead of writing them and then taking them to the Magistrate.

**Road Department**

Supervisor Roth stated the road sealing began last Friday. Supervisor Roth made a motion to double seal Weckerly Road and Supervisor Mowry seconded the motion. It was originally scheduled for a single seal and a double seal would better protect the road. Supervisor Roth estimates the cost to be $10,000.00. The motion carried.

Supervisor Mowry made a motion to approve Williams and Willman to paint traffic lines on Mushrush, Three Degree, Airport, and Maharg Roads at an approximate cost of $7,000.00 and Supervisor Ward seconded the motion. The motion carried.

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Road Department - Continued

Supervisor Roth is painting the railroad crossing lines at the Renfrew railroad crossing.

Supervisor Roth made a motion and Supervisor Ward seconded to have HRG re-apply for the Green Light Go Grant when it becomes available again. The motion carried.

**Recycling Report**

Mrs. Zerfoss reported that Penn Township hosted a recycling event on Saturday, August 11, 2018, at the Municipal Building. She also reported that she has filed for the 2017 Municipal Recycling Program Performance Grant.

**Parks and Recreation Department**

Mrs. Zerfoss reminded the Board and audience that the 10th Annual Community Day would be held on Saturday, August 25, 2018, at the Harcrest Park from noon till 4:00 p.m.

Mrs. Zerfoss reported that she talked to the Municipal Building cleaning person, Tracie Nanna, about cleaning the facilities at Harcrest Park. She stated Ms. Nanna agreed to clean the toilets at $100.00 a cleaning. They would be cleaned weekly during the Summer and adjusted accordingly after Summer ended. Supervisor Ward made the motion and Supervisor Roth seconded the motion to authorize Tracie Nanna to clean the toilets at Harcrest Park on a weekly basis at $100.00 per cleaning. The motion carried.

Supervisor Roth reported the Rath pavilion in Renfrew was completed by Mitch Sober for his Eagle Scout project. Supervisor Roth said he would like approval to get picnic tables for the pavilion in Renfrew from Jeffrey and Associates at a cost of $2,219.00. Motion by Supervisor Roth and seconded by Supervisor Mowry that Supervisor Roth be authorized to purchase picnic tables for the pavilion in Renfrew from Jeffrey and Associates at a cost of $2,219.00. The motion carried.

Supervisor Roth reported the restroom sewage holding tank at Harcrest Park was pumped out.

Supervisor Roth stated the Audubon has an interest in organizing a meeting with Penn Township, Fire Department, Penn Christian Academy and the County Airport Authority to discuss a trail. Supervisor Mowry made a motion and Supervisor Ward seconded to participate in a meeting to apply for a grant for a walking trail linking the Audubon Nature Park, the airport and Harcrest Park. The motion carried.

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**Public Relations Department**

None.

**Old Business**

None.

**New Business**

Mrs. Zerfoss requested approval to purchase a new firewall for the Penn Township server at a cost of $2,931.87. Supervisor Ward made the motion and Supervisor Roth seconded the motion that Mrs. Zerfoss be authorized to purchase a new firewall for the Penn Township server at a cost of $2,931.87. The motion carried.

Resolution #493 – CDBG Three Year Plan – Mrs. Zerfoss read Resolution #493 – CDBG Three Year Plan. Supervisor Roth made the motion and Supervisor Mowry seconded the motion that Resolution #493 – CDBG Three Year Plan be approved. The motion carried.

Resolution #494 – Fair Housing – Mrs. Zerfoss read Resolution #494 – Fair Housing. Supervisor Mowry made the motion and Supervisor Ward seconded the motion that Resolution #494 – Fair Housing be approved. The motion carried.

Resolution #495 – CDBG – Mrs. Zerfoss read Resolution #494 – CDBG authorizing the County of Butler to act on Penn Township’s behalf in the application for and administration of its entitlement allocation of the 2018 Community Development Block Grant Program. Supervisor Ward made the motion and Supervisor Roth seconded the motion to approve Resolution #495 – CDBG. The motion carried.

Mrs. Zerfoss requested approval to purchase a new plotter for Mr. Bonetti at a cost of $4,245.00 from Starr Image Products. She reported we can no longer get parts for the old plotter. Supervisor Roth made the motion and Supervisor Mowry seconded the motion that Mrs. Zerfoss purchase the new plotter from Starr Image Products at a cost of $4,245.00. The motion carried.

Mrs. Zerfoss reported the Minimum Municipal Obligation for the year 2019 for the Non-Uniformed Pension Plan will be $27,744.00.

Mrs. Zerfoss reported the Minimum Municipal Obligation for the year 2019 for the Police Pension Plan will be $8,722.00.

**Act 537 – Saxonburg Authority**

Supervisor Roth reported they discussed replacing lines.

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**Audience Participation**

Val Klein – Asked if there was any update on the Dinnerbell Road speeding issues. Supervisor Roth said he saw State Troopers had people pulled over on Dinnerbell Road. She asked if the study results were done. She was told The Township would need to request a study.

**Executive Session** – Supervisor Ward announced that seeing no further audience participation, the Board was going to go into an Executive Session for personnel reasons. Upon returning, there will be no more business to discuss.

**Adjournment**

The Board returned from the Executive Session at approximately 7:10 p.m. Supervisor Mowry made a motion and Supervisor Ward seconded the motion to adjourn the meeting. The motion carried.

The meeting adjourned at approximately 7:10 p.m.

Approved: Respectfully Submitted:

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Samuel M. Ward Linda D. Zerfoss

Chairman Township Manager

Board of Supervisors Penn Township