

Tuesday, November 13, 2018

The Penn Township Board of Supervisors having notified the residents in advance met this evening at 5:45 p.m. to conduct a public hearing for the Traffic Impact Fee Ordinance. Present were Supervisors Samuel M. Ward, Douglas A. Roth, and Wilbert J. Mowry, Jr., Township Manager, Linda D. Zerfoss, Land Use Administrator, Clinton A. Bonetti, and Stenographer Cheryl Morris. Five residents and guests were also present. The hearing adjourned at approximately 5:50 p.m.

The regular monthly Board of Supervisors meeting was called to order at 6:00 p.m.

Ike Kelly - was present to discuss the Butler County Airport proposed runway extension. He reported that Delta Airport Consultants were retained and they are conducting an environmental assessment. He stated that putting a cul-de-sac on Monroe Road would be much cheaper than having a tunnel. Supervisor Roth said he is concerned with the intersection at Brownsdale Road and Route 8 as a cul-de-sac could create more traffic and that intersection is already difficult. Supervisor Roth said he has no problem with Monroe Road being shut down, he just feels it would create more traffic on Brownsdale Road and Route 8. Mr. Kelly said that Delta Airport Consultants should do a study on the Brownsdale Road and Route 8 intersection as well. He also discussed the bucket truck that the Township has stored at the airport for the last several years. Supervisor Roth indicated that the Road Department does not use the bucket truck as it is better suited for work on a level surface. Supervisor Ward suggested selling it to the airport for \$1.00. Supervisor Ward thanked Mr. Kelly for keeping the Township informed as to what's going on at the airport.

Butler County Commissioner Kim Geyer - Stated she is here supporting the airport. She advised they are looking at various funding that's available. She stated they want to work with the Penn Township Board of Supervisors.

Nancy Swisher - Asked the difference between RPZ and RSA. Mr. Kelly responded to her.

#### **Minutes - 10/09/18**

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, October 9, 2018, they be approved as presented. The motion carried.

#### **Correspondence**

Richard Cepec family - Thank you for the beautiful dish garden.

PSATS Township Legal Defense Partnership - Fall 2018 Newsletter.

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**Correspondence - Continued**

Penn Energy Resources - Letter advising they have acquired our Penn Township Oil and Gas Leases from Rex Energy.

Moody and Associates Inc. - Notice that they intend to withdraw approximately 1.44 million gallons of water per day from the Thorn Creek for the purpose of shale gas and/or oil.

South Butler Community Library - Thank you letter for the 2018 annual donation.

NexTier Bank - Copies of UCC Article 4 and Copies of UCC Article 4A which they are required to distribute to Cash Manager ACH Customers annually regarding electronic "Wholesale Credit" Transaction and a Commercial Customer Security Awareness information document.

State Representative Daryl Metcalfe - Letter expressing his appreciation for welcoming his Volunteer Legislative Assistant Marlene Lott to our meeting.

**Seminars**

None.

**Treasurer's Report**

Mrs. Zerfoss read the list of invoices paid since the last report was read on October 9, 2018. Township Fund: \$173,584.38, Fire Tax Fund: \$3,195.75, Municipal Pension: \$1,624.08, Police Pension Fund: \$2,590.09. Deposits into the various Township Funds totaled \$134,372.75. Balances were read as follows: Township Fund: \$509,451.11, Fire Tax Fund: \$90,772.92, Township Capital Savings Fund: \$301,394.17, Act 13 Impact Fund: \$738,425.99, Municipal Pension Fund: \$585,555.95, Police Pension Fund: \$1,216,982.08, State Fund: \$8,810.25. Supervisor Roth made the motion and Supervisor Mowry seconded the motion that the Treasurer's Report be approved as presented. The motion carried.

**Zoning Department**

Mr. Bonetti presented the Zoning Report for October. 2 Building Permits were issued totaling \$2,154.00; 5 Zoning Permits were issued totaling \$600.00; 1 Traffic Impact Fee was issued totaling \$1,426.08; 1 Sign Permit was issued totaling \$16.00; 6 Lien Letters were issued totaling \$90.00. Total zoning fees for October were \$4,286.08.

He also stated Butler County Planning Commission reviewed the Anderson, Lot Line Revision #18217 and had no comments on the plan.

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**Zoning Department - Continued**

Mr. Bonetti presented the Jeffrey and Susan Anderson Subdivision for approval. He stated the Planning Commission has no issues. Supervisor Mowry made the motion and Supervisor Ward seconded the motion that the Jeffrey and Susan Anderson Subdivision be approved. The motion carried.

**Police Department**

Mrs. Zerfoss read the Police report for October 2018.

She also reported the Penn Township Woman's Club donated \$100.00 to the Police Department.

**Road Department**

Supervisor Roth reported the Old Truck 7 (Peterbilt) was recently sold on Muncibid for \$15,851.00. He advised the old pickup is currently on Muncibid for sale and it's currently up to \$1,500.00.

He also reported they are getting ready for the upcoming winter season.

He reported still water issues on Anderson Road. He talked to John Rufer from Penn Energy Resources, the oil and gas company. They will look at the issues and see what can be done.

**Recycling Report**

No report.

**Parks and Recreation Department**

Supervisor Ward reported that bids had been accepted for a Harcrest Park storage building. Construction is to begin January or February. He advised the road crew has been doing a lot of preliminary work.

Supervisor Roth reported they installed approximately 160' of Stormwater pipe.

Mrs. Zerfoss reported the Penn Township Woman's Club donated \$50.00 to the park.

Supervisor Roth reported he met with HRG representative, Jim Feath to discuss Phase II of the park.

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**Public Relations Department**

Supervisor Roth reported that Eagle Scout candidate, Jacob Mock installed the flagpole and poured concrete pads for the trash cans and bike rack at Harcrest Park. He stated the road crew moved the Harcrest Park bike rack and trash cans onto the pads. He also reported that military services memorial stones were put in at the Veterans Monument.

Supervisor Ward reported that Eagle Scout candidate, Nathaniel Becker and Scout Troop 53 are planting 50 black cherry trees at Harcrest Park.

**Old Business**

None.

**New Business**

**Ordinance #170 - Amending Traffic Impact Fee** - Mrs. Zerfoss read Ordinance #170 - Amending Traffic Impact Fee. Supervisor Ward made a motion and Supervisor Roth seconded the motion to approve Ordinance #170 - Amending Traffic Impact Fee. The motion carried.

**Resolution #496 - Amending Transportation Capital Improvement** - Mrs. Zerfoss read Resolution #496 - Amending Transportation Capital Improvement. Supervisor Roth made a motion and Supervisor Mowry seconded the motion to approve Resolution #496 - Amending Transportation Capital Improvement. The motion carried.

**2019 Budget Message**

Linda D. Zerfoss, Township Manager read the 2019 Budget Message to the Board and audience. The proposed budget was prepared and submitted by Linda D. Zerfoss, Township Manager. Mrs. Zerfoss expressed her sincere thanks and appreciation to Corporals Ripper and Crawford, Supervisor Roth and especially to Clinton A. Bonetti for his invaluable assistance in preparing this budget. The 2019 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. Purchase new computers, software, catch basin cleaning, Tasers, E-ticketing software/hardware, trail cameras, duty vests, traffic vests, flashlights, radio system, CCTV cameras, transport belts, training and new TV monitor for CCTV cameras;
6. Update Township GIS;

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**2019 Budget Message - Continued**

7. Purchase mower for the park, flail mower, and asphalt saw; and
8. Annual donations to various agencies.

The proposed budget is based on 8.00 mills. For the 2018 Budget Year, the Board of Supervisors approved a budget of \$2,900,448.00 which was an increase over the year 2017. For every mill levied, each property owner pays \$1.00 per mill on each \$1,000.00 of assessed valuation (the assessed value is determined by the Assessment Office of Butler County through the 1969 formula of actual property values). Expected revenues for 2018 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 lower 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 \$55,595,811 in 2018 to \$55,819,995 for 2019;
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 by 5% for 2019. 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 3.50% in 2019, 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 2.5% as well. In 2019 the Township budgeted for 4 full-time and 2 part-time police officers;
2. Commodities are maintained or reduced compared to 2018; and
3. Capital improvements and expenses are indicated which include:
  - \* A donation to the Butler Public Library of \$5,000 for 2019;
  - \* A donation to Saxonburg Public Library of \$5,000 for 2019;

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**2019 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 2019 road project is estimated to be approximately \$300,000;
- \* The Township's commercial insurance and health insurance coverage is projected to be approximately 9% higher;
- \* Legal services for 2019 are being projected to be slightly lower in 2019;
- \* Funds allocated to the Land Use Department to continue to keep the GIS system current.

The breakdown of revenues and expenditures for 2019 are summarized as follows:

<u>REVENUES</u>	<u>EXPENDITURES</u>
Property Taxes-----\$441,751.00	General Govt-----\$483,068.00
Act 511 Taxes-----\$926,300.00	Public Safety-----\$555,695.00
Licenses & Permits-----\$ 85,000.00	Township Maintenance-----\$1,090,317.00
Fines and Forfeits-----\$ 27,900.00	Employee Liab/Benefit-----\$308,130.00
Revenues from O/G-----\$408,223.00	Township Parks-----\$215,506.00
Township Services-----\$101,790.00	
Act 13-----\$190,000.00	
Pensions-----\$255,377.00	
Total Revenue-----\$2,436,939.00	Total Expenditures-----\$2,652,716.00
Fund Balances-----\$1,134,976.00	Unappropriated Expen-----\$ 919,199.00

Total Appropriated & Unappropriated

Total Revenue Sources--\$3,571,915.00	Expenditures-----\$3,571,915.00
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Supervisor Mowry made a motion and Supervisor Ward seconded the motion that the Township Manager be authorized to advertise the proposed 2019 budget. The motion carried. The budget will be advertised for public inspection beginning November 18, 2018, and is proposed to be adopted on December 11, 2018 during the Board's regularly scheduled meeting.

**Act 537 - Saxonburg Authority**

Supervisor Roth reported they are meeting tonight due to the holiday yesterday.

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**Audience Participation**

Nancy Swisher - Asked how many parking spaces will be at the storage shed. Supervisor Roth said not many, maybe 5. Under Phase 2 there will be a lot more parking available.

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

**Adjournment**

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

The meeting adjourned at approximately 7:00 p.m.

Approved:

Respectfully Submitted:

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Samuel M. Ward  
Chairman  
Board of Supervisors

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Linda D. Zerfoss  
Township Manager  
Penn Township