Monday, January 7, 2019

The Penn Township Board of Supervisors having notified the residents in advance met this evening at 5:15 p.m. to conduct a public hearing for proposed Ordinance #171 – Fireman’s Tax Credit. Present were Supervisors Samuel M. Ward; Douglas A. Roth; and Wilbert J. Mowry, Jr.; Township Manager, Linda D. Zerfoss; and Land Use Administrator, Clinton A. Bonetti. There were no audience members present. Supervisor Ward read Ordinance #171 – Fireman’s Tax Credit. Supervisor Roth made a motion and Supervisor Mowry seconded to adjourn the hearing at 5:20 p.m. The motion carried.

Approved: Respectfully Submitted:

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Samuel M. Ward Linda D. Zerfoss

Chairman Township Manager

Board of Supervisors Penn Township

Monday, January 7, 2019

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, Corporal, Jack D. Ripper; and 1 Township visitor.

**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 2019. 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 2019.

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 2019.

Supervisor Ward read the following statement:

1. Re-appoint Linda D. Zerfoss as Township Manager for the year 2019, resolving her salary to be set at $35.81 per hour.

2. Set the Township Manager’s Treasury Bond at $850,000 for the year 2019, and renew the fidelity and position bond for $100,000.

3. Re-appoint Jack Sirkoch as Chairman of the Vacancy Board for the year 2019.

4. Re-appoint Lope Law Offices, Philip Lope, Esquire as Township Solicitor for the year 2019.

5. Re-appoint NexTier Bank depository for Township funds for the year 2019, with interest-bearing accounts in the Pennsylvania Local Government Investment Trust.

Monday, January 7, 2019

**Organizational Meeting – Continued**

6. Re-appoint Michael K. Corle as primary Sewage Enforcement Officer for the year 2019, resolving his salary to be set at an annual rate of $21,234.00.

7. Re-appoint Kim Corle as alternate Sewage Enforcement Officer for the year 2019.

8. Re-appoint Dennis Sybert as Animal Control Officer for the year 2019 with a $350.00 per month contract.

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

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

11. Approve Resolution #499 for Police Pension Fund.

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

13. Re-appoint Dillon, McCandless, King, Coulter & Graham (Timothy Bish) as Zoning Hearing Board attorney for the year 2019.

14. Set the tax rate for General Township purposes at 5.94 mills and for fire purposes at 2.06 mills for the year 2019.

15. Re-enact the 1% Real Estate Transfer Tax under Act 511 for the year 2019.

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

Cheryl Cranmer, Sergeant - $28.96 per hour Jack Ripper, Corporal - $27.37 per hour Dennis Crawford, Jr., Corporal - $27.37 per hour Alyssa Mathews, Patrolman, $18.06 per hour Steven Setnar, Part-time Patrolman - $21.46 per hour

17. Set compensation for administrative employees for 2019:

Clinton A. Bonetti, Land Use Administrator - $26.21 per hour Clinton A. Bonetti, Snow Removal - $26.21 per hour

18. Set compensation for road department employees for 2019:

Rodney Myers - $26.57 per hour Dennis Bogan - $26.57 per hour Nicklas Krelow - $20.44 per hour

The Board of Auditors will set the compensation for Road Superintendent Douglas Roth at their organizational meeting on Wednesday, January 8, 2019.

Monday, January 7, 2019

**Organizational Meeting - Continued**

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

20. Approve Resolution #500, Fee Schedule for Penn Township Services for the year 2019.

21. Set the second Tuesday 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.

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 Wilber Mowry, Jr. as the voting delegate.

27. Have the Township Manager advertise the Board of Supervisors, Planning Commission and Parks Committee meetings for the year 2019.

28. Re-appoint Clinton Bonetti as Township Records Officer for the year 2019.

29. Re-appoint Herbert, Rowland & Grubic, Inc. as Township Engineers as Township Engineer for the year 2019.

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

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

33. Seeing no further business, that the books for 2018 be closed and presented for audit.

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

Supervisor Roth stated there is a vacancy on the Penn Township Parks and Recreation Board for a five-year term. He stated Bob Pilot wanted to resign his position and he thanked Mr. Pilot for his service.

Motion by Supervisor Ward and seconded by Supervisor Roth that the above statement that was read by Supervisor Ward be approved. There being no questions or comments from the audience, the motion carried.

Monday, January 7, 2019

**Organizational Meeting - Continued**

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. Supervisor Ward stated it’s a pleasure to recite the Pledge of Allegiance especially with everything that’s going on in the world.

**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 Monday, December 11, 2018, they be approved as presented. The motion carried.

**Correspondence**

South Butler Community Library – Mrs. Zerfoss reported she was contacted by the South Butler Community Library that Ashley Warheit of Penn Township completed an application to become a board member of the library representing Penn Township. Supervisor Roth made a motion and Supervisor Mowry seconded the motion that Ashley Warheit of Penn Township be appointed to the South Butler Community Library Board representing Penn Township. The motion carried.

PSATS Unemployment Compensation Group Trust – Notice that for the 4 – Notice that for the 4th time in the past five years, the Trustees have voted to reduce rates. The rate is 2018 was .90% and for 2019 the rate will be .80%.

PA Farm Show Public Officials Day – Notice that all public officials are invited to the 103rd Pennsylvania Farm Show for Public Officials Day on Wednesday, January 9, 2019. Sherman Allen is organizing a bus trip for the day at $45.00 per person.

Dave Sanko – Notifying municipalities that the DCED toll-free phone line has been out of service since December 14 and no estimated return to service date. Also, the Department of Revenue report/Feasibility study of statewide EIT collection is now posted on the Department’s website.

PSATS Township Legal Defense Partnership – Newsletter dated Fall 2018.

Penn Dot – Moving Forward newsletter dated Winter 2018.

Butler Area Public Library - Thanking the Board for the 2018 donation of $5,000.00.

**Seminars**

Penn TOC, region 6 Training for Transition to 2015 IRC, 02/21, Collier Township

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

Monday, January 7, 2019

**Treasurer’s Report**

Mrs. Zerfoss read the list of invoices paid since the last report was read on December 11, 2018. Township Fund: $140,262.83, Fire Tax Fund: $3,772.54, Municipal Pension: $324.08, Police Pension Fund: $240.09. Deposits into the various Township Funds totaled $69,492.45. Balances were read as follows: Township Fund: $342,249.30, Fire Tax Fund: $67,949.71, Capital Savings Fund: $302,588.13, Act 13 Impact Fund: $743,240.83, Municipal Pension Fund: $584,907.79, Police Pension Fund: $1,216,501.90, State Fund: $8,840.19. Supervisor Ward made the motion and Supervisor Roth seconded the motion that the Treasurer’s Report be approved as presented. The motion carried.

**Zoning Department**

Mr. Bonetti presented the Zoning report for December 2018. 3 building permits were issued totaling $1,977.50, 2 zoning permits were issued totaling $200.00, 1 traffic impact was filed totaling $1,506.34, 4 lien letters were issued totaling $65.00, and 1 land development application was filed totaling $1,000.00. Total zoning fees for December were $4, 4 lien letters were issued totaling $65.00, and 1 land development application was filed totaling $1,000.00. Total zoning fees for December were $4,748.84. He also submitted the annual zoning report for 2018.

Mr. Bonetti reported the Butler County Planning Commission reviewed the following and had no comments:

Diehl Building, site Plan #18244

Mr. Bonetti presented the Diehl Building Site Plan for approval. He stated the Planning Commission has no issues and the Township Engineer quested the placement of the building which was explained to them. Supervisor Roth made the motion and Supervisor Ward seconded the motion that the Diehl Building Site Plan be approved. The motion carried.

**Police Department**

Mrs. Zerfoss read the Police report for December 2018. She also presented the Police year-end reports.

Mrs. Zerfoss submitted the Animal Control report for December 2018.

**Road Department**

Supervisor Roth reported they are working on the storage building site at Harcrest Park. He further stated the seal coats are not holding up on some roads with Dodds Road being the worse. He contacted Youngblood to have someone come out and view the roads.

**Recycling Report**

Supervisor Ward advised he has an appointment to take some items to ECS&R for recycling.

Monday, January 7, 2019

**Parks and Recreation Department**

Supervisor Roth reported that the park committee is looking for a committee member to replace Bob Pilot as he asked not to be re-appointed.

**Public Relations Department**

No report.

**Old Business**

None.

**New Business**

Mrs. Zerfoss requested approval to retain Maher Duessel as the Township IT provider at a cost of $125.00 per hour. She stated this is the same rate as last year. Supervisor Mowry made a motion and Supervisor Ward seconded to retain Maher Duessel as the Township IT provider at a cost of $125.00 per hour. The motion carried.

Mrs. Zerfoss reported she will be meeting with the Township Engineer, Darren Myer regarding the Green Light Go grant application.

The Board discussed the most recent damage to the Renfrew Bridge by a tractor trailer. Supervisor Roth said most of the trucks are being taken down Renfrew Road via GPS then get stuck and are taken to the Road Department to be weighed. Supervisor Mowry said the bridge was originally built as a temporary bridge back in the ‘60s. Supervisor Ward made a motion and Supervisor Roth seconded the motion to send a letter to PennDOT with a copy to the Butler County Commissioners regarding the bridge expressing our desire to have something done with the bridge with either widening it to two lanes or better signage warning truck drivers before they get to the point of no return. The motion carried.

Ordinance 171 – Fireman’s Tax Credit – Mrs. Zerfoss read Ordinance #171 – Fireman’s Tax Credit. Supervisor Roth made the motion and Supervisor Mowry seconded the motion to adopt Ordinance #171 – Fireman’s Tax Credit. The motion carried.

Supervisor Roth made a motion and Supervisor Mowry seconded the motion to donate $3,000.00 to the Audubon Society. The motion carried.

Supervisor Roth reported that HRG submitted the Mushrush Road Bridge Replacement General Permit 11 Registration package to DEP.

Monday, January 7, 2019

**Act 537 – Saxonburg Authority**

Supervisor Roth reported he has no report as they changed their meeting from the 2nd Monday to the 3rd Tuesday of each month.

**Audience Participation**

None.

**Adjournment**

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

The meeting adjourned at approximately 6:25 p.m.

Approved: Respectfully Submitted:

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Samuel M. Ward Linda D. Zerfoss

Chairman Township Manager

Board of Supervisors Penn Township