Tuesday, November 12, 2019

Chairman, Samuel M. Ward announced that a Conditional Use Hearing for Richard Bishop Storage was scheduled for tonight at 5:40 p.m. Due to the weather, the stenographer has not arrived yet. Therefore, since it is now 6:00 p.m. we will begin the regularly scheduled meeting until everyone involved in the Conditional Use Hearing arrives at which time, we will adjourn the regular meeting and conduct the hearing.

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 was Supervisor, Wilbert J. Mowry, Jr., Township Manager, Linda D. Zerfoss, Land Use Administrator, Clinton A. Bonetti, and 6 Township residents. Supervisor, Douglas A. Roth was absent.

**Minutes – 10/08/19**

Supervisor Ward made a motion and Supervisor Mowry seconded the motion that there being no additions or corrections to the minutes of the meeting held Tuesday, October 8, 2019, they be approved as presented. The motion carried.

Supervisor Ward stated the Commissioner Kim Geyer requested a couple of minutes to update the Board regarding the airport. Since she hasn’t arrived yet, we will continue with the meeting until she arrives.

**Correspondence**

PSATS News Bulletin – Monthly publication dated October 2019.

Butler Area Public Library – Thank you for the $5,000.00 donation to the library.

PSATS Township Legal Defense Partnership – Quarterly publication dated Fall 2019.

**Seminars**

None.

**Treasurer’s Report**

Mrs. Zerfoss read the list of invoices paid since the last report was read on October 8, 2019. Township Fund: $367,908.16, Fire Tax Fund: $16,055.94, Municipal Pension: $849.03, Police Pension Fund: $240.09, Act 13 Fund: $2,225.92. Deposits into the various Township Funds totaled $262,955.53. Balances were read as follows: Township Fund: $289,892.98, Fire Tax Fund: $126,532.01, Township Savings Fund: $408,725.91, Act 13 Impact Fund: $876,269.22, Municipal Pension Fund: $608,561.01, Police Pension Fund: $1,223,741.17, State Fund: $25,22213.09. Supervisor Ward made the motion and Supervisor Mowry seconded the motion that the Treasurer’s Report be approved as presented. The motion carried.

Tuesday, November 12, 2019

**Zoning Department**

Mr. Bonetti presented his Zoning Report for October 2019. The following has been issued: 6 Building Permits, 7 Zoning Permits, 3 Traffic Impact Filed, 7 Occupancy Permits, 1 Sign Permit, 2 Lien Letters, 1 Land Development. Total zoning fees for October 2019 were $12,059.19.

Mr. Bonetti also reported the Butler County Planning Commission reviewed The Leonard/Bishop Lot Line Revision #19204 and had no comments on this plan.

Mr. Bonetti further reported the Butler County Planning Commission reviewed the Bishop Self Storage, Site Plan #19198 and had several comments. They questioned the proposed use of an “Earthen Level Spreader” next to SR 8 for Storm Water abatement on this plan. They did not review the soil types of the plan. They recommended Penn Township’s Engineer review the proposed Storm Water Plan before approval. They also noted that a State Highway Occupancy Permit may be required. No plat which will require access to a highway under the jurisdiction of the Department of Transportation shall be finally approved unless the plat contains a notice that a highway occupancy permit is required. They had no further comments.

Mr. Bonetti presented the Leonard/Bishop lot line for approval. He stated the Planning Commission has no issues. Supervisor Mowry made the motion and Supervisor Ward seconded the motion that the Leonard/Bishop lot line revision be approved. The motion carried.

Supervisor Ward announced the approval for the Bishop Self Storage Facility as a conditional use in the C-2 district is postponed until after the Conditional Use hearing.

Mr. Bonetti presented the Hofer/Beining lot line revision for approval. Mr. Bonetti explained that the plan was not submitted to the County to be recorded so the Board needs to re-approve the plan. Supervisor Mowry made the motion and Supervisor Ward seconded the motion to re-approve the Hofer/Beining lot line revision. The motion carried.

**Police Department**

Mrs. Zerfoss read the Police report for October 2019.

She also presented the Animal Control report for October 2019.

**Road Department**

Supervisor Ward stated that there is no Road Department report as Supervisor Roth is tending to the snow-covered roads.

Tuesday, November 12, 2019

**Recycling Report**

Mrs. Zerfoss reported that at the last meeting, the next recycling date was approved for June 13, however she has since been notified that June 13 is no longer available, but June 6 is available. Supervisor Mowry made a motion and Supervisor Ward seconded the motion to re-schedule the recycling day to June 6, 2019. The motion carried.

**Parks and Recreation Department**

No report.

**Public Relations Department**

Mrs. Zerfoss reported she received correspondence from Kimberly Yeakle of DEP concerning flooding to Leroy Bunyan’s property in Renfrew and the need for debris removal in Connoquenessing Creek. Mr. Bunyan addressed the Board and stated he has been in contact with Ron Leabrook of the DEP Meadville Office and he was told that DEP has the money to address this situation, but the Township would have to put this out for bid along with Forward Township. Supervisor Ward stated we will contact DEP to discuss this and we will keep Mr. Bunyan informed as to the status.

At this time Commissioner Geyer was present. She wanted to provide an update on getting a pathway to Butler Airport for water service. There is no water at the airport or any fire hydrants. DCED has a grant available which is a 50/50 match. She stated the application is due December 13, 2019. She stated that the nearest water is located at Route 8 and Route 228. She stated that the Muicipal Water Authority of Adams Township (MWAAT) is applying for a grant and HRG is working with Delta Development regarding this. She advised there will be a meeting on November 21, 2019 at 7:00 p.m. with local businesses on Route 8. Nancy Leonard asked if PA American Water was involved. Supervisor Ward responded and said the Board met with them originally and they demanded a mandatory water service tap-in ordinance. Municipal Water Authority of Adams Township (MWAAT) does not require a mandatory tap-in.

At this point, 6:45 p.m., the regularly meeting was adjourned for the Conditional Use Hearing. Supervisor Ward stated it is now 6:45 p.m. and tonight we are conducting a Conditional use hearing at the request of Richard Bishop Self-Storage Facility in Penn Township “C-2” (Highway Commercial) zoning district. Present tonight are stenographer Jeanie Cavaliere, Supervisors Ward and Mowry, Township Manager, Linda Zerfoss and Land Use Administrator Clinton Bonetti. Supervisor Roth is working on the snow-covered roads.

Tuesday, November 12, 2019

**Conditional Use Hearing – Richard Bishop – Continued**

Supervisor Ward asked Mr. Bonetti for the record has this hearing been properly advertised and have the residents within 300 feet of the property been notified and the properties posted. Mr. Bonetti stated yes. Representatives of Richard Bishop were sworn in. Richard Craft, a Professional Engineer, presented their request. He stated there will be 195 units and they will be fenced in with a keypad access. Will Burns asked where on Route 8 this will be. Mr. Bishop explained where the storage units would be located.

Mr. Bonetti stated the Planning Commission made the following recommendations:

1. Lighting;
2. Total slope modification;
3. Concern about fence and landscaping; and
4. Storm Water.

Supervisor Mowry made the motion and Supervisor Ward seconded the motion to adjourn the hearing at 6:55 p.m. The motion carried.

Following the hearing Mrs. Zerfoss recommended the Board go back and finish the Zoning Department.

**Zoning Department – Continued**

**Bishop Self Storage Facility** – Supervisor Mowry made a motion and Supervisor Ward seconded the motion to approve the Bishop Self Storage Facility as a conditional use in the C-2 district subject to meeting all the requirements from Section 18.47 from the Penn Township Zoning Ordinance. The motion carried.

**Site Plan – Bishop Self Storage Facility** – Supervisor Ward made a motion and Supervisor Mowry seconded the motion to table the approval for the Site Plan for the Bishop Self Storage Facility until the stormwater condition is reviewed. The motion carried.

Nancy Leonard – asked what can be done with Majestic Lawn Care. She stated he has junk vehicles and are constantly burning, etc. Mr. Bonetti said we do not have a property maintenance ordinance and that they are an approved business. Ms. Leonard was directed to contact the Penn Township Police to file a complaint about the Majestic Lawn Care junk and the burning.

**Old Business**

Mrs. Zerfoss reported at the last meeting Supervisors approved that she was authorized to advertise for an emergency generator for the Municipal Building, but it wasn’t specified as to when the bids would be opened. She recommended that the bids be received noon on January 6, 2020, to give bidders time to submit bids. Supervisor Ward made a motion and Supervisor Mowry seconded for the Township Manager to advertise for a generator for the Municipal Building with bids to be opened at noon on January 6, 2020. The motion carried.

Tuesday, November 12, 2019

**New Business**

Mrs. Zerfoss reported she received a quote to upgrade the Township telephone system which would include a phone in the meeting room that the Tax Collector could use as well as those working on election days. The current system is approximately 10 years old and the software is no longer supported by the manufacturer. The quote for the upgrade is $5,382.00. Supervisor Ward made a motion and Supervisor Mowry seconded the motion to approve the Township telephone upgrade. The motion carried.

Supervisor Ward announced that the quote for a digital traffic sign and the trailer to haul the sign be tabled to allow more time to review the quotes.

# 2020 Budget Message

Linda D. Zerfoss, Township Manager read the 2020 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 all who contributed and helped with preparing this budget, especially, Clinton A. Bonetti for his invaluable assistance. The 2020 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, E-ticketing software/hardware, trail cameras, traffic vests, flashlights, radio system, training, and Police training;
6. Update Township GIS;
7. Purchase a new tractor;
8. New roof for Municipal Building and upgrade Township phones; and
9. Annual donations to various agencies.

The proposed budget is based on 8.00 mills. For the 2019 Budget Year, the Board of Supervisors approved a budget of $3,571,915.00 which was an increase over the year 2018. 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 2019 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

Tuesday, November 12, 2019

**Budget Message - Continued**

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 2019 to

$55,896,142 for 2020;

1. 8.00 mills will be levied to finance existing public services;
2. Ninety-six percent (96%) of levied real estate taxes will be collected during the year;
3. Liquid Fuels will increase by 5% for 2020. This revenue originates from fuel sales and accordingly as consumption goes down so does this revenue source; and

S. Penn Township is projecting a six (6%) percent or higher year-end fund balance.

Expenditure Assumptions

1. Personnel Services will increase 5.00% in 2020, reflecting the combined effect of pay increases, staff maintenance, overtime expenses and the legal commitment between the Township and its employees’ respective bargaining agreements. In 2020 the Township budgeted for 4 full-time and 1 part-time police officers;
2. Commodities are maintained or reduced compared to 2019; and
3. Capital improvements and expenses are indicated which include:
   * A donation to the Butler Public Library of $5,000 for 2020;
   * A donation to Saxonburg Public Library of $5,000 for 2020
   * A $350 donation to the Penn Township Veteran's Association for their annual Memorial Day service to honor the Veterans of Penn Township
   * The 2020 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 in 2020 as a result of the premium increase due to market trends. New premiums will be around $92,580 if the 9% is accurate. We won’t know this until the beginning of December. The Board in 2006 began offering incentives to employees who elect to not take the hospitalization coverage as a cost- cutting measure. In offering this incentive and having employees take advantage of the buyback, the 2020 budget will realize a $49,329 savings in health care costs

* + Legal services for 2020 are being projected to be slightly lower; and
  + 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:

Tuesday, November 12, 2019

**Budget Message – Continued**

**REVENUES EXPENDITURES**

Property Taxes $465,262.00

Act 511 Taxes $988,715.00

Licenses & Permits-----------$ 89,573.00

Fines and Forfeits-----------$ 41,400.00

Revenues from O/G $514,867.00

Township Services $ 93,100.00

Act 13 $262,950.00

Pensions $273,330.00

Total Revenue $2,455,867.00

Fund Balances $1,654,168.00

General Govt $600,467.00

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Total Appropriated & Unappropriated

Total Revenue Sources………-$4,110,035.00 Expenditures………………………………$4,110,035.00

Public Safety $529,264.00

Township Maintenance $1,190,496.00

Employee Liab/Benefit $357,075.00

Township Parks $266,139.00

Total Expenditures $2,943,441.00

Unappropriated Expen------$1,166,594

Tuesday, November 12, 2019

Supervisor Ward made a motion and Supervisor Mowry seconded the motion that the Township Manager be authorized to advertise the proposed 2020 budget. The motion carried. The budget will be advertised for public inspection is proposed to be adopted on December 10, 2019, during the Board’s regularly scheduled meeting.

**Act 537 – Saxonburg Authority**

No report.

**Audience Participation**

**Matt Arena – HRG** – Stated he will bring the bid documents for the Mushrush Road bridge project to the next meeting.

**Richard Craft** – Asked if they could get contingent approval on the Richard Bishop self-storage facility. Supervisor Ward stated not until the stormwater condition is reviewed.

**Linda Dawson** – Stated that the Penn Township website needs to be updated to reflect that the offices are only Monday – Thursday 7 a.m. – 5 p.m. and Closed Friday.

**Adjournment**

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

The meeting adjourned at approximately 7:30 p.m.

Approved: Respectfully Submitted:

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Samuel M. Ward Linda D. Zerfoss

Chairman Township Manager

Board of Supervisors Penn Township