Monday, January 6, 2020

The Penn Township Board of Supervisors having notified the residents in advance met today at noon at the Penn Township Municipal Building, 157 East Airport Road, Butler, PA 16002 with the Interim Chairman, Samuel M. Ward, presiding. Also present was Supervisor Douglas A. Roth and Township Manager, Linda D. Zerfoss. Supervisor Wilbert J. Mowry, Jr. was absent.

The purpose of the meeting was to open bids for an emergency generator for the municipal building.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| General Contractor | Base Bid | Annual Service Charge | Alternate 7-year Warranty | Alternate 10-year Warranty |
| Allegheny City Electronics |  $44,000.00 |  $1,000.00 |  $1,000.00 |  $2,500.00 |
| Vector Land Management LLC |  $28,775.00 |  $350.00 |  $1,150.00 |  $1,650.00 |
| I.E. Power, LLC | $47,700.00 | $645.00 | $1,200.00 | $3,194.00 |
| Current Waves | $31,733.00 | $500.00 | $1,200.00 | $1,600 |

Supervisor Ward announced the Board will review the bids with possible awarding at tonight’s meeting. Supervisor Roth made a motion and Supervisor Ward seconded the motion the meeting be adjourned at 12:09 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 6, 2020

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**

Supervisor Ward made a motion and Supervisor Roth seconded the motion 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 2020. Supervisor Roth made a motion and Supervisor Mowry seconded the motion that Samuel M. Ward be nominated for Chairman. The motion carried. There being no further nominations, Mr. Ward was elected Chairman for the year 2020.

At this point in the meeting, Supervisor Ward assumed the duties of Chairman.

**Vice-Chairman**

Supervisor Mowry made a motion and Supervisor Ward seconded the motion that Douglas A. Roth be nominated, Vice-Chairman. The motion carried. There being no further nominations, Mr. Roth was elected Vice Chairman for the year 2020.

Supervisor Ward read the following statement:

 1. Re-appoint Linda D. Zerfoss as Township Manager for the year 2020, resolving her salary to be set at $37.60 per hour.

 2. Set the Township Manager’s Treasury Bond at $850,000 for the year 2020 and renew the fidelity and position bond for $100,000.

 3. Re-appoint Jack Sirkoch as Chairman of the Vacancy Board for the year 2020.

4. Re-appoint Lope Law Offices, Philip Lope, Esquire as Township Solicitor for the year 2020.

5. Re-appoint NexTier Bank depository for Township funds for the year 2020, with interest-bearing accounts in the Pennsylvania Local Government Investment Trust.

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**Organizational Meeting – Continued**

6. Re-appoint Michael K. Corle as primary Sewage Enforcement Officer for the year 2020, resolving his salary to be set at an annual rate of $22,295.75.

7. Re-appoint Kim Corle as an alternate Sewage Enforcement Officer for the year 2020.

 8. Re-appoint Dennis Sybert as Animal Control Officer for the year 2020 with a $350.00 per month contract.

 9. Re-appoint Jack Sirkoch and Art Black to the Penn Township Planning Commission for a four-year term.

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

 11. Approve Resolution #508 for Police Pension Fund.

 12. Appoint Nanette Rau as 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 2020.

 14. Set the tax rate for General Township purposes at 5.94 mills and for fire purposes at 2.06 mills for the year 2020.

 15. Re-enact the 1% Real Estate Transfer Tax under Act 511 for the year 2020.

 16. Set compensation for the Police Department under the 2nd year of their four-year contract according to the Collective Bargaining Agreement, specifically Addendum #1:

Cheryl Cranmer, Sergeant - $29.97 per hour Jack Ripper, Corporal - $28.32 per hour Dennis Crawford, Jr., Corporal - $28.32 per hour Alyssa Mathews, Patrolman, $19.43 per hour Steven Setnar, Part-time Patrolman - $22.21 per hour

 17. Set compensation for administrative employees for 2020:

Clinton A. Bonetti, Land Use Administrator - $27.52 per hour Clinton A. Bonetti, Snow Removal - $27.52 per hour

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**Organizational Meeting – Continued**

18. Set compensation for road department employees for 2020:

Rodney Myers - $27.90 per hour Nicklas Krelow - $22.53 per hour

Dan Wible - $22.53 per hour

The Board of Auditors will set the compensation for Road Superintendent Douglas Roth at their organizational meeting on Wednesday, January 7, 2020.

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

 20. Approve Resolution #509, Fee Schedule for Penn Township Services for the year 2020.

 21. Set the second Tuesday of each month as a 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 2020.

 28. Re-appoint Clinton Bonetti as Township Records Officer for the year 2020.

 29. Re-appoint Herbert, Rowland, & Grubic, Inc. as Township Engineers as Township Engineer for the year 2020.

31. Re-appoint Melissa Heagy to the Penn Township Parks and Recreation Board for a five-year term.

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**Organizational Meeting – Continued**

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 2019 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 Ward made a motion and Supervisor Roth seconded the motion that the above statement that was read by Supervisor Ward be approved. The motion carried.

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.

**Minutes – 12/10/19**

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 10, 2019, they be approved as presented. The motion carried.

**Correspondence**

**Peoples Natural Gas** -Letter asking that municipalities submit their road paving schedule to them by March 31, 2020.

**PSATS News Bulletin** – Monthly newsletter dated November-December 2019.

**PennDOT LTAP** – Technical Information Sheet #196 Winter/2019

**Seminars**

 Advanced Crisis Negotiations, 02/03 – 02/07; Beaver Falls

 Floodplain Ordinance Training, 01/23; Venango Courthouse

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

**Treasurer’s Report**

Mrs. Zerfoss read the list of invoices paid since the last report on December 10, 2019. Township Fund: $198,541.45, Fire Tax Fund: $4,254.54, Township Savings Fund: $100,000.00, Act 13 Fund: $20.15.

Deposits into the various Township Funds totaled $160,562.44. Balances were read as follows: Township Fund: $217,300.93, Fire Tax Fund: $121,243.32, Capital Savings Fund: $309,842.92, Act 13 Impact

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**Treasurer’s Report - Continued**

Fund: $877,407.62, Municipal Pension Fund: $607,711.98, Police Pension Fund: $1,223.501.08, State Fund: $25,265.22. Supervisor Roth made the motion and Supervisor Ward seconded the motion that the Treasurer’s Report be approved as presented. The motion carried.

**Zoning Department**

Mr. Bonetti presented his Zoning Report for December 2019. The following has been issued: No Building Permits, 2 Zoning Permits, and 8 Lien Letters. Total zoning fees for December 2019 were $320.00.

Mr. Bonetti also reported that the Butler County Planning Commission reviewed the Kingan/Fischer, Lot Line Revision #20003. They had no comments on the plan.

**Police Department**

No report.

**Road Department**

Supervisor Roth reported they have been out 14 times so far on salt runs. He said 2019 was the 3rd highest rainfall for the area. 2018 was the highest rainfall and 2004 was the 2nd highest.

Supervisor Roth said they are busy doing ditching work.

**Recycling Report**

Mrs. Zerfoss reported that DEP has approved our grant in the amount of $923.62 for the 2019 Recycling Event we had on September 21, 2019.

**Parks and Recreation**

Mrs. Zerfoss reported that we received the application for the Butler County Park Renovation/Development Program for the year 2020 up to $7,500.00. Supervisor Roth said he was interested in applying and will complete the application. We can adopt the Resolution at the next meeting.

**Public Relations Department**

Mrs. Zerfoss stated that she talked to Forward Township about meeting in the near future to discuss cleanup in the Connoquenessing Creek along with DEP. She is waiting to hear back about meeting dates.

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**Old Business**

Supervisor Ward reported the Board has reviewed the proposed drawings and specifications prepared by HRG for the Mushrush Bridge replacement. Supervisor Ward made a motion and Supervisor Mowry seconded the motion that the Mushrush Road Bridge replacement be advertised, PT2020-01 dated December 2019. The motion carried.

**New Business**

Mrs. Zerfoss requested a motion to retain Maher Duessel as the Township Auditor to audit the years 2019, 2020 and 2021. Supervisor Mowry made a motion and Supervisor Roth seconded the motion that Maher Duessel be retained as Township Auditor for the years 2019, 2020 and 2021. The motion carried.

Supervisor Ward announced that bids were opened today at noon for an Emergency Generator for the Municipal Building.

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| --- | --- | --- | --- | --- |
| General Contractor | Base Bid | Annual Service Charge | Alternate 7-year Warranty | Alternate 10-year Warranty |
| Allegheny City Electronics |  $44,000.00 |  $1,000.00 |  $1,000.00 |  $2,500.00 |
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| I.E. Power, LLC | $47,700.00 | $645.00 | $1,200.00 | $3,194.00 |
| Current Waves | $31,733.00 | $500.00 | $1,200.00 | $1,600 |

Supervisor Roth made a motion and Supervisor Mowry seconded the motion to award the emergency generator bid to Vector Land Management, LLC at a bid of $28,775.00 with the 10-year warranty for $1.650.00. The motion carried.

**Act 537 Saxonburg Authority**

Supervisor Roth reported there was a presentation on growth in the service area tap-ins. Last year was record-breaking and they feel this year will also be record-breaking for new tap-ins.

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**Audience Participation**

None.

**Adjournment**

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

The meeting adjourned at approximately 6:15 p.m.

Approved: Respectfully Submitted:

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Samuel M. Ward Linda D. Zerfoss

Chairman Township Manager

Board of Supervisors Penn Township