Tuesday, April 14, 2020

The Penn Township Board of Supervisors met this evening at 6:00 p.m. 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, Will Burns, Ray Hoffman, Caiden Haralson, and Charlie Hoffman.

Supervisor Ward explained that the meeting is being held as a Skype video conference during the Pennsylvania State of Emergency following recommended guidelines. Notices have been posted on the Penn Township website and Municipal building entrance door. A draft of the meeting minutes will be made available on the website.

Supervisor Ward recognized several members of Scout Troop 53 who are attending the video conference as a requirement for their Communications merit badge.

**Minutes – 03/10/20 and Special Meeting of 04/13/20**

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, March 10, 2020, and the special meeting held April 13, 2020, they be approved as presented. The motion carried.

**Correspondence**

Congressman Mike Kelly – Coronavirus Update.

PSATS Morning News – Update on latest news and Covid-19 along with legislative and policy updates, grand and funding opportunities, and announcements about upcoming PSATS training.

Berkheimer Tax Innovations – Letter advising they are open and operational, but their offices will be closed to the public. In the coming months, they feel there will be an impact on collections including Earned Income Tax, Local Services Tax, and Business Privilege/Mercantile. They will not know to what extent until employers file 1st and 2nd quarter reports. Also, the filing due date for annual returns has been extended to July 15, 2020.

Butler County Election Bureau – Letter asking if the Municipal Building will be available and open for the June 2, 2020, Primary Election date. Mrs. Zerfoss reported she responded to the letter that the Municipal Building will be available for the 2020 Primary Election.

PennDOT LTAP – Technical Information Sheet #197 for Spring/2020.

AK Steel – Revised dam emergency action plans.

Tuesday, April 14, 2020

**Seminars**

Mrs. Zerfoss reported the Butler County Association of Township Officials Convention originally scheduled for May 21, 2020, has been postponed until later this year.

**Treasurer’s Report**

Mrs. Zerfoss read the list of invoices paid since the last report was read on March 10, 2020. Township Fund: $133,101.39, Fire Tax Fund: $3,707.53, Act 13 Fund: $311.28, Municipal Pension: $106,978.21, Police Pension Fund: $218,167.28. Deposits into the various Township Funds totaled $211,173.62. Balances were read as follows: Township Fund: $163,082.61, Fire Tax Fund: $138,600.70, Township Capital Savings Fund: $310,643.19, Act 13 Impact Fund: $833,428.03, Municipal Pension Fund: 562,578.07, Police Pension Fund: $1,089,900.44, State Fund: $321,449.01. Supervisor Mowry 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 February 2020. The following have been issued: 2 Building Permits, 2 Zoning Permits, and 7 Lien Letters. Total Zoning fees for February 2020 were $884.00.

Mr. Bonetti also read his Zoning Report for March 2020. Due to the offices being closed due to the Covid-19 restrictions, there were no permits issued. The only thing issued was 13 Lien Letters totaling $195.00

**Police Department**

Mrs. Zerfoss read the Police report for March 2020.

Mrs. Zerfoss also reported she received a quote from Diehl Automotive for damages to the police cruiser that was damaged by the hailstorm. Damages were $4,751.75.

**Road Department**

Supervisor Roth reported the Road Department did some tree trimming on Winters Road. He stated Kenny Wagner removed the large tree on Mushrush Road.

He also reported the road project is complete.

Tuesday, April 14, 2020

**Recycling Report**

Mrs. Zerfoss stated the Township is hosting a recycling event on June 6 from 9 am – 1 pm.

**Parks and Recreation Department**

Supervisor Roth said the County suggesting closing the park playground and the restrooms. He said he made a sign.

Supervisor Roth said Scott Gumto supplied 40 trees to the park.

Supervisor Roth stated he has not heard from Jeffries yet regarding the playground items for Renfrew Park.

**Public Relations Department**

Mrs. Zerfoss reported years ago we signed up to participate in Young Lungs at Play. She was contacted recently about joining again. She stated the company will provide new signs for the park. The Board agreed to re-join.

Wendy Leslie sent a letter regarding the CARES Act that was passed has CDBG funding included to assist in the prevention, prepare for, and respond to coronavirus.

Wendy Leslie from the Community Development Administrator sent a letter regarding the CDBG Covid-19 Funding. She advised she needs to know by the end of April if we want this funding. It is unclear what the funding could be used for and income forms would need to be completed.

Mrs. Zerfoss reported the new emergency generator is complete and it works great. It was reminded that she needs to set up a schedule once the stay-at-home order is lifted.

**Old Business**

Supervisor Ward reported bids were opened on April 9, 2020, by HRG for the Mushrush Road Bridge. 9 Companies submitted bids. Bids submitted were Holbein, Inc, $360,516.00, Kukurin Contracting Inc. $408,804.00, Chivers Construction $413,439.00, J5 Construction $419,000.00, Beech Construction Inc., $457,444.44, A. Merante Contracting Inc. $460,500.00, JET Excavating Co. $466,750.00, Gary Metzinger Cement Contractor Inc. $493,360.00, Pugliano Construction Co. Inc. $499,777.77. Supervisor Roth made the motion and Supervisor Mowry seconded the motion to award the bid to Holbein, Inc. with a contract price of $360,516.00. The motion carried.

Tuesday, April 14, 2020

**Old Business – Continued**

Supervisor Ward made the motion and Supervisor Mowry seconded the motion to authorize HRG to forward a notice of award to Holbein, Inc. The motion carried.

Supervisor Roth made the motion and Supervisor Ward seconded the motion to authorize HRG to issue an appropriate work change direction. Supervisor Roth explained that the culvert box is deteriorating. He would like to have the contractor demolish and clean out the existing concrete box culvert at the intersection of Old Plank Road and Mushrush Road. The motion carried.

Supervisor Roth thanked Matt Arena from HRG for all his work on the Mushrush Road Bridge project.

Supervisor Roth reported several residents were at the last meeting regarding the flooding in Renfrew. He suggested sending a letter to residents of Renfrew explain what has been discovered regarding their concerns. Supervisor Roth said he will get together with Linda and Clinton to prepare a letter.

**New Business**

Supervisor Ward made the motion and Supervisor Roth seconded the motion to approve Resolution #512 – Proclamation of Disaster Emergency – COVID-19. The motion carried.

Mrs. Zerfoss read Resolution #513 – Penn Township Park Development – Harcrest Park. Supervisor Roth made the motion and Supervisor Mowry seconded the motion to approve Resolution #513 – Penn Township Park Development – Harcrest Park. The motion carried.

Mrs. Zerfoss reported the 2019 Municipal Annual Audit and Financial Report has been completed by Maher Duessel. All accounts were balanced.

Mrs. Zerfoss also reported she received a letter from Bartlett Tree Experts to do soil care and fertilization and pest management on some trees on our property. Their estimate is $1,565.00. Supervisor Mowry made the motion and Supervisor Roth seconded the motion to approve the estimate from Bartlett Tree Experts for $1,565.00. The motion carried.

**Act 537 – Saxonburg Authority**

Supervisor Roth reported at the last meeting they discussed how to deal with the Coronavirus. He advised the next Authority meeting will be a conference call.

Tuesday, April 14, 2020

**Audience Participation**

Supervisor Ward asked Matt Arena from HRG if he had any comments regarding the Mushrush Road Bridge project. Due to technical difficulties we could not hear any comments from Matt.

Caiden Haralson asked where the money is coming from for the bridge project. Mrs. Zerfoss explained it was coming from the Act 13 fund. The money in that account comes from the gas wells royalties.

Will Burns said he hope we do not have to do a remote meeting again. He further said that Matt wrote a note in comments that said he has nothing to add regarding the Mushrush Road Bridge.

Supervisor Ward said a letter was sent to Holbein Inc. and said he received a response this morning regarding the precast concrete box culvert delivery. They advised they cannot get the precast concrete box culvert until early August.

**Adjournment**

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

The meeting adjourned at approximately 6:42 p.m.

Approved: Respectfully Submitted:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Samuel M. Ward Linda D. Zerfoss

Chairman Township Manager

Board of Supervisors Penn Township