Tuesday, September 8, 2020

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 were Supervisors, Douglas A. Roth and Wilbert J. Mowry, Jr., Township Manager, Linda D. Zerfoss, Land Use Administrator, Clinton A. Bonetti, and 3 Township residents.

**Minutes – 08/11/20**

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, August 11, 2020, they be approved as presented. The motion carried.

**Correspondence**

Penn Township Veterans Association – Newsletter dated October 2020.

Wendy Leslie-CDBG Administrator – Verifying that Penn Township planned on using their 2020 funds for the Southern part of Harcrest Park.

PA Auditor General – Notice that the Municipal Pension Plan has a biennial distress score of 0.

PA Gov – Newsletter on the Spotted Lanternfly.

PennDot – Notice that Liquid Fuels for 2021 is estimated at $229,580.22 and the turnback will be $41,080.00.

South Butler Community Library – Monthly updates and summary of their Board meeting held August 12, 2020.

Gannett Fleming – Letter advising that the Municipal Water Authority of Adams township intends to file an application with the Butler County Conservation District for a GP-5 Utility Line Stream Crossing permit for stream and wetland crossings for the Route 8/Butler County Airport Waterline Extension Project.

Jacob Mock – Thank you card for help in completing his Eagle Scout project. Supervisor Roth said he put up the flagpole and light at Harcrest Park and poured the pad for the bike rack.

Gannett Fleming – Letter advising that the Municipal Water Authority of Adams township will be applying to Pa DEP for the following applications: Public Water Supply, GP-5 Utility Line Stream Crossing, and NPDES General Permit for Discharges of stormwater during construction for the Route 8/Butler County Airport waterline extension

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**Correspondence – Continued**

project. Installation of approximately 36,000 LF of 12-inch water line, fire hydrants, service connections, stream and wetland crossings, connections to existing water mains, pavement restoration, restoration, and incidental work.

PSATS News Bulletin – September 2020 on Clarification on Payroll Tax Deferral, Are You Missing Out, Capitol Roundup, Final Push Underway to Get Counted in 2020 Census, Budget to Attend PSATS’ Centennial Celebration, Grant and Funding Resources Available, Don’t Miss PSATS Training Opportunities and This and That.

**Seminars**

LTAP Fall-Winter Virtual Educational Opportunities

BCO 151 Class, September 22

Supervisor Mowry made the motion and Supervisor Roth seconded 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 was read on August 11, 2020. Township Fund: $82,130.07, Fire Tax Fund: $2,283.24, Act 13 Fund: $347,997.11, Municipal Pension: $849.03, Police Pension Fund: $240.09. Deposits into the various Township Funds totaled $8,991.56. Balances were read as follows: Township Fund: $280,284.54, Fire Tax Fund: $143,767.62, Act 13 Impact Fund: $618,046.38, Township Capital Savings Fund: $311,347.03, Municipal Pension Fund: $634,968.05, Police Pension Fund: $1,248,432.38, State Fund: $86,868.40. Supervisor Roth made the motion and Supervisor Ward seconded the motion that the Treasurer’s Report is approved as presented. The motion carried. Supervisor Ward reported the payment from Act 13 was for the Mushrush Road Bridge construction progress payment.

**Zoning Department**

Mr. Bonetti presented his Zoning Report for August 2020. The following have been issued: 2 Building Permits, 4 Zoning Permits, 1 Traffic Impact, 5 Highway Occupancy Permits, 16 Septic Permits, 9 Lien Letters, 3 Land Development Applications. Total zoning fees for August 2020 were $11,604.84.

Mr. Bonetti also reported the Butler County Planning Commission reviewed the following plans:

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Zoning Department – Continued

McCay, 2 Lots & Residual #20168, they had no comments

Johnson, Lot Line Revision #20181, they had no comments.

Stepp Holdings, Lot Line Revision #20182, they had no comments.

Mr. Bonetti presented the subdivision for Johnson lot line on Meridian and Beacon Roads for approval. Supervisor Ward made the motion and Supervisor Mowry seconded the motion that the Johnson lot line on Meridian and Beacon Roads be approved. The motion carried.

Mr. Bonetti presented the subdivision for Stepp Holdings on North Trail for approval. Supervisor Mowry made the motion and Supervisor Roth seconded the motion that the subdivision for Stepp Holdings on North Trail is approved. The motion carried.

Mr. Bonetti recommended that approval for the site plan for CRS Contracting – Material Yard (Pittsburgh Road) and the site plan for CRS Contracting – Office and Garage (Pittsburgh Road) be tabled. He is waiting for their engineers to send information to our engineers to review. Supervisor Roth made the motion and Supervisor Ward seconded the motion that the site plan for CRS Contracting – Material Yard (Pittsburgh Road) and the site plan for CRS Contracting – Office and Garage (Pittsburgh Road) be tabled until their engineers submit information to our engineers to be reviewed. The motion carried.

Mr. Bonetti also reported that he received notice of termination permit for the XTO Cryo Plant ESCGP impoundment.

**Police Department**

Mrs. Zerfoss read the Police report for August 2020.

Supervisor Roth made the motion and Supervisor Ward seconded the motion that each officer receives $500.00 for working during the coronavirus while the Township was on limited hours during April and May 2020. The motion carried.

**Road Department**

Supervisor Roth reported that the sealing project at the intersections is being completed.

Supervisor Roth also stated that Mushrush Road bridge is looking good. After the guide rail is installed and the pavement is done, the road will be opened.

**Recycling Report**

No report.

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**Parks and Recreation Department**

Supervisor Roth reported that the Renfrew Park playground has been completed. The only thing left is the pickleball court and sidewalk which will be done by Hayden Hughes as his Eagle Scout project.

**Public Relations Department**

Mrs. Zerfoss reported that there will be a Jeep parade on October 2 with approximately 500 Jeeps from Butler County Airport to the City of Butler. A letter needs to be signed by the Board to fully indemnify PennDot. Supervisor Roth made the motion and Supervisor Mowry seconded the motion that the letter to fully indemnify PennDot be signed pending approval from Solicitor Lope. The motion carried.

Supervisor Roth also stated that Sarah Parker, a longtime resident of Renfrew, passed away recently and he extends sympathy to the family.

**Old Business**

Mr. Bonetti reported that Solicitor Lope will draft a septic system wastewater effluent ROW agreement for the Brennan property on Dodds Road once additional information is received from the property owner.

Mrs. Zerfoss reported that she applied for the CDBG Covid-19 grant. Approval was received for $97,738. An agreement needs to be entered into between the County of Butler and Penn Township. Supervisor Mowry made the motion and Supervisor Roth seconded the motion to approve the agreement between the County of Butler and Penn Township for the CDBG Covid-19 grant. The motion carried.

Supervisor Roth made the motion and Supervisor Ward seconded the motion not to allow anyone to use the Municipal Building until the pandemic is over other than Township business. The motion carried.

Supervisor Ward stated a proposal for installing an exhaust fan in the Police evidence room is pending from Steve Brock.

Mrs. Zerfoss reported she had an offer to sell all the old chairs if we lowered the price to $2.00 each. Supervisor Ward made the motion and Supervisor Mowry seconded the motion that Mrs. Zerfoss sell the chairs for $2.00 each. The motion carried.

Mrs. Zerfoss stated a representative will be at the Harcrest Park on October 7 for a site inspection. No one needs to be present.

Mrs. Zerfoss also stated the Municipal Building property was surveyed last week. Supervisor Ward explained this was to identify property lines between the Township and the houses at Winter Lake.

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**Old Business – Continued**

Supervisor Roth stated that at the last meeting LeRoy Bunyan asked the Supervisors to look at the stormwater drainage issue on his niece’s property. He reported that he contacted Wendy Leslie from CDBG, and Ms. Leslie stated the property owner may qualify for housing rehabilitation assistance. He stated that he relayed the information to Mr. Bunyan.

**New Business**

Supervisor Mowry made the motion and Supervisor Roth seconded the motion to approve the draft of the proposed bid documents for the shingle and EPDM roofing bids and set the date to open the bid documents for noon on October 13, 2020. The motion carried.

Supervisor Roth made the motion and Supervisor Ward seconded the motion to approve Butler County to be the CDBG Administrator for the Penn Township CDBG Funds. The motion carried.

Mrs. Zerfoss submitted the Penn Township Police Pension Fund Obligation for the year 2021 for $32,693.00. Supervisor Ward made the motion and Supervisor Mowry seconded the motion to approve the Penn Township Police Pension Fund Obligation for the year 2021 in the amount of $32,693.00. The motion carried.

Mrs. Zerfoss submitted the Non-Uniformed Pension Plan Obligation for the year 2021 for $31,133.00. Supervisor Mowry made the motion and Supervisor Roth seconded the motion to approve the Non-Uniformed Pension Plan Obligation for the year 2021 in the amount of $31,133.00. The motion carried.

Mrs. Zerfoss submitted to the Board CDC guidance for cleaning and disinfecting.

Supervisor Ward discussed the Mushrush Road bridge replacement change order #2 for additional asphalt paving in the amount of $10,130.00. Time being of the essence, Township Engineer, HRG, and the Supervisors reviewed and approved this additional work to be completed within the project schedule.

Resolution #519 – CDBG Administrator – Mrs. Zerfoss read Resolution #519 – CDBG Administrator. Supervisor Roth made the motion and Supervisor Ward seconded the motion that Resolution #519 – CDBG Administrator be approved. The motion carried.

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**New Business - Continued**

Resolution #520 – Fair Housing – Mrs. Zerfoss read Resolution #520 – Fair Housing. Supervisor Ward made the motion and Supervisor Mowry seconded the motion that Resolution #520 – Fair Housing be approved. The motion carried.

Resolution #521 – Three Year Plan – Mrs. Zerfoss Read Resolution #521 – Three Year Plan. Supervisor Mowry made the motion and Supervisor Roth seconded the motion that Resolution #521 – Three Year Plan be approved. The motion carried.

**Act 537 – Saxonburg Authority**

Supervisor Roth reported they approved regular authorized business. The Tower Road project in Clinton Township will require boring under the road.

**Audience Participation**

Will Burns- Stated he is glad to be in the audience.

**Adjournment**

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

The meeting adjourned at approximately 6:50 p.m.

Approved: Respectfully Submitted:

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Samuel M. Ward Linda D. Zerfoss

Chairman Township Manager

Board of Supervisors Penn Township