Tuesday, November 10, 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 and visitors.

**Minutes – 10/13/20**

Supervisor Ward made a motion and Supervisor Mowry seconded the motion that there being no additions or corrections to the minutes of the Bid Opening for the Roof held Tuesday, October 13, 2020, and the regular meeting held Tuesday, October 13, 2020, be approved as presented. The motion carried.

**Mark Gordon** – Discussed the infra-structure bank program with a .56% interest rate. He also discussed getting water to the Butler County Airport. He thanked the Board for their support in bringing water to the Township. Supervisor Ward advised this has been discussed and he, Mr. Bonetti, and Mrs. Zerfoss met with Commission Geyer and told her we support the water line project but will not contribute any money to the project. Supervisor Mowry agreed saying we have told residents we will support water but will not raise taxes to bring water. Supervisor Roth asked why the County is not supporting the project. Mr. Gordon said the County is using Act 13 monies to set up the infrastructure bank where municipalities can borrow money for the project. He stated the County funds 1 1 / 2 % of the interest rate. He reported Penn Township would pay approximately $2,000.00 a month for 10 years if we borrowed $250,000.00. The discussion lasted approximately 20 minutes.

**Correspondence**

**Dan Wible** – Thank you card on the passing of his father from the Wible family.

**Butler County Airport** – Letter notifying Penn Township of the Butler County Airport Authority's intent to pursue MTF grant assistance for the Pittsburgh-Butler Regional Airport Route 8 Access Project. The Authority is proposing to undertake enhancements at the intersection of Route 8 and Airport Road. The heavily trafficked intersection will receive new traffic signals that can accommodate the Route 8 corridor's noticeable growth and receive pedestrian crosswalks, accessible curb ramp, and associated signal provisions. They would appreciate a letter of support to submit with the grant request.

**The Honorable Yassmin Gramian, PennDot** – Copy of letter expressing our support for the Butler County Airport Authority’s funding request through the PennDot Multimodal Transportation Fund program.

Tuesday, November 10, 2020

**Correspondence – Continued**

**The Honorable Yassmin Gramian, PennDot** – Copy of letter from the Penn Township Land Use Department regarding the Butler County Airport Authority PennDot Multimodal Transportation Fund who has determined the proposed improvements are consistent with furthering the Township's general objectives for modernizing transportation infrastructure at the Route 8 and Airport Road intersection.

**The Honorable Yassmin Gramian, PennDot** – Copy of letter regarding the Pittsburgh-Butler Regional Airport Route 8 Access Project. Penn Township affirms that Penn Township, Butler County has funding for the required MTF match for $116,776.00. Penn Township will partner with the Butler County Airport Authority which has pledged $55,843.14 towards the project for a total combined match of $172,619.14. This committed match will support this current $570,000 PennDot MTF request.

**PSATS News Bulletin** – Newsletter dated October 2020 on Capitol Roundup, Covid News, Make Plans Now to Attend PSATS’2021 Conference & Centennial Celebration, Grant and Fund Resources Available, Don’t Miss PSATS Training Opportunities and This and That.

**PSATS 2020 Board Adopted PSATS Resolutions** – On September 16, 2020, the PSATS Executive Board adopted resolutions to fill a policy void due to the cancellation of the 2020 PSATS Annual Conference.

**Butler Area Public Library** – Thank you for the 2020 donation of $5,000.00.

**Seminars**

None.

**Treasurer’s Report**

Mrs. Zerfoss read the list of invoices paid since the last report was read on October 13, 2020. Township Fund: $98,850.94, Fire Tax Fund: $4,366.86, Act 13 Fund: $84,209.70, Municipal Pension: $849.03, Police Pension Fund: $240.09. Deposits into the various Township Funds totaled $210,977.21. Balances were read as follows: Township Fund: $310,753.08, Fire Tax Fund: $124,403.74, Township Capital Savings Fund: $311,440.39, Act 13 Impact Fund: $527,876.41, Municipal Pension Fund: $700,266.03, Police Pension Fund: $1,344,176.35, State Fund: $36,869.28. Supervisor Mowry made the motion and Supervisor Roth seconded the motion that the Treasurer’s Report is approved as presented. The motion carried.

Tuesday, November 10, 2020

**Zoning Department**

Mr. Bonetti presented his Zoning Report for October 2020. The following have been issued: 6 Building Permits, 10 Zoning Permits, 9 Lien Letters. Total zoning fees for October 2020 were $10,854.50

Mr. Bonetti also advised the Butler County Planning Commission reviewed the following plans and had no comments:

 Callen/Bonney, Lot Line Revision, #20213

 Clark/Brown, Lot Line Revision, #20217

Mr. Bonetti presented the CRS Contracting – Material Yard (Pittsburgh Road) for approval. He advised this had been tabled by the Board at their last meeting. He recommends approving the site plan pending they meet all requirements from HRG. Supervisor Roth made the motion and Supervisor Ward seconded the motion that the CRS Contracting – Material Yard (Pittsburgh Road) be approved pending they meet all requirements from HRG. The motion carried.

Mr. Bonetti presented the CRS Contracting – Office and Garage (Pittsburgh Road) for approval. He advised this had been tabled by the Board at their last meeting. He recommends approving the site plan pending they meet all requirements from HRG. Supervisor Roth made the motion and Supervisor Ward seconded the motion that the CRS Contracting – Office and Garage (Pittsburgh Road) be approved pending they meet all requirements from HRG. The motion carried.

**Police Department**

Mrs. Zerfoss read the Police report for October 2020.

Mrs. Zerfoss also presented Thank You cards to Corporal Ripper and Corporal Crawford from the Bundy Family, Jane Collins, and Roberta Andrade.

Supervisor Roth commended the Police on their handling of the Trump Rally. They only had 2 days to prepare. He stated the Police, Fire, and Road Departments worked great together and there were very few incidents. The only problem was after the rally, everyone was let out at one time.

**Road Department**

Supervisor Roth reported DEP is cracking down on underground tanks. They must be 50’ from any building and property lines. He stated the tanks were installed in 1992. He advised DEP does grant variances and he would like approval to apply for a variance to get above ground tanks. He said the variance would cost approximately $1,500.00. Supervisor Mowry made the motion and Supervisor Roth seconded the motion that Supervisor Roth apply to DEP for a variance to get above ground fuel tanks at a cost of approximately $1,500.00.

Tuesday, November 10, 2020

**Recycling Report**

No report.

**Parks and Recreation Department**

Mrs. Zerfoss reported she talked to Lance Welliver, the Director of the Butler County Park and Recreation Department, regarding a resolution that DCNR will request when submitting the next grant. Mr. Welliver advised that no resolution is due at this time. He stated once the award is official DCNR would be in touch to address any additional information they need.

**Public Relations Department**

No report.

**Old Business**

Mrs. Zerfoss submitted copies of the proposed barking dog ordinance that was prepared by Solicitor Lope. The Board instructed Mrs. Zerfoss to give copies to the Police for their comments.

**New Business**

# 2021 Budget Message

Linda D. Zerfoss, Township Manager read the 2021 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 2021 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 software, catch basin cleaning, E-ticketing software/hardware, trail cameras, training, and ATS speed sign and trailer;
6. Update Township GIS;
7. Purchase a new tractor, trailer, and 1-ton dump truck;
8. New roof for Municipal Building and maintenance for Harcrest Park; and
9. Annual donations to various agencies.

The proposed budget is based on 8.00 mills. For the 2020 Budget Year, the Board of Supervisors approved a budget of $4,110,035.00 which was an increase over the year 2019. 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

Tuesday, November 10, 2020

**2021 Budget Message – Continued**

Assessment Office of Butler County through the 1969 formula of actual property values). Expected revenues for 2020 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 since 2009. Real estate tax collection was 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 $55,896,142 in 2020 to

$56,294,696, for 2021;

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 2021. 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 by 3.00% in 2021, 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 2021 the Township budgeted for 4 full-time and 1 part-time police officers;
2. Commodities are maintained or reduced compared to 2020; and
3. Capital improvements and expenses are indicated which include:
	* A donation to the Butler Public Library of $5,000 for 2021;
	* A donation to Saxonburg Public Library of $5,000 for 2021;
	* A donation to the Audubon Society of $3,000 for 2021;
	* A $350 donation to the Penn Township Veteran's Association for their annual Memorial Day service to honor the Veterans of Penn Township;
	* The 2021 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 2021 as a result of the premium increase due to market trends. 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 2021 budget will realize a $36,329 savings in health care costs

Tuesday, November 10, 2020

**2021 Budget Message - Continued**

* + Legal services for 2021 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 2021 are summarized as follows:

**REVENUES EXPENDITURES**

Property Taxes--------------------------$447,000.00 General Govt-------------------------------$390,707.00

Act 511 Taxes---------------------------$990,315.00 Public Safety--------------------------------$586,223.00

Licenses & Permits---------------------$ 94,500.00 Township Maintenance----------------$1,127,093.00

Fines & Forfeits--------------------------$ 50,000.00 Employee Liab/Benefits------------------$415,622.00

Revenues from O/G--------------------$421,556.00 Township Parks----------------------------$147,900.00

Township Services----------------------$239,750.00

Act 13---------------------------------------$183,250.00

Pensions-----------------------------------$233,826.00

Total Revenue--------------------------$2,660.397.00 Total Expenditures---------------------$2,667,545.00

Fund Balances--------------------------$2,156,675.00 Unappropriated Expenditures-------$2,149,527.00

Total Appropriated & Unappropriated

Total Revenue Sources-------------$4,817,072.00 Expenditures----------------------------$4,817,072.00

Supervisor Roth made the motion and Supervisor Ward seconded the motion to advertise the 2021 Budget with the intent to adopt the budget at the December 8, 2020 meeting. The motion carried.

Supervisor Ward made the motion and Supervisor Mowry seconded the motion to accept the Operations and Maintenance Agreement for Bill Brennen with the stipulation of renewal before the expiration of the current agreement. The motion carried.

Resolution #522 – Planning Module New Land Development for the Bill Brennen property was presented by Township Manager, Linda D. Zerfoss. Supervisor Ward made the motion and Supervisor Mowry seconded the motion to approve Resolution #522 – Planning Module New Land Development for the Bill Brennen property. The motion carried.

Supervisor Mowry made the motion and Supervisor Roth seconded the motion to accept the Operations and Maintenance Agreement for Robert Rezzetano with the stipulation of renewal before the expiration of the current agreement. The motion carried.

Resolution #523 – Planning Module New Land Development for the Robert Rezzetano property was presented by Township Manager, Linda D. Zerfoss. Supervisor Ward made the motion and Supervisor Mowry seconded the motion to approve Resolution #522 – Planning Module New Land Development for the Robert Rezzetano property. The motion carried

Tuesday, November 10, 2020

**Act 537 – Saxonburg Authority**

Supervisor Roth reported at the last meeting they discussed upcoming development in Middlesex Township and a bigger pump is needed for Davis Road.

**Audience Participation**

**Nancy Swisher** – Said Trump rally went very smoothly plus Trick or Treat. She said the Police were present and did a great job. She wanted the Police to know she was very grateful. She also inquired as to how much planning went into the proposed water service to the airport. Supervisor Ward stated the Board talked to Engineers and water service was coming to Northwestern Middlesex Township and now Butler County needs water service for the airport. Supervisor Roth said when we first started the discussion on the water service was told 3 – 5 years before we could get water service and now it's coming in 2021. Supervisor Ward stated that at a meeting on September 30, he learned they will bring water service next spring. Nancy asked if other options are available and if people sign up could that lower the cost. Supervisor Ward said yes that MWAAT (Municipal Water Authority of Adams Township) stated they already have 200 confirmed 200 EDU’s. Once the tap-in fee is paid they will connect. There will be approximately 15 hydrants that Penn Township must pay for.

**Carter Tackett** – Would like water service extended past Airport Road. He asked if the Board is in support of the water extension. Supervisor Ward said yes, but Township will not contribute financially. Carter had an email from MWAT where he was told Supervisors are not in favor of extending the water lines. Supervisor Ward stated Commissioner Geyer was told that we are in support of the water service, but will not support financially.

**Adjournment**

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

The meeting adjourned at approximately 7:10 p.m.

Approved: Respectfully Submitted:

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Samuel M. Ward Linda D. Zerfoss

Chairman Township Manager

Board of Supervisors Penn Township