Monday, January 4, 2021

The Penn Township Board of Supervisors held a virtual meeting this evening at 5:45 p.m. 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; and Land Use Administrator, Clinton A. Bonetti, Corporal, Jack D. Ripper; and 3 Township residents.

**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 2021. 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 2021.

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 2021.

Supervisor Ward read the following statement:

1. Re-appoint Linda D. Zerfoss as Township Manager for the year 2021, resolving her salary to be set at $38.73 per hour.

2. Set the Township Manager’s Treasury Bond at $850,000 for the year 2021 and renew the fidelity and position bond for $100,000.

3. Re-appoint Jack Sirkoch as Chairman of the Vacancy Board for the year 2021.

4. Re-appoint Lope Law Offices, Philip Lope, Esquire as Township Solicitor for the year 2021.

5. Re-appoint NexTier Bank depository for Township funds for the year 2021, 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 2021, resolving his salary to be set at an annual rate of $22,964.63.

7. Appoint Philip Chips as an alternate Sewage Enforcement Officer for the year 2021.

8. Re-appoint Dennis Sybert as Animal Control Officer for the year 2021 with a $350.00 per month contract.

9. Re-appoint Howard Neff to the Penn Township Planning Commission for a four-year term.

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

11. Approve Resolution #528 for the 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 (Matthew Marshall) as Zoning Hearing Board attorney for the year 2021.

14. Set the tax rate for General Township purposes at 5.94 mills and fire purposes at 2.06 mills for the year 2021.

15. Re-enact the 1% Real Estate Transfer Tax under Act 511 for the year 2021.

16. Set compensation for the Police Department under the 3rd year of their four-year contract according to the Collective Bargaining Agreement, specifically Addendum #1:

Cheryl Cranmer, Sergeant - $31.01 per hour Jack Ripper, Corporal - $29.31 per hour Dennis Crawford, Jr., Corporal - $29.31 per hour Alyssa Mathews, Patrolman, $22.98per hour Steven Setnar, Part-time Patrolman - $22.99 per hour

17. Set compensation for administrative employees for 2021:

Clinton A. Bonetti, Land Use Administrator - $28.35 per hour

18. Set compensation for road department employees for 2021:

Rodney Myers - $28.74 per hour Nicklas Krelow - $23.21 per hour

Dan Wible - $23.21 per hour

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**Organizational Meeting – Continued**

The Board of Auditors will set the compensation for Road Superintendent Douglas Roth at their organizational meeting on Wednesday, January 5, 2021.

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

20. Approve Resolution #529, Fee Schedule for Penn Township Services for the year 2021.

21. Set the second Tuesday of each month as a meeting day for the Board of Supervisors. The 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 for $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 Douglas A. Roth. as the voting delegate.

27. Have the Township Manager advertise the Board of Supervisors, Planning Commission, and Parks Committee meetings for the year 2021.

28. Re-appoint Clinton Bonetti as Township Records Officer for the year 2021.

29. Re-appoint Herbert, Rowland, & Grubic, Inc. as Township Engineers as Township Engineer for the year 2021.

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

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 2020 be closed and presented for audit.

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**Organizational Meeting – Continued**

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 – 12/08/20**

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 Monday, December 8, 2020, they be approved as presented. The motion carried.

**Correspondence**

**AK Steel** – Annual notification to downstream municipalities and water users’ inventory of regulated substances stored in ASTs at Butler Works.

**Audubon Society** – Bulletin dated Winter 2021.

**Mike and Kathy King** – Thank you card for Officer Ripper.

**NexTier Bank** – Letter advising on October 22 they became aware that it was victimized by a cybercriminal and certain systems were infected with malware. On November 16 they determined that information related to NexTier Bank customers was part of the information that was taken. NexTier Bank’s systems and networks were not affected by this incident. Affected information may have included customer name and Employer Identification Number as well address, account number, and loan information for some of their customers. Not all data elements may have been involved for all customers. This incident did not include email addresses or login credentials for online or mobile banking. Mrs. Zerfoss reported she is monitoring all accounts.

**Butler County Conservation District** – Newsletter dated Winter 2020.

**PSATS** – News Bulletin dated December 2020.

**PSATS** – Meeting Guidance for Townships During COVID-19 Pandemic.

**Audubon Society** – Thank you for the annual donation.

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**Correspondence - Continued**

**PSATS** – Morning News on L & I announcing 2021 bid limits for sealed bids from $21,000 to $21,300 and telephone quotes from $11,300 to $11,500, Distribution of first COVID-19 vaccine underway, COVID-19 cases, deaths continue to increase and the ABCs for elected auditors – virtual class – 12/18/20.

**Seminars**

None.

**Treasurer’s Report**

Mrs. Zerfoss read the list of invoices paid since the last report was read on December 8, 2020. Township Fund: $216,712.745, Fire Tax Fund: $28,758.35, Act 13 Fund: $2,474.56. Deposits into the various Township Funds totaled $72,758.21. Balances were read as follows: Township Fund: $81,730.39, Fire Tax Fund: $60,713.86, Township Capital Savings Funds: $311,934.71, Act 13 Impact Fund: $528,304.14, Municipal Pension Fund: $699,417.00, Police Pension Fund: $1,343,936.26, State Fund: $36,869.59. Supervisor Mowry made the motion and Supervisor Roth seconded the motion that the Treasurer’s Report is approved as presented. The motion carried.

**Zoning Department**

Mr. Bonetti presented his Zoning Report for November 2020. The following have been issued: 2 Building Permits, 3 Zoning Permits, 11 Lien Letters, 1 Highway Occupancy Permit, 1 Septic Permit. Total zoning fees for November 2020 were $1,527.00.

Mr. Bonetti presented his Zoning Report for December 2020. The following have been issued: 2 Zoning Permits, 24 Lien Letters, 6 Highway Occupancy Permit, 2 Land Development Applications. Total zoning fees for December 2020 were $1,470.00.

Mr. Bonetti reported the Butler County Planning Commission reviewed the following plans with no comments:

Rabold, 1 Lot & Residual, #20277

Doughty, 1 Lot & Residual, #20278

Burns, Lot Line Revision #20281

Mr. Bonetti presented the Burns Lot Line revision on Meadowbrook Road for approval. Supervisor Roth made the motion and Supervisor Ward seconded the motion that the Burns Lot Line Revision on Meadowbrook Road be approved. The motion carried.

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**Zoning Department – Continued**

Mr. Bonetti presented the Gus McCay Subdivision on Church Road for approval. Supervisor Roth made the motion and Supervisor Ward seconded the motion that the Gus McCay Subdivision on Church Road is approved. The motion carried.

Mt. Bonetti presented the Rabold Subdivision on Rockdale Road for approval. Supervisor Roth made the motion and Supervisor Ward seconded the motion that the Rabold Subdivision on Rockdale Road is approved. The motion carried.

Mr. Bonetti reported that he sent letters to an individual on Huselton Drive that is in violation of the zoning ordinance and the letter is being ignored. The individual said he will not comply, so Mr. Bonetti has started filing citations. He will continue filing daily citations.

**Police Department**

Mrs. Zerfoss read the Police Report for December 2020. She also presented the Animal Control Report for November 2020.

**Road Department**

Supervisor Roth reported the road department has been out 17 times for snow removal. He also reported there was gas pumped into the diesel tank by Glassmere, the supplier. He is unsure if diesel was put into the gas tank. He stated Glassmere came and pumped out the diesel tank and took samples from both tanks. Supervisor Roth reported he also took samples for an independent test. He had Hunters Truck come to the garage and they replaced the fuel filters on the trucks. Supervisor Ward stated that when the test report is received to contact Solicitor Lope to send a letter to Glassmere asking for reimbursement of all associated costs and possible damages.

Supervisor Roth also reported that tires on his truck are highway tires, not mud and snow. He stated that he got a price from Skander Tire for $900.00. Supervisor Roth made the motion and Supervisor Ward seconded the motion that new tires be purchased for approximately $900.00. The motion carried.

Supervisor Roth said he would like to proceed with getting the above-ground gas and diesel fuel tanks. These tanks failed the latest inspection. Supervisor Roth talked to Graziani and they will do the paperwork for Labor and Industry. It would be 2 – 2,500-gallon tanks. Supervisor Ward made the motion and Supervisor Mowry seconded the motion to have Graziani prepare prices for approval to install 2 – 2,500-gallon tanks. The motion carried.

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**Road Department – Continued**

Supervisor Roth stated that steel posts would be required at the tanks so that no one hits them.

Supervisor Ward suggested talking to Penn Fencing to do the concrete pad.

Supervisor Mowry asked when the old tanks are removed will an inspection be needed. Supervisor Roth said yes, and the inspectors would be there the entire time.

Supervisor Roth said he would like to get 2 more cameras not to exceed $500.00. Supervisor Roth made the motion and Supervisor Mowry seconded the motion that Supervisor Roth be authorized to purchase 2 more cameras not to exceed $500.00. The motion carried.

**Recycling Report**

Mrs. Zerfoss submitted the 2020 Butler County Holiday Recycling Guide.

**Parks and Recreation Department**

Supervisor Roth reported that we may have received a grant from DCN&R. He stated it was not formally approved. He also reported 8 benches are on order.

**Public Relations Department**

Mrs. Zerfoss reported the Township has been approved for Round 2 of the CARES Act for $80,406.02.

**Old Business**

None.

**New Business**

Supervisor Ward reported the Municipal roof replacement is complete. Supervisor Ward asked if we should keep some extra shingles. Supervisor Roth agreed and will store them in the storage shed.

**Act 537 – Saxonburg Authority**

Supervisor Roth reported that their last meeting was a phone meeting. They discussed the Tower Road project which is running behind schedule.

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**Audience Participation**

Georgia Thompson - Said she has no comments. She has been a resident for 40 years and decided to attend a Township meeting. She said she heard that water service was coming to the Township. Supervisor Ward reported water is coming down Route 8 to the Butler Airport. Ms. Thompson asked if eventually, everyone would have to tap in. Supervisor Ward said that it will not be mandatory for people to tap in when water service becomes available.

Will Burns – Said he is glad to hear about the grant application for the Route 8 at Airport Road traffic light replacement.

Erma Mowry – Inquired about Whitetail Lane Subdivision and what leverage does the Township have. Mr. Bonetti said the Township would have to sign the plan before it can be recorded. Issues are DEP and they are far behind. She also asked Mrs. Zerfoss about COVID issues on the Police report. Mrs. Zerfoss said those were residents that called to report a couple of businesses that were open when they were to be closed for dining only carry out.

Supervisor Ward announced the next meeting will also be done by Zoom.

**Adjournment**

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

The meeting adjourned at approximately 6:41 p.m.

**Approved:** **Respectfully Submitted:**

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Samuel M. Ward Linda D. Zerfoss

Chairman Township Manager

Board of Supervisors Penn Township