Tuesday, April 13, 2021

The Penn Township Board of Supervisors having notified the residents in advance met this evening at 5:45 p.m. to conduct a Community Development Block Grant (CDBG) hearing for the 2021 Allocation. This was the 1st of 2 public hearings and was conducted by Wendy Leslie, CDBG Coordinator. She advised the allocation for 2020 was $103,449 ($84,894 activity, $18,555 in administration) She anticipates an amount similar to 2020. Ms. Leslie said past projects included Sewer Tap-In Fees, Road reconstruction on Church Road and the Streets of Renfrew, and park improvements in Harcrest Park and housing rehab. She stated in the last 10 years 2010 – 2020 Penn Township has received a total of $1,128,432 which includes the CDBG-CV (covid) funding from 2020. The hearing ended at approximately 6:00 p.m.

At 6:00 p.m. the regular monthly Board of Supervisors meeting was called to order. Attending this meeting were Chairman, Samuel M. Ward, Vice Chairman, Douglas A. Roth and Supervisor, Wilbert J. Mowry, Jr., Township Manager, Linda D. Zerfoss, Land Use Administrator, Clinton A. Bonetti, Corporal, Jack D. Ripper, and 6 Township residents and visitors.

**Minutes – 03/9/21**

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 9, 2021, they be approved as presented. The motion carried.

**Ike Kelly** – Updated the Board and audience on the airport. They are doing rehab to taxi runways and T- hangars. He stated Hawbaker was awarded the project on April 19, 2021. Also, the airport is doing rehab to the administration building. They would like to add an observation deck to the outside of the building. The total renovation cost for the administration building is approximately $500,000.00. They are receiving a 50% grant from the aviation bureau. He also asked if the Board would consider closing Monroe Road and making it a cul-de-sac. Mr. Kelly said he interviewed residents of Monroe Road and they are in favor of closing the road. Mr. Kelly further stated the water-line kick-off will begin this month and is projected to reach the airport in October. Mr. Kelly said the grant for the traffic light hasn’t been announced yet and if it isn’t approved, they will work with the Township to re-apply on the next round. Mr. Kelly took questions from the audience. The discussion lasted approximately 30 minutes.

**Correspondence**

**PSATS News Bulletin** – March 2021 newsletter.

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**Correspondence - Continued**

**Walk Works** – Announcing its fifth round of assistance to advance policy development related to active transportation. Grants will be offered to a limited number of municipalities and other governmental bodies to assist with the development of Active Transportation Plans, Complete Streets policies, and/or Vision Zero policies.

**Dillon McCandless King Coulter & Graham L.L.P.** – Provided notice to Penn Township of the Municipal Water Authority of Adams Township’s intention to commence water services in Penn Township, pursuant to the expansion project leading to the Butler County Airport Authority property.

**PA DCED** – Letter advising while they have the authority under the Local Tax Enabling Act to provide guidance and oversight concerning certain local tax issues, they lack the legal authority to extend the statutory filing and payment deadline.

**South Butler Community Library** – Advising they are open with masks required.

**PSATS** – 2020 Annual Report.

**PennDot** – Moving Forward newsletter dated Spring 2021.

**CORE Environmental Services** – The Land Recycling and Environmental Remediation Standards Act require that a Notice of Intent to Remediate be provided to the municipality where the site that is proposed to be remediated is located. In accordance with the provisions of Act 2, we are formally notifying you of our intent to remediate the subject site on behalf of Mr. Robert Jackson.

**Seminars**

 PennDot Mandated Flagger Training – 04/13; Herman Fire Dept

 Civil Disorder-Basic Tactics Training – 05/18; Crawford County

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 March 9, 2021. Township Fund: $118,278.93, Fire Tax Fund: $9,468.91, Act 13: $2,475.24, Municipal Pension: $852.03, Police Pension Fund: $243.09. Deposits into the various Township Funds totaled $323,255.00. Balances were read as follows: Township Fund: $197,237.58, Fire Tax Fund: $82,093.70, Township Capital Savings Fund: $312,004.43, Act 13 Impact Fund: $519,223.60, Municipal Pension Fund:

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**Treasurer’s Report – Continued**

$819,944.82, Police Pension Fund: $1,597,551.14, State Fund: $314,421.74. Supervisor Roth made the motion and Supervisor Ward seconded the motion that the Treasurer’s Report is approved as presented. The motion carried.

**Zoning Department**

Mrs. Zerfoss read a letter from PA DEP stating they received an application from the Pennsylvania American Water Company – Butler District. The applicant is requesting to renew a water allocation permit that is for the right to withdraw 10.0 MGD as a peak daily flow rate from Thorn Run (Thorn Reservoir), 10.0 MGD as a peak daily flow rate from Connoquenessing Creek (Lake Oneida), and 6.0 MGD as a peak daily flow rate from the Allegheny River. They would like to receive any comments we have on the proposed allocation. If there are no comments or concerns regarding this application, please send a letter to that effect. The Board instructed Mrs. Zerfoss to send a letter stating we have no objections.

Supervisor Ward read a statement from Land Use Administrator, Clinton Bonetti regarding the John and Sandra Steedle subdivision on Crisswell Road for approval. Supervisor Ward made the motion and Supervisor Mowry seconded the motion that the John and Sandra Steedle subdivision on Crisswell Road be tabled. The motion carried. Action on this subdivision will be considered after the Township engineer has completed their review and provided comments.

**Police Department**

Mrs. Zerfoss read the Police report for March 2021.

Mrs. Zerfoss requested approval to advertise for a part-time police officer. Supervisor Mowry made the motion and Supervisor Roth seconded the motion that Mrs. Zerfoss be authorized to advertise for a part-time police officer. The motion carried.

**Road Department**

Supervisor Roth reported that Nick Krelow resigned. He would like approval for the Township Manager to advertise for a new road employee. Supervisor Roth made the motion and Supervisor Ward seconded the motion that the Township Manager advertise for a road worker and to accept Nick’s resignation. The motion carried. Supervisor Roth thanked Nick for his service.

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**Road Department - Continued**

Supervisor Roth requested approval to advertise the 2021 road project. Supervisor Ward made the motion and Supervisor Mowry seconded the motion that the Township Manager advertise the 2021 road project with bids being opened at noon on May 11, 2021. The motion carried.

Supervisor Roth requested approval to purchase a tamper for approximately $3,200.00. Supervisor Mowry made the motion and Supervisor Roth seconded the motion that Supervisor Roth be authorized to purchase a Bomag Jumping Jack Tamper at an approximate cost of $3,200.00. The motion carried.

**Recycling Report**

Mrs. Zerfoss reported that she has the new Reuse, Recycling, and Waste Resource Guide for 2021.

She also reminded the audience that Penn Township will host a recycling event on Saturday, June 5, 2021, from 9 am to 1 pm.

**Parks and Recreation Department**

Mrs. Zerfoss reported that she received the Spring/Summer 2021 bulletin from the Audubon Society.

Supervisor Roth reported the preliminary estimate from HRG for the Harcrest Park Phase 2 project is $1,081,956.70. Supervisor Roth stated the grant application is due April 16. Phase 2 is along Three Degree and Brownsdale Roads with paved trails, 46 stall parking, a 4- season pavilion, restrooms, a playground, and an adult fitness area. This is a federally funded grant so the Township may have to pay for the project up front because the grant money usually is only available at a later date. Supervisor Roth said a copy of these minutes needs to go to the Butler County Planning Commission as well as the Penn Township Planning Commission.

**Public Relations Department**

Mrs. Zerfoss reported on the Butler County Tax Collection Committee meeting that was held on March 30, 2021, by Zoom. Mrs. Zerfoss gave an update on the University of Pittsburgh on the institute of politics. They are forming a committee regarding EIT data from the tax collection districts in the region to understand how significant the revenue losses are and if there are specific characteristics of municipalities that have been significantly impacted or potentially not impacted at all. Mrs. Zerfoss also stated that Bill Leonard of Berkheimer presented his report for February 2021. He stated they are working with the Department of Revenue for their records for the years 2018 and 2019. They compare their records with the States to ensure

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**Public Relations - Continued**

that everyone is reporting the correct amount. Mr. Leonard also stated no extension is planned for local taxes, but they will not charge late fees for any filing received by May 17. South Butler school district collection is up 1.6% since last July. Mrs. Zerfoss reported in 2019 we received $819,250 in Earned Income and received $800,594 in 2020.

**Will Burns** – Is a Republican Party committeeman for Penn Township East. He requested that the Supervisors allow him to leave applications to register to vote along with a sign saying, "REGISTER TO VOTE HERE". He stated he will pick up any applications and return them to the Butler County Bureau of Elections ahead of the registration deadline of May 3, 2021. The Supervisors had no objection to this request.

Mrs. Zerfoss reported there will be a Bantam Jeep Festival on Friday, June 11, 2021. The Jeep parade will go out Airport Road North on Route 8 into Butler City.

**Old Business**

Mrs. Zerfoss reported at the last meeting a plan for Employees Benefits Proposal and Cost Summary for Short-Term Disability was tabled. Supervisor Ward made the motion and Supervisor Mowry seconded the motion that the Short-Term Disability proposal is tabled again for further research. The motion carried.

**New Business**

Mrs. Zerfoss reported the audit for 2020 has been completed by Maher Duessel and filed with DCED as well as the County.

**Niklas King McConahy** – Completed an approval of property being sold by Marc and Sarah Giamporcaro. The property is next to the park and is 17.85 acres. Supervisor Roth is to talk to the landowner concerning their asking price.

**Resolution #531** – Mrs. Zerfoss read Resolution #531 recommending that the Butler County Board of Commissioners adopt the report on the lower Connoquenessing Watershed prepared by HRG Engineers in collaboration with the participating municipalities and the County of Butler. Supervisor Mowry made the motion and Supervisor Roth seconded the motion to approve Resolution #531 Collaboration of the Lower Connoquenessing Creek Watershed. The motion carried. Supervisor Roth stated this will be presented to the County Commissioners on May 5, 2021. He stated that we needed to pick 3 areas that flood, and he picked Renfrew, Dutchtown Road, and Dodds Road.

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**Act 537 – Saxonburg Authority**

Supervisor Roth reported the last meeting was by phone. The Authority will meet next Tuesday in person.

**Audience Participation**

**Nancy Swisher** – Said Doug already answered her question about helping people in Renfrew. If we get money for the park what will be done? Supervisor Roth stated everything on the list will be done if we receive grant money.

**Executive Session**

At approximately 7:00 p.m. Supervisor Ward announced the Board will adjourn the meeting for an Executive Session for personnel reasons. He stated after the Executive Session the Board will come back and adjourn the meeting. No action will be taken.

**Adjournment**

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

The meeting adjourned at approximately 7:15 p.m.

Approved: Respectfully Submitted:

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Samuel M. Ward Linda D. Zerfoss

Chairman Township Manager

Board of Supervisors Penn Township