Tuesday, December 14, 2021

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 4 Township residents and visitors present.

**Minutes – 11/9/21**

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, November 9, 2021, and the Traffic Impact Fee Ordinance hearing they be approved as presented. The motion carried.

**Correspondence**

**Butler County Property and Revenue** – Notice they reviewed the Application for Exemption from Real Estate Taxation on property the Township purchased at the park is granted.

**Babst/Calland** – Copy of letter advising they filed a Petition for Appeal of Tax Exemption Denial on InVision Human Services property at 507 Dodds Road.

**Lope Casker** – Letter advising that Philip Lope is retiring from active practice and is turning over the practice to his daughter, Kate Casker, son-in-law, Steve Casker, and Chris Reese. He will serve as OF Counsel for the firm. He hopes the Township will allow Lope, Casker & Casker, and Chris Reese to represent the Township moving forward.

**PSATS News Bulletin** – Newsletter dated November 2021.

**PSATS** – 2021 Adopted PSATS Resolutions and Salary survey.

**Butler County Bureau of Elections** – Notice that the primary election is May 17, 2022, and the general election is November 8, 2022. They also need to formalize the agreement they have allowed them to use our facility as a polling place and indemnifies us in the event a legal filing results from an occurrence at the polling place on election day.

**Seminars**

**AHA BLS/Heartsaver Instruction – BC3 Main Science, Technology & Cultural Center, 12/15/2021**

**PSATS Zoning Academy** – Notice of multi-day classes on aspects of zoning in Pennsylvania at PSATS Education Center.

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**Seminars – Continued**

Supervisor Mowry made the motion and Supervisor Roth seconded the motion 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 November 9, 2021. Township Fund: $227,271.32, Fire Tax Fund: $17,049.88, Act 13 Fund: $953.00, Municipal Pension: $849.03, Police Pension Fund: $991.24. Deposits into the various Township Funds totaled $148,183.27. Balances were read as follows: Township Fund: $153,867.90, ARPA Fund: $255,353.37, Fire Tax Fund: $101,896.78, Township Capital Savings Fund: $312,089.65, Act 13 Impact Fund: $609,222.21, Municipal Pension Fund: $866,792.81, Police Pension Fund: $1,673,577.19, State Fund: $74,680.67. Supervisor Roth 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 November. The following have been issued: 2 Building Permits, 3 Zoning Permits, 1 Occupancy Permit, and 16 Lien Letters. Total zoning fees for November were $634.00.

Mr. Bonetti also reported that the Butler County Planning Commission reviewed the Zottola, 1 Lot & Residual #21279 plan and had no comments.

**Police Department**

Mrs. Zerfoss read the Police report for November 2021. She also presented the Animal Control Report for August – November 2021.

**Road Department**

Supervisor Roth reported they are putting up snow fence. He also stated they got their salt delivered. Supervisor Roth said truck T-6 was taken to the garage in August and they just got it back and they will use it as a backup. Supervisor Roth reported the diesel tank is not working. Graziani came and fixed it but it broke again. He stated they started getting diesel fuel at Planet Mart where we have an account. Supervisor Roth stated it was fixed again today. Supervisor Roth reported there was a power surge at the road department and knocked out the scale, alarm, and Veeder-Root leak detection system. He said there were numerous electrical issues throughout the Township as a result of electrical storms.

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**Road Department – Continued**

Supervisor Roth reported they had a stormwater meeting regarding flooding in the Connoquenessing and Thorn Creeks. The next meeting will be in January.

**Recycling Report**

Mrs. Zerfoss reported she is working with Butler County to find a new company to handle recycling events.

**Parks and Recreation Department**

Supervisor Roth reported that 2 more memorial trees have been sold, and that signposts and name signs have been replaced.

**Public Relations Department**

No report.

**Old Business**

Supervisor Ward reported he, Linda Zerfoss, Clinton Bonetti met with County Commissioner Kim Geyer, Airport Manager, Ike Kelly, and Airport Authority Member, Mike Walsh to discuss the proposed closure of Monroe Road to accommodate an airport runway extension. It was agreed to schedule a meeting with the engineers to discuss their findings.

**New Business**

**Resolution #538 – 2022 Budget** – Mrs. Zerfoss read Resolution #538 – 2022 Budget. Supervisor Ward made the motion and Supervisor Mowry seconded the motion that Resolution #538 – 2022 Budget be approved. The motion carried.

**Resolution #539 – 2022 Tax Levy** – Mrs. Zerfoss read Resolution

539 – 2022 Tax Levy. Supervisor Mowry made the motion and Supervisor Roth seconded the motion that Resolution #539 – 2022 Tax Levy be approved. The motion carried.

**Bartlett Tree Experts** – Mrs. Zerfoss submitted a proposal for tree and shrub work, soil care and fertilization, and pest management at the Penn Township Municipal building property for $5,015.00. Supervisor Roth made the motion and Supervisor Ward seconded the motion to approve the quote from Bartlett Tree Experts to provide tree and shrub work, soil care and fertilization, and pest management in the amount of $5,015.00. The motion carried.

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**New Business – Continued**

**Board of Supervisors Organizational Meeting** - Mrs. Zerfoss asked for a motion to advertise the Board of Supervisors Organizational Meeting on January 3, 2022, at noon. She stated this meeting would strictly just be the organization meeting and the regular Board of Supervisors meeting will be held Tuesday, January 11, 2022. Supervisor Ward made the motion and Supervisor Mowry seconded the motion that Mrs. Zerfoss be authorized to advertise the Board of Supervisors Organizational Meeting will be held January 3, 2022, at noon with the regular Board of Supervisors meeting being held January 11, 2022. The motion carried.

**Penn Township Auditors Organizational Meeting** - Mrs. Zerfoss asked for a motion to advertise the Penn Township Auditors Organization meeting to be held virtually on Tuesday, January 4, 2022, at 6:00 p.m., and if anyone wishes to attend to contact her so that she can issue an invitation. Supervisor Mowry made the motion and Supervisor Roth seconded the motion that Mrs. Zerfoss advertise the Penn Township Auditors Organization meeting to be held virtually Tuesday, January 4, 2022, at 6:00 p.m. The motion carried.

**Resolution #540 – Butler County 2021 Hazard Mitigation Plan** – Mrs. Zerfoss read Resolution #540 – Butler County 2021 Hazard Mitigation Plan. She advised she had our Emergency Manager Coordinator look at the resolution and he advised it was good. Supervisor Roth made the motion and Supervisor Ward seconded the motion to approve Resolution #540 – Butler County 2021 Hazard Mitigation Plan. The motion carried.

Mrs. Zerfoss advised she submitted to the Board 2 proposals for Township Insurance. Motion by Supervisor Ward and seconded by Supervisor Mowry that the proposal from C.W. Howard Insurance is accepted. The motion carried.

**Act 537 – Saxonburg Authority**

Supervisor Roth reported they approved the budget and wages. They did a plant tour last week. Supervisor Roth said the Sewer Authority had $100,000 in damages from the electrical storm. He also stated the water was tested in Connoquenessing Creek and the water below the plant is cleaner than above the creek. Supervisor Roth said the flow rates are down since it was built as the Authority has been proactive in replacing pipes to minimize stormwater infiltration.

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**Audience Participation**

**Theodosia Regal** – Asked if any additional changes were proposed for the Harcrest Park Phase II development. Supervisor Roth said the suggestions at the last meeting were just suggestions. It was discussed to move the dog park to the new property and move parking at Community Day to the new property. Mrs. Regal said she would like the map on the Township website removed as it shows a pond. She asked if it could be removed or changed to show ongoing instead of final. Supervisor Roth suggested removing the map. Mrs. Regal also questioned missing park minutes. Supervisor Roth said he will look into that. Mrs. Regal also referenced an article that showed the effect of property value research on parks.

**Executive Session** - At 6:40 p.m. Supervisor Ward stated the Board is going into an Executive Session for personnel reasons. He advised when the Board returns no further action would be taken and the meeting will be adjourned. The Board returned from Executive Session at approximately 7:04 p.m.

**Adjournment**

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

The meeting adjourned at approximately 7:05 p.m.

Approved: Respectfully Submitted:

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Samuel M. Ward Linda D. Zerfoss

Chairman Township Manager

Board of Supervisors Penn Township