Tuesday, September 13, 2022

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 was Supervisor, Douglas A. Roth, Township Manager, Linda D. Zerfoss, Land Use Administrator, Clinton A. Bonetti and 9 Township residents and visitors. Supervisor, Wilbert J. Mowry, Jr. was absent.

**Minutes – 08/09/22**

Supervisor Ward made a motion and Supervisor Roth seconded the motion that there being no additions or corrections to the minutes of the meeting held Tuesday, August 9, 2022, they be approved as presented. The motion carried.

**Correspondence**

**Butler County Property and Revenue** – Letter to Keara and William Richey, Jr. advising their real estate hearing is scheduled for October 5, 2022.

**Pennsylvania Liquor Control Board** – Notice that Helltown Brewing, LLC applied for a new license or transfer of license for premises not currently licensed.

**Armstrong** – Letter advising they have been chosen as the 2022 Top Independent Cable Operator of the Year by Cablefax Magazine.

**Century Link** – Notice their name is changing to Brightspeed.

**Armstrong Business Solutions** – Notice that television service will be $115.95 per month.

**XTO Energy** – Letter providing notification regarding their request to the Pennsylvania Department of Environmental Protection's Air Quality program to obtain a General Plan Approval and Operating Permit for their natural gas well pad.

**Penn Christian Academy** – Advised they tentatively scheduled their 5K race for May 19, 2023, at 7 p.m. Mrs. Zerfoss stated the Police were made aware of this race.

**Core Environmental Services, Inc.** – On behalf of Mr. Robert Jackson is notifying Penn Township that a final report is being submitted to the Pennsylvania Department of Environmental Protection Northwest Regional Office. The reports present the results of the investigation completed and demonstrate attainment of Statewide Health Standard.

**Bartlett Tree Service** – Tree and shrub tips.

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**Seminars**

The following seminars have been scheduled:

PennBoc Region 6 – 10/06

PennBoc Region 6 Training for Fire Prevention, 11/17

BCATO 28th annual Safety Seminar, 10/12

FBI New Level/Interactive Training, 10/10-12

Supervisor Roth made the motion and Supervisor Ward 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 August 9, 2022. Township Fund: $122,559.31, Fire Tax Fund: $20,361.29, Act 13 Fund: $3,110.92. Deposits into the various Township Funds totaled $413,161.28. Balances were read as follows: Township Fund: $328,824.27, ARPA Fund: $513,319.12, Fire Tax Fund: $151,755.40, Township Savings Fund: $313,825.40, Act 13 Impact Fund: $759,307.81, Municipal Pension Fund: $747,307.81, Police Pension Fund: $1,445,663.80, State Fund: $305,771.19. Supervisor Ward made the motion and Supervisor Roth seconded the motion that the Treasurer’s Report be approved as presented. The motion carried.

**Zoning Department**

Mr. Bonetti presented his Zoning Report for August 2022. The following have been submitted: 8 Building Permits, 12 Zoning Permits, 1 Traffic Impact, 1 Highway Occupancy Permit, and 14 Lien Letters. Total Zoning fees for August were $12,613.22.

Mr. Bonetti also reported the Butler County Planning Commission reviewed the Hoover/Winters, Lot Line Revision #22182 (Revised). Their comments were this was reviewed as a preliminary plan as requested by Penn Township per Mr. Hoover. They had no comments on the preliminary plan and the final plan will need to be submitted with proper bearings and distances and also the appropriate dedications for recording.

Mr. Bonetti gave a Traffic Impact Status Update. He stated the initial meeting will be on September 14.

**Police Department**

Mrs. Zerfoss read the Police report for August 2022.

Mrs. Zerfoss also submitted a speed study from All Traffic Solutions for Airport, Three Degree, and Brownsdale Roads.

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**Police Department - Continued**

Mrs. Zerfoss also reported that we did not qualify for the Southwestern Pennsylvania Commission Regional Traffic Signal Program grant application.

Mrs. Zerfoss reported the new Police unit is down at Ibis Tek to be outfitted.

**Road Department**

Supervisor Roth reported salt is up $21.14 a ton from last year. This year salt will cost $79.05 a ton for the 2022-2023 season.

Supervisor Roth made a motion and Supervisor Ward seconded the motion to purchase pickup tires not to exceed $2,000.00. The motion carried.

Supervisor Roth reported the new loader is coming Thursday. The cost is $155,000.00 with trade-in.

**Recycling Report**

Mrs. Zerfoss reported our Household and Hazardous Waste Recycling Event on September 9 was successful. There were at least 220 vehicles registered. She doesn’t have the exact figures as to how much was recycled but will report when she receives the report.

**Parks and Recreation Department**

Supervisor Ward made a motion and Supervisor Ward seconded the motion to approve concrete work at the park to install 158 feet of concrete curb, sidewalk, and a bench pad for $6,500.00. The motion carried.

Supervisor Roth made a motion and Supervisor Ward seconded the motion to approve the purchase of a handicap swing for a cost of $7,610.00. Supervisor Roth stated we received a grant of $7,500.00 from the County which goes towards the swing set. The motion carried.

Supervisor Roth reported the Renfrew Park canoe launch will be closed until the upstream oil spill is contained and corrected.

Supervisor Roth said he feels confident that we will receive a $300,000 grant for Phase 2 of Harcrest Park. He stated Lance Welliver from the County will administer the grant.

**Public Relations Department**

Mrs. Zerfoss reported the possible award of an ARLE Grant for a new traffic light at Route 8 and Airport Road will be announced in December.

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**Stormwater Management Committee**

Supervisor Roth stated they met yesterday and approximately 17 million dollars of grant applications were submitted to the County. Will know if ours was approved in October. This includes the Dodds Road project in Penn Township.

**Old Business**

Supervisor Ward made a motion and Supervisor Roth seconded the motion to authorize the Township Manager to advertise for a Request for Proposal (RFP) for the design, preparation of bid documents, and installation oversite for the Route 8 and Airport Road traffic light replacement. Proposals need to be submitted by noon on October 11, 2022, with a proposal being approved at the Township meeting. The motion carried.

Supervisor Roth made a motion and Supervisor Ward seconded the motion to purchase audio and visual equipment for the meeting room. The motion carried.

Supervisor Ward reported that the Municipal Water Authority of Adams Township (MWAAT) will begin the installation of a 3,000' water service line from Airport Road to Larchwood Road and 1,460' of the water service line on the airport property in the immediate future.

**New Business**

**Resolution #545 – 2022 CDBG Administrator** – Mrs. Zerfoss read Resolution #545–2022 CDBG Administrator. Supervisor Ward made a motion and Supervisor Roth seconded the motion to approve Resolution #545 – 2022 CDBG Administrator. The motion carried.

**Resolution #546 – 2022 Fair Housing** – Mrs. Zerfoss read Resolution #546–2022 Fair Housing. Supervisor Roth made a motion and Supervisor Ward seconded the motion to approve Resolution #546 – 2022 Fair Housing. The motion carried.

**Resolution #547 – 2022 CDBG Three-Year Plan** – Mrs. Zerfoss read Resolution #547–2022 CDBG Three-Year Plan. Supervisor Ward made a motion and Supervisor Roth seconded the motion to approve Resolution #547 – 2022 CDBG Three Year Plan. The motion carried.

Mrs. Zerfoss presented the Cooperation Agreement by and between the County of Butler and the Township of Penn to administer the CDBG funds. Supervisor Roth made a motion and Supervisor Ward seconded the motion to approve the Cooperation Agreement by and between the County of Butler and the Township of Penn to administer the CDBG funds. The motion carried.

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**New Business - Continued**

Mrs. Zerfoss submitted the Minimum Municipal Obligation (MMO) for the pension funds for the year 2023. For the Non-Uniform Plan, the MMO is $10,098.00, and for the Police Plan, the MMO is $9,791.00. Supervisor Ward made a motion and Supervisor Roth seconded the motion to approve the MMOs for the pension plans for 2023 as submitted by the Township Manager. The motion carried.

**Act 537 – Saxonburg Authority**

Supervisor Roth reported they conducted business.

**Audience Participation**

**Will Burns** – Thanked Clinton for getting him a new recycle bin.

**Kelly Weston** – Stated Nicholas Kristoff and Haydn Hughes just earned their Eagle Scout rank. She advised she may bring some scouts to a future meeting to earn a communication badge.

**Lori Stearns** – She represents Penn Township at the Saxonburg Library. She stated the library has some new ideas now. They no longer collect late fees, free electronic downloads, puzzle exchange, or download kindle books. She also said they are having a "Booktober" fest at Cooper Hall on October 2. She suggested residents complete a library survey. She also stated a new pavilion is being built. Supervisor Ward asked how many Township residents use the library and how often. Mrs. Stearns said she will check on this and report at the next meeting.

**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