Wednesday, November 9, 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 were Supervisors, Douglas A. Roth and Wilbert J. Mowry, Jr., Township Manager, Linda D. Zerfoss, Land Use Administrator, Clinton A. Bonetti and 9 Township residents.

**Minutes – 10/11/22**

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, October 11, 2022, they be approved as presented. The motion carried.

**Correspondence**

DEP – Glade Run Lake Dam has been classified by the Department of Environmental Protection, Division of Dam Safety as a high-hazard dam. This is a dam so located as to endanger populated areas downstream by its failure.

Cleveland-Cliffs, Inc. – Annual notification to downstream municipalities and water users’ inventory of regulated substances stored in ASTs at Butler Works.

Keep America Beautiful – Newsletter dated Fall 2022.

Audubon Society of Western Pennsylvania – Thank you letter for the donation.

PSATS News Bulletin – Newsletter dated October/November 2022.

**Seminars**

The following seminar has been scheduled:

Maher Duessel Government Update – Regional Learning Alliance,

Cranberry Township, 12/15

Supervisor Mowry made the motion and Supervisor Roth seconded the motion that all involved be authorized to attend. The motion carried.

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**Treasurer’s Report**

Mrs. Zerfoss read the list of invoices paid since the last report was read on October 11, 2022. Township Fund: $107,010.76, Fire Tax Fund: $2,301.35, Act 13 Fund: $11,529.41, Municipal Pension: $1,499.03, Police Pension Fund: $1,366.24. Deposits into the various Township Funds totaled $72,420.66. Balances were read as follows: Township Fund: $231,425.83, ARPA Fund: $515,398.02, Fire Tax Fund: $148,476.20, Township Capital Savings Fund: $315,338.74, Act 13 Impact Fund: $743,983.36, Municipal Pension Fund: $727,454.85, Police Pension Fund: $1,397,207.38, State Fund: $206,808.53. 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 October 2022. The following have been submitted: 5 Building Permits, 3 Zoning Permits, 1 Traffic Impact, 2 Sign Permits, 1 Highway Occupancy, and 6 Lien Letters. Total Zoning fees for October were $5,711.22

Mr. Bonetti stated that the Butler County Planning Commission received the Kelly Mitsubishi, Site Plan, and the Helltown Brewing, Site Plan. They advised they cannot review the plans until they pay the review fee of $200.00 each.

**Police Department**

Mrs. Zerfoss read the Police report for October 2022.

**Road Department**

Supervisor Roth submitted a letter announcing his retirement from the

Penn Township Public Works Department, effective 10/29/2022.

Supervisor Roth recommended promoting Dan Wible to be the Public Works

Department Foreman. Supervisor Ward made the motion and Supervisor

Mowry seconded the motion to accept Supervisor Roth’s retirement

from the Penn Township Public Works Department and to promote Dan

Wible as a Public Works Department Foreman on a probationary basis

with a $2.50/hour hourly increase. The motion was approved.

Supervisors Ward and Mowry thanked Supervisor Roth for his forty-one

years of service to the Township. Supervisor Ward stated that the

community probably does not know Dan Wible well and that Dan is

already demonstrating good leadership for the Department.

Supervisor Roth reported that the guide rail on Three Degree Road in the area of Mushrush Road will be installed in the next few weeks.

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**Road Department - Continued**

Supervisor Roth reported that the concrete apron at the Township Building's main entrance was replaced. The Public Works Department will be starting some stormwater drainage projects on Old Plank Road.

**Recycling Report**

No report.

**Parks and Recreation Department**

Harcrest Park Phase 2 Update:

* + - Butler County Director of Parks and Recreation, Lance Welliver, will administer the PA Bureau of Recreation & Conservation grant on behalf of Penn Township. There is no fee for these services.
    - Lance Welliver met with DCNR and Penn Township submitted an invoice for partial payment of the grant to get the project started.
    - HRG will be preparing a proposal for the design and engineering services for the Phase 2 development.
    - The Harcrest Park handicap swing and sign foundation along Brownsdale Road will be installed in the immediate future.
    - The Park Committee will meet with the Phase 2 design consultant, HRG, Lance Welliver, and neighbors in January 2023.

**Public Relations Department**

Lori Vish Stearns – South Butler Community Library Update:

* + - New library signs will be available in the immediate future.
    - The Booktoberfest event raised more than $16,000 which will support Library programs, book collections, community events, and operational expenses.
    - The library’s annual fundraising campaign will be mailed in the immediate future to community members. The library welcomes community support and participation in activities and educational opportunities.
    - New and expanded parking is now available behind the library. Community visitors are welcome to park there while visiting Saxonburg in the evenings when the library is closed or during library events.
    - The library recent events included the Saxonburg Founders Day, a Teen Halloween Party, and a celebration of WQED's Cardigan Day promoting kindness to one another.

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**Public Relations Department - Continued**

* + - Continuing library programs include the Chess Club for players of all skill levels and toddler and preschool Storytime.
    - The library will close on Friday, November 11th in observance of Veteran’s Day and on Thursday, November 24th, for Thanksgiving.
    - Route 8 at Airport Road Traffic Light update:
    - Penn Township issued a contract to Trans Associates for the engineering, preparation of bid documents, and construction management.
    - Penn Township met with Trans Associates for a predesign conference.
    - Penn Township met with Butler County representative, Mark Gordon, to review Act 89 of 2013 PA Vehicle Registration $5.00 Local Use Fee grant funding requirements. Penn Township will submit this grant application once the additional required information is available.
    - Penn Township met with PennDOT Municipal Services representative, Cory Schaffer, to review forms that are to be submitted with the Local Use Fee grant application.
    - The minutes of the meetings with the Trans Associates, Mark Gordon, and Cory Schaffer will be posted on the Penn Township website.
    - Penn Township reviewed the Trans Associates sample Special Conditions documents, technical specifications, and drawings for a similar traffic light replacement project.
    - Penn Township anticipates a response late this year for the Automatic Red-Light Enforcement (ARLE) grant application for this project.  $560,865.00
    - Penn Township will be preparing the next Green-Light-Go grant application for this project.
    - The Trans Associates topographic survey of the intersection area was started on November 5, 2022.
    - The Penn Township Police completed a traffic speed and count study on Route 8 and Airport Road. A study on East Airport Road is being conducted currently. We will share this information with our traffic engineer, Trans Associates, to facilitate the traffic signal design and other project partners.
    - The Municipal Water Authority of Adams Township (MWAAT) update:
    - The installation of the 3,000’ water service line from Airport Road to Larchwood Road has started and the 1,460’ water service line on the airport property is complete.

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**Public Relations Department - Continued**

* + - Local businesses have connected to the water service and more will connect in the future.
    - Scout Troop/Pack 53 update:
    - Penn Township is now the Chartered Organization for BSA Scout Troop and Pack 53.
    - Scout Troop 53 held a Court of Honor to present new Eagle Scout badges.
    - Scout Troop 53 held a Halloween Party, including a campfire, frying extravaganza, games, and music.
    - Scout Evan Tahoe attended the meeting for his Communications merit badge requirements.
    - The Penn Township Traffic Impact Committee will set up meetings with Gannett Flemming, beginning in December.

**Storm Water Management Committee**

Penn Township anticipates a response later this year for the Butler County Municipal Infrastructure stormwater remediation project grant application on Thorn Creek at Dodds and Rockdale Roads.

The next Stormwater Management Committee meeting is at the Jackson Township building on 12/12/2022.

**Old Business**

New Township building meeting room audio/visual equipment has been purchased.

**New Business**

# 2023 Budget Message

Linda D. Zerfoss, Township Manager read the 2023 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 2023 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 computers, software, E-ticketing software/hardware,

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**2023 Budget Message - Continued**

1. trail cameras, training, and ATS speed sign and trailer.
2. Update Township GIS; Master Plan, Zoning Ordinance, Traffic Impact Ordinance, and Zoning and Building Classes.
3. Purchase a new police vehicle and municipal vehicle.
4. Maintenance for Harcrest Park.
5. Annual donations to various agencies.
6. Obligation for upgrades to Route 8 and Airport Road traffic light; and
7. Obligation for Floodplain and Regional Stormwater Management.

The proposed budget is based on 8.00 mills. For the 2022 Budget Year, the Board of Supervisors approved a budget of $5,675,276.00 which was an increase over the year 2021. For every mill levied, each property owner pays $1.00 per mill on each $1,000.00 assessed valuation (the assessed value is determined by the Assessment Office of Butler County through the 1969 formula of actual property values). Expected revenues for 2022 were not what was expected, with a slight decrease in earned income of a projected .25% as well as a decrease in the deed transfer tax of approximately 8%. 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. The assessed valuation has changed from $56,294,696 in 2022 to

$57,178,346, for 2023.

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 decrease 3% for 2023. This revenue originates from fuel sales and accordingly as consumption goes down so does this revenue source; and
4. Penn Township is projecting a six (6%) percent or higher year-end fund balance

Expenditure Assumptions

1. Personnel Services will increase by 5.00% in 2023, 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 2023 the Township budgeted for 4 full-time and 3 part-time police officers.

2. Commodities are maintained or reduced compared to 2022; and

3. Capital improvements and expenses are indicated which include:

\* A donation to the Butler Public Library of $5,000 for 2023.

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**2023 Budget Message - Continued**

\* A donation to Saxonburg Public Library of $5,000 for 2023.

\* A donation to the Audubon Society of $3,000 for 2023.

\* A $350 donation to the Penn Township Veteran's Association for

their annual Memorial Day service to honor the Veterans of

Penn Township.

\* The 2023 road project is estimated to be approximately

$300,000.

\* The Township's commercial insurance and health insurance coverage is projected to be approximately 5% higher in 2023 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 2023 budget will realize a $36,329 savings in health care costs.

* + Legal services for 2023 are projected to be slightly higher.
  + Funds are allocated to the Land Use Department to continue to keep the GIS system current.
  + Harcrest Park Phase 2; and
  + Route 8 and Airport Road traffic light.

The breakdown of revenues and expenditures for 2023 are summarized as follows:

**REVENUES EXPENDITURES**

Property Taxes--------------------------$463,000.00 General Govt-------------------------------$416,603.00

Act 511 Taxes-------------------------$1,023,750.00 Public Safety--------------------------------$645,448.00

Licenses & Permits---------------------$ 91,500.00 Township Maintenance----------------$1,036,117.00

Fines & Forfeits--------------------------$ 36,000.00 Employee Liab/Benefits------------------$359,227.00

Revenues from O/G--------------------$356,939.00 Township Parks----------------------------$ 93,344.00

Township Services----------------------$231,925.00

Act 13---------------------------------------$233,850.00

Pensions-----------------------------------$324,845.00

Total Revenue--------------------------$2,761,809.00 Total Expenditures---------------------$2,550,739.00

Fund Balances--------------------------$4,081,120.00 Unappropriated Expenditures-------$4,292,190.00

Total Appropriated & Unappropriated

Total Revenue Sources-------------$6,842,929.00 Expenditures----------------------------$6,842,929.00

Supervisor Mowry made the motion and Supervisor Roth seconded the motion to advertise the 2023 Budget with the intent to adopt the budget at the December 13, 2022 meeting. The motion carried.

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**Act 537 – Saxonburg Authority**

Supervisor Roth reported they discussed their 2023 budget and anticipate a rate increase.

**Audience Participation**

Willard Burns - Congratulated Doug Roth on his retirement and for the construction and maintenance of Township roads and Harcrest Park.

Debra Kuminkoski - Complained about the loud noise from a quad on her neighbor’s property which has occurred on several occasions. Supervisor Ward stated through the advice of the Township Solicitor, Penn Township has no noise ordinance as it is difficult to enforce. Supervisor Ward will ask the solicitor if an ordinance can be established to require an equipment muffler to keep the noise to an acceptable level and will advise accordingly. Office Cranmer stated that she has followed up on these complaints and has resolved another issue with the neighbor riding his quad on Township Roads. Supervisor Ward advised Ms. Kuminkoski not to confront the neighbor and to contact the Penn Township Police when there is an issue.

Jonathan Gavin - Asked if there was progress on his questions about the Township’s narrow property along South Criswell Road and the removal of junk/untitled vehicles on his property. Clinton Bonetti stated that he will discuss these issues with the Township Solicitor and advise accordingly. Mr. Gavin intends to replace existing deteriorated buildings with a house and garage out of the flood plain.

Seeing no further audience participation, Supervisor Ward announced the Board will hold an Executive Session on personnel matters. Afterward, they will return and adjourn the meeting. No further business will be taken or discussed.

**Adjournment**

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

The meeting adjourned at approximately 7:11 p.m.

Approved: Respectfully Submitted:

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Samuel M. Ward Linda D. Zerfoss

Chairman Township Manager

Board of Supervisors Penn Township