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

**Minutes – 11/09/22**

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 Wednesday, November 9, 2022, they be approved as presented. The motion carried.

**Correspondence**

Butler County Association of Township Officials – Advising every municipality should be represented. Supervisor Ward advised Supervisor Douglas Roth, Supervisor, Wilbert J. Mowry, Jr., and Township Manager; Linda D. Zerfoss will represent Penn Township.

PSATS – Announcing the 2023 President’s Leadership Award will take applications until January 31, 2023.

Moody and Associates, Inc. – Notification of Water Source Notification for PER L 103 wells 7H, 9H, 11H, 13H, 15H, and 17H Penn Energy Resources in Connoquenessing Township.

PennDot – Moving Forward Newsletter dated Fall 2022.

**Seminar**

**None.**

**Treasurer’s Report**

Mrs. Zerfoss read the list of invoices paid since the last report was read on November 9, 2022. Township Fund: $212,240.65, Fire Tax Fund: $2,682.33, Act 13 Fund: $15,712.50, Municipal Pension: $815.00, Police Pension Fund: $215.00. Deposits into the various Township Funds totaled $331,180.06. Balances were read as follows: Township Fund: $228,479.06, ARPA Fund: $516,853.71, Fire Tax Fund: $146,336.67, Act 13 Impact Fund: $734,823.63, Municipal Pension Fund: $726,639.85, Police Pension Fund: $1,396,992.38, State Fund: $207,392.64. Supervisor Mowry made the motion and Supervisor Roth seconded the motion that the Treasurer’s Report be approved as presented. The motion carried.

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**Zoning Department**

Mrs. Zerfoss reported the Butler County Planning Department reviewed the Nunes/Schramm, Lot Line Revision, and had the following comments:

"applications for subdivision and land development located within a municipality having adopted a subdivision and land development ordinance as outlined in this article shall be forwarded upon receipt by the municipality to the county planning agency for review and report together with a fee sufficient to cover the costs of the review and report which fee shall be paid by the applicant: Provided that such municipalities shall not approve such applications until the county report is received or until the expiration of 30 days from the date the application was forwarded to the county."

Mrs. Zerfoss reported the Butler County Planning Commission reviewed the Nunes/Schramm, Lot Line Revision #22253 with the following comments:

 The BCPC plan signing area should read “Reviewed By” not

 “Approved by”

 The Municipal signing area should be in accordance with the Penn Township SALDO and should read “Approved by” not “Reviewed by”

 BCPC did not have any other comments on this plan.

Mrs. Zerfoss reported the Butler County Planning Commission reviewed the Kelly Mitsubishi, Site Plan #22242, and had no comments on this plan.

Mrs. Zerfoss stated the Butler County Planning Commission reviewed the Helltown Brewing, Site Plan, #22243, and had no comments on this plan.

Mrs. Zerfoss submitted the Kelly Mitsubishi, Site Plan, #22242 for approval. The variances for the required setbacks were received to construct the new automotive service bays. The Planning Commission recommended approval with the HRG review conditions. Supervisor Roth made the motion and Supervisor Ward seconded the motion to approve the Kelly Mitsubishi, Site Plan #22242. The motion carried.

Mrs. Zerfoss submitted the Helltown Brewing Site Plan. Asher A & E representative, Shanda Rossi, Arris Construction representative, Jason Mack, and Helltown Brewing representative, Dickson Forbes reviewed the proposed site plan. The Planning Commission recommended approval with the HRG review conditions. However, the HRG letter listing the conditions was not yet available. Supervisor Roth made a motion and Supervisor Ward seconded the motion to table the Helltown Brewing site plan located off Fairway Lane until the HRG conditions have been reviewed. The motion carried.

**Police Department**

Mrs. Zerfoss read the Police report for November 2022.

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**Road Department**

Supervisor Mowry made a motion and Supervisor Roth seconded the motion to approve the Intermunicipal Winter Maintenance Agreement with Forward Township. The motion carried.

Supervisor Roth made a motion and Supervisor Ward seconded the motion to purchase new tires for Truck #8 at a cost not to exceed $3,500.00. The motion carried.

Supervisor Roth reported the new guide rail on Old Plank and Mushrush Roads will be installed in the next few weeks.

**Recycling Report**

No report.

**Parks and Recreation Department**

Supervisor Roth reported that Penn Township received a partial 50% payment in the amount of $150,000 for the Harcrest Park Phase II DCNR Grant.

Supervisor Roth also reported the Park Committee will meet on January 5, 2023, at 9:00 a.m. with HRG and the Butler County Parks and Recreation representatives to begin the Phase II design development. Supervisor Ward made the motion and Supervisor Mowry seconded the motion for the Township Manager to advertise this meeting. The motion carried.

Supervisor Roth stated that the handicapped swing was installed at Harcrest Park.

Supervisor Roth reported that HRG estimates an eighteen-month Phase II project with the schedule as follows:

 Notice to Proceed-December 13, 2022

 3-4 months to submit the NPDES permit application to the Butler

 County Conservation District

 6 to 9 months for NPDES approval

 2 months for bidding, contract award, and construction Notice

 To Proceed

 5 months for construction

 Assume a total of 18 months with bidding in January 2024,

 construction beginning in the Spring of 2024, and completion

 in the Summer of 2024

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**Public Relations Department**

South Butler Community Library provided a copy of their 2023 budget and there are 958 Penn Township cardholders, and 5,002 items were borrowed. Penn Township donated $5,000 to the library in 2022.

Supervisor Mowry made the motion and Supervisor Roth seconded the motion to submit an Act 89 of 2013 PA Vehicle Registration $5.00 Local Use Fee grant application to Butler County once the additional required information is available. The motion carried.

The Trans Associates topographic survey and traffic turning movement counts at the intersection area have been completed.

Trans Associates has provided a preliminary plan for the traffic signal and the traffic turning movement counts.

Trans Associates is now reviewing their preliminary plans and calculations. These will be forwarded to Penn Township this week for review.

Trans Associates, PennDOT, and Penn Township representatives will set up a field meeting in the immediate future to review the signal design and the signal head mast arms locations to finalize the necessary property easements.

Penn Township will apply for a traffic camera grant when funding becomes available.

**The Municipal Water Authority of Adams Township (MWAAT) update:**

The installation of the 3,000’ water service line from Airport Road to Larchwood Road will be complete in the next few weeks.

**Scout Troop/Pack 53 update:**

Scout Troop 53 held its Committee and Troop meetings. They discussed cold weather safety, fire building, and the Christmas Charity Food Collection.

Scout Troop 53 performed service hours helping set up, tear down, and be actors for the Nixon United Methodist Church Live Nativity.

Scout Troup 53 will be working on merit badges, electing a Senior Patrol Leader, and having a Christmas Party.

Scout Jackson Jungling and his father, Dave Jungling attended the meeting as part of his Communications Merit Badge requirements.

Scout Troop 53 has 18 members.

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**Public Relations Department - Continued**

**Meridian Road Closure update:**

The collapse of the South bound lane of Meridian Road in Renfrew, just above the railroad tracks, occurred in May 2022. PennDOT closed this lane around the collapse and placed a temporary traffic light for one lane traffic flow.

PennDOT imposed an indefinite road closure on November 16, 2022, and installed road signage for the detour as the road collapse has grown in size and the road is no longer safe.

The Penn Township Volunteer Fire Department (PTVFD) added additional fire companies to cover Meridian Road North of Smith Road on November 17, 2022. The PTVFD also notified all their members, Mutual Aid fire departments, and the Butler Ambulance service.

The Penn Township Public Works Department will have Forward Township provide Winter maintenance on the Penn Township portion of Smith Road. In return, Penn Township will provide Winter Maintenance on the Forward Township portion of Creek Road.

PennDOT has advised that soils are continuing to slide and erode on Meridian Road. Surveys and geotechnical testing are being conducted to evaluate repair options to permanently fix the roadway.

PennDOT announced earlier this year that they intend to replace the Renfrew bridge in 2024 with a two-lane bridge.

A PennDOT District 10 Maintenance Manager, Mike Mattis, will meet with Penn Township representatives in early 2023 to discuss these projects. We must jointly develop an emergency plan in the event the Renfrew bridge is closed due to flooding on Thorn Creek or an accident.

**2023 Penn Township Community Day update:**

The Penn’s Men group has discussed joining the Penn Township Community Day committee to plan the 2023 event.

**Stormwater Management Committee**

Penn Township anticipates a response later this month for the 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 1/9/2023.

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**Old Business**

Supervisor Ward reported that the Penn Township Solicitor has reviewed the recent resident’s complaint about the loud quad noise from a neighbor’s property. Penn Township has no authority to not allow the use of a quad or make the quad quieter. However, the neighbor can file a nuisance claim in court based on the common law of Pennsylvania and we will notify the resident.

Supervisor Ward also reported the meeting room audio/visual equipment has been installed.

**New Business**

Mrs. Zerfoss asked for a motion to advertise the Organization meeting for January 2, 2023, at 11:00 a.m. She stated this meeting is just for Organizing. There would be no new business or audience participation and the next regular meeting would be Tuesday, January 10, 2023.

Supervisor Roth made the motion and Supervisor Ward seconded the motion for the Township Manager to advertise the Organization Meeting for January 2, 2023, at 11:00 a.m. The motion carried.

Mrs. Zerfoss also asked for a motion to advertise the Auditors Virtual Organization Meeting for January 3, 2023, at 6:00 p.m. Supervisor Ward made the motion and Supervisor Mowry seconded the motion for the Township Manager to advertise the Auditors Virtual Organization Meeting for January 3, 2023, at 6:00 p.m. The motion carried.

Mrs. Zerfoss requested approval to retain Maher Duessel to perform the Township Audit for the years 2022, 2023, and 2024. Supervisor Mowry made the motion and Supervisor Roth seconded the motion that Maher Duessel is retained to do the Township Audit for the years 2022, 2023, and 2024. The motion carried.

Resolution #549 – 2023 Budget – Mrs. Zerfoss read Resolution #549 – 2023 Budget. Supervisor Roth made the motion and Supervisor Ward seconded the motion to approve Resolution #549 – 2023 Budget. The motion carried.

Resolution #550 – 2023 Tax Rate – Mrs. Zerfoss read Resolution #550 – 2023 Tax Rate. Supervisor Ward made the motion and Supervisor Mowry seconded the motion to approve Resolution #550 – 2023 Tax Rate. The motion carried.

Mrs. Zerfoss reported that Vitalant would like to host a blood drive on May 23, 2023, from 4 pm to 7 pm in the Municipal building. Supervisor Mowry made the motion and Supervisor Roth seconded the motion to table this request. The motion carried.

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**New Business - Continued**

Mrs. Zerfoss submitted an invoice from Ford Office Technologies for the purchase of a laptop and wireless presenter for the meeting room audio/visual system for $1,134.35. Supervisor Roth made the motion and Supervisor Ward seconded the motion to approve the invoice from Ford Office Technologies for the purchase of a laptop and wireless presenter for $1,134.35. The motion carried.

Supervisor Ward made the motion and Supervisor Mowry seconded the motion to approve the HRG proposal dated November 21, 2022, for Harcrest Park Phase II-Engineering Services for $97,800 and issue a Notice to Proceed. The motion carried.

**Act 537 – Saxonburg Authority**

Supervisor Roth reported they discussed the end-of-year business.

**Audience Participation**

Jonathan Gavin advised that he forwarded a list of junk vehicle VIN numbers located on his property to the Penn Township Police for advice on having these vehicles removed. The Penn Township Police will contact Mr. Gavin.

**Executive Session**

Supervisor Ward announced seeing no further audience participation, the Board will adjourn for an executive session for personnel reasons. Afterward, the Board will return and adjourn the meeting. No further business will be discussed.

**Adjournment**

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

The meeting adjourned at approximately 7:26 p.m.

Approved: Respectfully Submitted:

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Samuel M. Ward Linda D. Zerfoss

Chairman Township Manager

Board of Supervisors Penn Township