Tuesday, February 14, 2023

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 15 Township residents and visitors.

**Minutes – 1/10/23**

Supervisor Ward made the motion and Supervisor Mowry seconded the motion that there being no additions or corrections to the minutes of the meeting held Tuesday, January 10, 2023, they be approved as presented. The motion carried.

**Correspondence**

Pennsylvania State Association of Township Supervisors –News Bulletin dated January-February 2023.

Penn DOT – Moving Forward - Winter 2023 newsletter.

Penn DOT – Surface Improvement Program will begin between May 25, 2023 and October 31, 2023.

Butler County Bureau of Elections – Municipal Primary May 16, 2023 and General Election, November 7, 2023.

Pennsylvania American Water offering its Environmental Grant Program.

Butler Area Sewer Authority notice of intent to submit a permit application for renewal of its NPDES Permit PA0026697.

Peoples Natural Gas asks that municipalities advise them of anticipated road paving by March 31, 2023.

State Representative Bernstine is hosting a meeting with Sheriff Slupe regarding a concealed permit in May.

Penn Township Annual Tax Returns.

Penn Township Certificate of Uncollected Taxes

**Seminar**

Southwestern Pennsylvania Regional Broadband Summit in Cranberry Township on February 16, 2023. Supervisor Mowry made a 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 January 10, 2023. Township Fund: 153,675.49, Fire Tax Fund: $2,844.54, Act 13 Fund: $989.10, Municipal Pension: $2,999.03, Police Pension Fund: $3,141.24, State Fund: $31,199.45. Deposits into the various Township Funds totaled $147,046.89. Balances were read as follows: Township Fund: $196,689.56, ARPA Fund: $520,397.68, Fire Tax Fund: $144,376.81, Township Capital Savings Fund: $318,994.09, Act 13 Impact Fund: $888,699.78, Municipal Pension Fund: $755,879.31 Police Pension Fund: $1,462,035.29, State Fund: $59,115.72. 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**

Mr. Bonetti read the January 2023 Zoning report.

Mr. Bonetti stated that the Traffic Impact Fee Committee will meet on February 23, 2023, at 6:00 pm to begin the Traffic Impact Fee update.

Mr. Bonetti submitted the Nunes Lot Line Revision located on Criswell Road. Mr. Bonetti stated the Butler County Planning Commission reviewed the Nunes Lot Line Revision Site Plan and had no comments on this plan. Supervisor Ward made the motion and Supervisor Mowry seconded the motion to approve the Nunes Lot Line Revision located off Criswell Road. The motion carried.

**Police Department**

Mrs. Zerfoss read the Police report for January 2023.

Mrs. Zerfoss also read the Animal Control report for December 2022 and January 2023.

**Road Department**

Supervisor Roth discussed replacing the 2012 Ford 550 truck with a new Ford F600. The Ford 550 would be put out for sale on Municibid.

Supervisor Mowry made the motion and Supervisor Roth seconded the motion to purchase a new Ford F600 truck and that the 2012 Ford 550 truck be put out for sale on Municibid be approved. The motion carried.

**Recycling Report**

2023 Hazardous waste will be held on September 2 at 157 East Airport Road.

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**Parks and Recreation Department**

Supervisor Roth also reported the Park Committee met on February 8, 2023, with HRG and the Butler County Parks and Recreation representatives to continue the Phase II design development. Minutes of this meeting will be posted on the Penn Township website [www.penntownship.org](http://www.penntownship.org), under “Documents” in the “2023 Park Minutes” folder as soon as they are available.

Supervisor Roth discussed the HRG PowerPoint presentation with the five plan options. HRG will prepare a sixth option which will be presented at the next Harcrest Park meeting on March 9, 2023, at 6:30 pm in the Township building meeting room.

**Public Relations Department**

**South Butler Community Library update: no report**.

**ARLE Grant - Route 8 at Airport Road Traffic Light Replacement update:**

Trans Associates has completed the preliminary drawings, based on our December 21, 2022, meeting with PennDOT and Penn Township representatives.

These drawings are part of our preliminary submission to PennDOT on January 19, 2023. The revised traffic light plan was displayed on the TV screen. Supervisor Ward pointed out the following features:

* The emergency vehicle preemption confirmation light indicates an emergency vehicle is approaching the intersection.
* There will be no right turn on red from East Airport Road and Airport Road onto Route 8. Right turns from Route 8 onto these roads will be permitted after a complete stop and yield to any oncoming traffic.
* There will be a flashing yellow left turn yield on the Northbound and the Southbound Route 8 lanes.
* Underground conduits will be bored and jacked under the roadway.
* Advanced flashing alternately yellow warning signals and internally illuminated, “Signal Ahead”, signals will be placed on the Northbound and the Southbound Route 8 lanes approximately 1,500 l.f. ahead of the intersection.
* Small easements for the signal masts and controller will be required on three of the four intersection corners. All other signal masts are located in the Right of Way.
* Pedestrian crosswalks are included on Route 8, East Airport Road, and Airport Road at the intersection with push button activation and crossing signals.
* Luminaires are mounted on two of the signal masts for area lighting.

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**Public Relations Department – Continued**

* Traffic signal timing is adjustable and controlled by radar. In the event of a large volume of traffic, the green phase will automatically be extended up to a predetermined maximum time.
* In the event of a large volume of traffic, Penn Township Police Officers will have the ability to control the traffic lights from a cord extended from the controller.
* Trans Associates is working with PennDOT and equipment suppliers to determine how a dynamic “all red” phase will work in the event a vehicle approaches at a high rate of speed during the clearance phases (yellow and all red) to extend the “all red” phase with the assumption that the vehicle may run the red light.
* The controller will have a battery backup system that will automatically provide power for a few hours until an emergency generator can be plugged in for temporary power.

Trans Associates will provide a preliminary cost estimate and the necessary property easements.

PennDOT completed its review of the preliminary design submission on February 6, 2023, and provided comments. Trans Associates will revise their drawings accordingly and resubmit them to PennDOT for a final review in the immediate future.

Minutes of the December 21, 2022 meeting with PennDOT and preliminary drawings will be posted on the Penn Township website [www.penntownship.org](http://www.penntownship.org), under “Documents” in the “Route 8 and Airport Road” folder as soon as they are available.

**Scout Troop/Pack 53 update:**

Scout Troop 53 will participate in Scout Sunday at the NUMC, Klondike Derby, work on Merit Badges, and choose a Summer camp location.

Scout Pack 53 will participate in the Blue and Gold brunch at the Saxonburg VFD.

**Meridian Road Closure update:**

Penn Township and the Penn Township Volunteer Fire Department representatives met with PennDOT District 10 representatives, Mike Mattis, and Troy Adamosky, on January 24, 2023, to discuss the Meridian Road repair and the Renfrew bridge replacement projects.

On February 1, 2023, PennDOT announced that core borings, a slope-stability analysis, and surveys have been completed to determine a solution to repair the slide area and that Meridian Road would be open for one lane of traffic. Traffic will be controlled using stop signs at both ends of the hazard. Advanced warning signs will alert motorists to the upcoming stop conditions.

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**Public Relations Department - Continued**

On February 8, 2023, PennDOT advised that they intend to move the Meridian Road alignment one lane East along the affected area which requires cutting into the steep, wooded hillside. The proposed realignment will not affect any structures including the residence on the Southern end of the affected area, just North of the railroad tracks.

PennDOT indicated that more soil borings will be taken on this Eastern slope along the affected area to determine the cutback slope requirements.

PennDOT again stressed the high priority of this project and indicated that Right-of-Ways and the relocation of natural gas, phone, and power utilities will be required.

PennDOT is also continuing to monitor the affected area for additional earth movement.

PennDOT will maintain one lane of traffic through the reconstruction work zone.

The revised emergency plan for Renfrew residents in the event the Renfrew bridge is closed as a result of Thorn Creek flooding or an accident at the bridge is as follows:

* + Notify all Renfrew residents, PennDOT, and Butler County Emergency Management of this written emergency plan.
  + PennDOT will not start construction of the new bridge until Meridian Road is fully open.
  + PennDOT will maintain one lane of traffic controlled by using stop signs at both ends of the slide area.
  + PennDOT will also make provisions during the Meridian Road reconstruction to allow emergency vehicle access to Renfrew and allow residents to exit and reenter Renfrew in the event there is an issue that closes the Renfrew bridge.
  + PennDOT, Emergency Management officials, and Renfrew residents will monitor conditions in the event stormwater begins to rise on Thorn Creek and will implement necessary emergency precautions. Renfrew residents will move their vehicles to higher ground (above the railroad tracks) and take precautions at their homes.

Minutes of the January 4 and February 8, 2023 meetings will be posted on the Penn Township website [www.penntownship.org](http://www.penntownship.org), under “Documents” in the “Meridian Road Update” folder as soon as they are available.

**Penn Township Community Day update:**

The Penn’s Men representatives, Paul Walter, and Don Callen discussed the next Penn Township Community Day on June 3, 2023, from 12:00 to 4:00 pm. BBQ chicken quarters, baked potatoes, and coleslaw will be provided, free of cost. The event will include a petting zoo, raffles, pony rides, and possibly hay rides. Fire trucks will be on-

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**Public Relations Department – Continued**

site and some businesses will have tents with items for sale. BSA Troop/Pack 53 will provide help with setting up and tearing down the tents and other tasks. There is no cost for this event.

**Pennsylvania State Representative, Aaron Bernstine**, will hold an open house at his new office located at 790 Pittsburgh Road on Thursday, March 2, 2023, from 4:00 to 7:00 pm. Representative Bernstine represents Penn Township in the newly formed 8th PA Congressional District.

**Southwest Butler Stormwater Planning Group Update:**

The Stormwater Management Committee met on February 13, 2023, for the stormwater remediation project at Dodds and Rockdale Road grant administration. Supervisor Roth stated that the newly elected State Representative, Stephenie Scialabba, for the 12th PA Congressional District (Cranberry, Adams, and Jackson Townships) attended. The Committee is continuing to plan projects to improve the Connoquenessing and Thorn Creeks. This Committee will meet again at the Jackson Township Municipal building on March 8, 2023.

Penn Township representative, Supervisor Ward, attended a meeting on February 9, 2023, to learn the financial reporting requirements for the Municipal Infrastructure Program Grant. This is a reimbursable grant which means that Penn Township will receive reimbursement after the money is expended. Penn Township will provide matching funds in the minimum amount of 10% of the project cost which will be funded by Act 13 Oil and Gas and other revenues.

Project schedule:

Executed award letters authorizing signatures March 1, 2023.

Executed sub-recipient agreement March 15, 2023.

Quarterly reports July 15, October 15, January 15, and April 15.

Completion December 15, 2026.

Supervisor Roth made the motion and Supervisor Ward seconded the motion to execute the award letters authorizing signatures and the sub-recipient agreement for the Municipal Infrastructure Program Grant be approved. The motion carried.

Penn Township’s Engineer, HRG, is to forward a proposal for engineering services to design the stormwater mitigation project at the intersection of Dodds and Rockdale Roads. This proposal is to be submitted in the immediate future. Supervisor Ward made the motion and Supervisor Mowry seconded the motion that after a complete scope of work review, the HRG proposal for engineering services to design

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**Public Relations Department – Continued**

the stormwater mitigation project at the intersection of Dodds and Rockdale Roads be approved. The motion carried.

Minutes of the February 9, 2023 meeting will be posted on the Penn Township website [www.penntownship.org](http://www.penntownship.org), under “Documents” in the “Stormwater Remediation Project at Dodds and Rockdale Roads” folder as soon as they are available.

**Old Business**

None.

**New Business**

Supervisor Ward stated that the Penn Township Comprehensive Plan will be updated. Refer to the January 24, 2023 meeting minutes with Delta Development Group, Butler County, and Penn Township representatives. Delta Development provided a copy of the Pennsylvania Department of Community & Economic Development Program Guidelines, dated March 2022, which provide funding for community planning. These minutes are posted on the Penn Township website [www.penntownship.org](http://www.penntownship.org), under “Documents” in the “Comprehensive Plan Update” folder.

The Supervisors discussed authorizing HRG to prepare an RFP for updating the Penn Township Comprehensive Plan. Supervisor Mowry made a motion and Supervisor Roth seconded the motion to authorize HRG to prepare an RFP for updating the Penn Township Comprehensive Plan with the intention of soliciting cost proposals.

The Supervisors discussed seeking grant funding for the Comprehensive Plan update costs. Supervisor Roth made the motion and Supervisor Ward seconded the motion to prepare the Pennsylvania Municipal Assistance Program grant application for the Penn Township Comprehensive Plan update. The motion carried.

Commissioner Geyer has invited Penn Township to participate in the Southwestern Pennsylvania Commission Public Participation Panel that explores all modes of transportation in our region.

Supervisor Ward made the motion and Supervisor Mowry seconded the motion to authorize Supervisor Mowry as the Penn Township representative on the Southwestern Pennsylvania Commission Public Participation Panel for the 2023 through 2025 term. The motion carried.

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**New Business - Continued**

The Supervisors discussed continuing the treatment of Spruce trees on the Municipal building property for the Needlecast fungus. Supervisor Mowry made the motion and Supervisor Roth seconded the motion to approve Bartlett Tree Experts proposal to maintain the trees and shrubs around the municipal building. The motion carried.

The Supervisors discussed the PennDOT Traffic Signal Maintenance Agreement. This agreement defines ownership and maintenance requirements for the new traffic light for the intersection at Route 8 and Airport Roads. PennDOT also requires that Penn Township execute the Worker Protection and Investment Certification form for the ARLE grant award. These executed forms will allow the processing of the ARLE grant agreement. Supervisor Roth made the motion and Supervisor Ward seconded the motion to execute Resolution no. 553, entitled ARLE Grant for the Traffic Signal Maintenance Agreement, authorizing Township Manager, Linda Zerfoss, to submit Applications for Traffic Signal Approval for and sign the PennDOT Traffic Signal Maintenance Agreement for the Route 8 at the Airport Road intersection and to sign the ARLE grant award Worker Protection and Investment Certification form. Once PennDOT approves the Maintenance Agreement Penn Township will sign the Traffic Signal Application form TE-160 for the Traffic Signal Permit, and the Highway Occupancy Permit. The motion carried.

Resident Jackie Hutz discussed the National Organ Transplant Organization blood drive which will be held in the Penn Township Municipal building meeting room on May 22, 2023, from 1:00 to 7:00 pm.

The Supervisors discussed Resolution number 554 entitled “Butler County Coronavirus Local Fiscal Recovery Funds”. Supervisor Mowry made the motion and Supervisor Roth seconded the motion to adopt Resolution number 554, entitled “Butler County Coronavirus Local Fiscal Recovery Funds”. The motion was approved.

The Supervisors discussed the Majestic Lawn Care proposal to provide lawn mowing services at Renfrew Park. Supervisor Roth made the motion and Supervisor Ward seconded the motion to accept the Majestic Lawn Care proposal to provide lawn mowing services at Renfrew Park. The motion carried.

The Supervisors discussed Resolution number 555, entitled “Maintenance of Employees Pension Annuity, Insurance, and Benefit fund or funds”. Supervisor Ward made the motion and Supervisor Mowry seconded the motion to adopt Resolution number 555, entitled “Maintenance of Employees Pension Annuity, Insurance, and Benefit fund or funds”. Supervisor Roth recused himself as he is an employee. The motion carried.

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New Business – Continued

The Supervisors discussed Ordinance number 174 for the Police Pension Fund revisions:

* Adds an early retirement benefit.  There is no budget cost impact.
* No change in the benefit multiplier option.  Normal Retirement eligibility is age 55 and completion of 25 Years of Service with a benefit of 50% of the Final Monthly Average Salary. The 50% is mandated by Pennsylvania State Act 600 and cannot be increased or decreased.
  + - * Adds the Pennsylvania State Act 600 Cost of Living Adjustment (COLA) based on the Consumer Price Index (CPI)with total increases not exceeding 30% of the retiree’s original benefit nor may the sum of the benefit and all increases exceed 75% of final monthly average salary.
      * Adds a 1%-member contribution.
      * Mockenhaupt, our actuary, anticipates that some or all of the additional costs may be covered by an increase in state aid without reaching the maximum state aid amount allowed. However, in combination with changes to the non-uniformed plan and/or potential actuarial losses due to 2022 investment returns, this benefit may have a budget cost impact.
      * On 12/20/2022, Solicitor Reese completed his review of the proposed ordinance and advised that the proposed Ordinance related to the police Pension Fund is ready for consideration and approval.

Supervisor Ward made the motion and Supervisor Mowry seconded the motion to approve Ordinance no. 174 for the Police Pension Fund revisions.

Supervisor Roth recused himself as he is an employee. The motion carried.

The Supervisors discussed Ordinance no. 175 for the Non-uniformed Pension Fund revisions:

* Adds an early retirement provision and adds a pre-retirement death benefit provision.
  + - * There is no budget cost impact for the early retirement and pre-retirement death benefit provisions.
      * Changes the benefit multiplier option from 0.6% of the average monthly earnings to 0.75%.
      * Mockenhaupt, our actuary, anticipates that the additional benefit multiplier costs may be covered by an increase in state aid without reaching the maximum amount allowed. However, in combination with changes to the police plan and/or potential actuarial losses due to 2022 investment returns, this benefit may have a budget cost impact.

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**New Business – Continued**

* + - * On 2/12/2023, Solicitor Reese completed his review of the proposed ordinance and advised that the proposed Ordinance related to the non-uniform employee Pension Fund is ready for consideration and approval.

Supervisor Mowry made the motion and Supervisor Ward seconded the motion to approve Ordinance no. 175 for the Non-uniform Pension Fund revisions. Supervisor Roth recused himself as he is an employee. The motion carried.

Penn Township has received a challenge from the Pacific Coast Partners to the Substantive Validity of Zoning Ordinance 173 regarding their proposed development of approximately a 107-acre in the C2 (along Route 8, and RE(along Dinnerbell Road)zoning districts. This matter has been referred to the Township Solicitor and the Zoning Hearing Board Solicitor.

**Act 537 – Saxonburg Authority**

Supervisor Roth stated that the Authority discussed their $600,000 grant and other business.

**Audience Participation**

Resident Jackie Hutz discussed the National Organ Transplant Organization blood drive which will be held in the Penn Township Municipal building meeting room on May 22, 2023, from 1:00 to 7:00 p.m. A food truck will be available for participants and volunteers.

Paul Walter and Don Callen discussed the Penn’s Men projects for residents in need and asked for volunteers to join their group.

Johnathan Gavin stated that he would begin removing junk vehicles from his property when the weather improves, the Penn Township Police Officers assisted him with the necessary Junk vehicle removal procedures.

Jonathan Gavin also asked about the property lines and rights-of-way. Mr. Bonetti stated that surveyor Stan Graff informed the Township that the tax id numbers are from property that was deeded to the Township in the 1950’s.  Mr. Bonetti then stated that the area deeded was for the Township right of way for Crisswell Road.   Mr. Bonetti stated that Mr. Gavin would need to hire a surveyor to locate his actual property.  Mr. Bonetti also stated the Township does not need to survey the road.

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**Audience Participation - Contined**

Jonathan Gavin complained about speeding on Crisswell Road and the recent accident. Mrs. Zerfoss will ask the Township Police to address this issue.

**Executive Session -** Personnel matter.

**Adjournment**

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

The meeting adjourned at approximately 8:02 p.m.

Approved: Respectfully Submitted:

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Samuel M. Ward Linda D. Zerfoss

Chairman Township Manager

Board of Supervisors Penn Township