Tuesday, April 11, 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 7 Township residents and visitors.

**CDBG Hearing**

Wendy Leslie conducted the hearing. This is the 1st of 2 public hearings. She advised the 2022 allocation was $105,541 with $18,934 for administration. Ms. Leslie advised the funds could be used for low to moderate-income areas. The hearing ended at approximately 6:00 p.m. at which time the regular Board of Supervisors meeting was called to order.

**Minutes – 3/14/23**

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, March 14, 2023, they are approved as presented. The motion carried.

**Added Items for Discussion:**

Supervisor Ward made the motion and Supervisor Mowry seconded the motion to add the following items to the agenda:

* RA Services for clerical and accounting tasks.
* PennBid to manage grant project bidding tasks.
* Zoning Ordinance No. 70 enforcement.
* Updated COVID-19 policy.
* Harcrest Park playground mulch.

The motion carried.

**Correspondence**

PSATS – COVID-19 Federal Mandates ending May 11, 2023.

Audubon Society – Spring/Summer 2023 Bulletin.

PSATS – 2023 Proposed Resolutions and Nominations.

PSATS – News Bulletin – April 2023

**Seminar**

BCATO 107th Annual Spring Convention will be held at the Butler Country Club on May 18, 2023.

Mandatory 2023 TAC Training will be held in Monroeville on May 9, 2023.

PA Safety Day will be held in Cranberry on August 10, 2023.

Supervisor Mowry made the motion and Supervisor Roth seconded the motion that all involved wishing to attend these seminars be authorized to do so. 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 March 14, 2023. Township Fund: $103,900.77, Fire Tax Fund: $3,688.79, Act 13 Fund: $20,546.05, Municipal Pension: $1,551.04, Police Pension Fund: $1,894.24. Deposits into the various Township Funds totaled $312,302.17. Balances were read as follows: Township Fund: $270,105.41, ARPA Fund: $524,124.23, Fire Tax Fund: $163,154.64, Capital Savings Fund: $321,455.58, Act 13 Impact Fund: $872,274.47, Municipal Pension Fund: $782,882.25, Police Pension Fund: $1,523,264.96, State Fund: $302,342.88. 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 March 2023 Zoning report.

Mr. Bonetti advised that the Butler County Planning Commission had approved the Geibel one Residential lot #23058.

Mr. Bonetti discussed the Robin Geibel Subdivision on Maharg Road. Supervisor Ward made the motion and Supervisor Mowry seconded the motion to approve the Robin Geibel Subdivision on Maharg Road. The motion carried.

Mr. Bonetti and Ashlar-AE representative, Shanda Rossi, discussed the Mike Kelly Chevrolet Site Plan at Route 8 and McCalmont Road. Supervisor Mowry made the motion and Supervisor Roth seconded the motion to approve the Mike Kelly Chevrolet Site Plan at Route 8 and McCalmont Road. The motion carried.

On March 30, 2023, the Penn Township Zoning Hearing Board (ZBH) addressed 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. The ZBH will act on this issue on Thursday, May 11, 2023, at 6:00 pm.

**Police Department**

Mrs. Zerfoss read the Police Report for February and March 2023.

The Supervisors discussed the full-time resignation of Police Officer Alysa Matthews as of April 6, 2023. Supervisor Roth made the motion and Supervisor Ward seconded the motion to accept the full-time resignation of Police Officer Alysa Matthews as of April 6, 2023. Officer Matthews will continue on a part-time basis. The motion carried.

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**Police Department - Continued**

Mrs. Zerfoss and Officer Ripper discussed the In-Sync RMS proposal for new police software for a cost of $20,560.00. The previous police software is no longer supported by the provider.

Supervisor Ward made the motion and Supervisor Mowry seconded the motion to purchase the In-Sync RMS system for the Police Department for a cost of $20,560.00. The motion carried.

**Road Department**

Supervisor Roth discussed the Massey Ferguson tractor/broom/ditcher which was purchased in 1986.  The tractor has had 3 clutch replacements, but still runs well although you must put a screwdriver across the starter terminals to get it to turn over. Recently, the low-pressure ditcher attachment and the pump were leaking hydraulic oil at a very high rate. It was not dripping out; it was pouring out.  We tried to see if we could get new seals for the pump, but the pump is obsolete.  Jim Kriley found a new pump for $4,500.00.  Dan Wible stated that a new high-pressure ditcher (high pressure is now the norm) would be $13,208.64. This ditcher will work on the John Deere tractor. Supervisor Roth recommended that a new ditcher should be purchased. The MF tractor could fail at any time and the old ditcher will not work on the newer high-pressure tractors.  Supervisor Mowry made the motion and Supervisor Roth seconded the motion to purchase a new Tiger ditcher for a cost of $13,208.64 following the Stephenson Equipment, Inc proposal, dated March 17, 2023.The motion carried.

Supervisor Roth discussed the purchase of various signs for approximately $4,400.00. Supervisor Roth made the motion and Supervisor Ward seconded the motion to purchase various signs for approximately $4,400.00. The motion carried.

Supervisor Roth discussed the purchase of two 2-way radios for $100.00 each. Supervisor Ward made the motion and Supervisor Mowry seconded the motion to purchase two 2-way radios for $100.00 each. The motion carried.

Supervisor Roth discussed hiring another Public Works Department employee. Supervisor Ward made the motion and Supervisor Mowry seconded the motion to table action to hire another Public Works Department employee. The Supervisors will meet with the prospective candidates in the immediate future. The motion carried.

Supervisor Roth discussed the 2023 Township Road paving project. In the 2022 paving season, no roads were seal coated because of the cost of asphalt. These same roads will receive seal coating this year. A lockdown coating will be applied to the Thorn Ridge area roads to

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**Road Department - Continued**

minimize the loss of aggregate. Supervisor Mowry made the motion and Supervisor Roth seconded the motion to advertise the 2023 Township Road paving project for bids. The motion carried.

Supervisor Roth stated that he and Road Foreman, Dan Wible, will attend a Dirt and Gravel Roads seminar on May 15 and 16, 2023. Penn Township will then be able to apply for Dirt and Gravel Roads grants.

**Recycling Report**

Mrs. Zerfoss announced the 2023 Hazardous Waste Recycling event will be held on September 2, 2023, from 9:00 am to 1:00 pm. at the Township Municipal Building. Participants are to sign up online. Additional information will be available at a later date.

**Parks and Recreation Department**

Supervisor Roth reported that the Park Committee will meet at 6:30 pm on April 19, 2023, with HRG and the Butler County Parks and Recreation representatives to continue the Phase II design development to discuss the HRG updated Phase II plans.  The next steps will include a preliminary estimate, preparation of construction documents, and soliciting bids.

Supervisor Roth stated that children are using the handicapped swings and that he has posted signs indicating that these swings are for handicapped use only.

Minutes of all meetings are 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 have been approved by the Park Committee.

**Public Relations Department**

**Butler County Tax Collection Committee (BCTCC) Report:**

Mrs. Zerfoss stated that a meeting was held on March 28, 2023, to discuss the allocations for 2023. She stated Bill Leonard, District Manager of Berkheimer stated the E.I.T. audit was completed in April 2020 and he has received the state list from the state to compare their records against the state records.

**Scout Troop/Pack 53 update:**

Five Pack 53 Cub Scouts have advanced to Scout Troop 53.

Scout Troop 53 is working on First Aid, CPR, Railroad, Conservation, and Camping Skills Merit Badges.

Scout Troop 53 will attend the BC3 Spring Tech Merit Badge Day on March 18, 2023.

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**Public Relations Department - Continued**

Scout Troop 53 will have a May camping trip and a five-mile hike in Cook Forest.

Scout Troop 53 will have a trip to Gettysburg and a chess tournament this Summer.

Scout Troop 53 sold hoagies on April 3, 2023.

Congratulations to Scout Charlie Hoffman, an 8th-grade Knoch Middle School student and daughter of Zachary Hoffman, who has been awarded her Eagle Scout award. Charlie is a member of the Penn Township Scout Troop 683. Charlie built a portable bowling lane for her Eagle project and donated it to the Magnolia Place Assisted Living Facility in Saxonburg. Charlie is the third Troop 683 young lady in the past eight months to earn the Eagle rank and she is the first in the Knoch School District. The Supervisors presented a Certificate to Charlie Hoffman in recognition of her Eagle Scout award.

**South Butler Community Library update:**

No report.

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

PennDOT completed its review of the preliminary Trans Associates design submission on February 6, 2023. Trans Associates revised their drawings accordingly and resubmitted them to PennDOT for another review on March 14, 2023. PennDOT completed a second design review submission on March 29, 2023. Some minor comments remain to address.

On March 30, 2023, PennDOT approved the TE-118 No Turn on Red (NTOR) Restriction Engineering and Traffic Study. This intersection is currently posted NTOR for all four approaches. The entire signal is being replaced, and the existing NTOR restrictions were reviewed to determine if all restrictions should remain with the new signal installation.

The available sight distance for EB Airport Road looking left does not satisfy the minimum sight distance requirements due to a dip in SR 0008 approaching the intersection. The available sight distance for WB Airport Road looking left does appear to satisfy the minimum sight distance requirements, but there is some potential that tree growth and embankment might limit the sight distance. The measured 85th percentile speeds on SR 0008 are approximately 55 mph, as measured by the Township. These speed measurements are most likely low, due to the method and locations of speed-measuring devices.

The available sight distance for NB SR 0008 looking left and for SB SR 0008 looking left both satisfy minimum sight distance requirements.

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**Route 8 at Airport Road update**

Based on the information presented above and in the attached documents, it is recommended that the NTOR restrictions for the EB and WB Airport Road approaches remain in place. Although there appears to be sufficient sight distance for the WB Airport Road approach, the vehicular speeds on SR 0008 combined with some potential for tree and embankment interference warrant the continuation of the NTOR restrictions for the WB approach.

The NB and SB SR 0008 approaches provide adequate sight distance for RTOR movements, and these approaches do not meet any additional warrants for NTOR restrictions as listed in Pub. 212. It is recommended that the NTOR restrictions be removed from the NB and SB intersection approaches when the traffic signal is replaced.

Trans Associates anticipates the schedule after PennDOT approval as follows:

Project out to advertisement & bid – 4 weeks

Review bids & approve, low bid & agreement paperwork – 4 weeks

Construction – 10 months

Penn Township, Trans Associates, and First Energy representatives will meet at the traffic intersection on April 12, 2023, to discuss the overhead power locations and service revisions. There are possible clearance issues for luminaires and new electrical services must be established for the early warning signs.

Minutes of the meetings with PennDOT and preliminary drawings are posted on the Penn Township website [www.penntownship.org](http://www.penntownship.org), under “Documents” in the “Route 8 and Airport Road” folder.

**Meridian Road Closure update:**

Penn Township and the Penn Township Volunteer Fire Department representatives will meet with PennDOT District 10 representatives to discuss the Meridian Road repair and the Renfrew bridge replacement projects as soon as new information is available.

Minutes of the meetings are posted on the Penn Township website [www.penntownship.org](http://www.penntownship.org), under “Documents” in the “Meridian Road Update” folder.

**Penn Township Community Day update:**

The Penn’s Men and Penn Township representatives met to discuss the next Penn Township Community Day which is scheduled on June 3, 2023, from 12:00 to 4:00 pm. The next planning meeting will be held on April 20, 2023, at 10:00 am in the Harcrest Park pavilion.

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**Public Relations Department – Continued**

Check out the March 30, 2023, Butler Eagle Community Day article.

**Pennsylvania State Representative, Aaron Bernstine**

Representative Bernstine, Sheriff Slupe, and District Attorney Goldinger will hold a meeting at the Penn Township Municipal Building meeting room for concealed carry permits at 6:30 pm on Wednesday, May 10, 2023.

**Penn Township Impact Fee Committee Update:**

Mr. Bonetti stated that the Traffic Impact Fee Committee and Gannett Fleming representative, Keith Johnson, are working on the Impact Fee ordinance revisions and will meet again later this year to update the Impact Fee draft.

**Penn Township Comprehensive Plan Update:**

On February 14, 2023, HRG was authorized to prepare a Request for Proposal (RFP) for updating the Penn Township Comprehensive Plan to solicit cost proposals. HRG completed this RFP. Supervisor Ward made a motion and Supervisor Mowry seconded the motion to advertise the Comprehensive Plan RFP. Proposals are to be submitted no later than May 18, 2023. The motion carried.

Penn Township will prepare the Pennsylvania Municipal Assistance Program grant application for the Penn Township Comprehensive Plan update.

**Butler County Municipal Outreach Meeting update:**

Supervisor Ward attended the April 6, 2023, Municipal Outreach meeting. The discussion included:

Commissioner Osche announced that April is Child Abuse Prevention Month, the Butler County Broadband project is being implemented (part of the Pennsylvania $200,000,000 grant), and Butler County will be adding a seventh Judge as a result of the continued county population growth.

Budget & Human Services Finance Director, Ann Brown, advised that the MIP quarterly report for the Stormwater Management project at Dodds and Rockdale Roads is due on April 15, 2023.

Bureau of Elections Assistant Director, Jade Bowers (724-284-5308 and [jbowers@co.butler.pa.us](mailto:jbowers@co.butler.pa.us)) advised that the Primary Election will be held on May 16, 2023. The Bureau of Elections has moved its office to 224 West Jefferson Street, Butler, PA 16001 for larger office space and easier public accessibility. A list of candidates for the Primary is available on the Bureau of Elections website.

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**Public Relations Department - Continued**

Chief of Economic Planning & Development, Mark Gordon, advised that the Butler County Infrastructure Bank is seeking funding for six projects totaling $19,500,000.

The next meeting will be on May 4, 2023. A video of the Municipal Outreach Meeting held on March 9, 2023, may be viewed at <https://youtu.be/Y4N7SNyGZ10>.

**Southwest Butler Stormwater Planning Committee**

Project schedule:

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

Completion December 15, 2026.

Penn Township’s Engineer, HRG, initiated a Dodds Road traffic count, survey, and wetlands delineation on March 15, 2023, to provide information for the stormwater remediation project design. Preliminary plans will be available in the next several months.

Minutes of the meetings are 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.

**Old Business**

Supervisor Roth and Officer Ripper displayed the new Township flag.

**New Business**

Mrs. Zerfoss presented the Penn Township 2022 Audit. There were no exceptions or findings.

The Supervisors discussed hiring RA Services representative, Tammy Able, to manage clerical and accounting tasks for the three new grant funds and other accounting applications. RA Services currently provides support for the Township accounting system. Supervisor Ward made a motion and Supervisor Mowry seconded the motion to hire RA Services representative, Tammy Able, to manage clerical and accounting tasks for the three new grant funds and other accounting applications at a rate of $1,600.00 per month following the RA Services proposal, dated March 27, 2023. The motion carried.

The Supervisors discussed the Penn Township and its consultants’ use of PennBid to manage project bidding tasks for the traffic light replacement, the Harcrest Park Phase II, and the Stormwater remediation project at Dodds and Rockdale Roads. This service manages all aspects of bidding projects, including bid document distribution, advertising bids, soliciting bids, and compilation of bids. PennBid

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**New Business - Continued**

also provides training and assistance to set up new projects at no cost. The successful bidder pays a fee of 0.33% of the bid amount to pay for this service. The fee on a $100,000 project would be approximately $333.00. Penn Township and its Consultants will have no

costs for this service. PennBid was used on the 2020 Mushrush Road replacement project with excellent results. Supervisor Ward made a motion and Supervisor Mowry seconded the motion to utilize PennBID to manage project bidding tasks. The motion carried.

The Supervisors discussed the enforcement of Zoning Ordinance No. 70, concerning the storage of any junk or rubbish in an unsheltered area. Supervisor Ward made the motion and Supervisor Mowry seconded the motion that the Board of Supervisors delegates the removal of “unsheltered” “junk” including any old, unused, and/or stripped automobiles not in full and complete working order and without a current registration plate…” to the Police Officers, and the removal of all other “junk” and “rubbish” to the Land Use Administrator. The motion carried.

The Supervisors discussed the updated COVID-19 policy for all Township employees. Supervisor Roth made a motion and Supervisor Ward seconded the motion to implement the updated COVID-19 policy for all Township employees. The motion carried.

Supervisor Roth discussed purchasing mulch for the Harcrest Park playground equipment. Supervisor Roth made a motion and Supervisor Ward seconded the motion to purchase mulch for the Harcrest Park playground equipment. The motion carried.

**Act 537 – Saxonburg Authority**

No report.

**Audience Participation**

Kelly Weston stated that the PTVFD has responded to several brush fire calls in the last few weeks. A burning “Watch” is currently in effect. Residents are reminded that they must obtain a burning permit by calling the Police office non-emergency number before any burning.

**Executive Session -** Personnel matter.

**Adjournment**

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

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The meeting adjourned at approximately 7:25 p.m.

The next meeting will be held on May 9, 2023, at 6:00 pm in the Penn Township Municipal Building meeting room.

Approved: Respectfully Submitted:

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Samuel M. Ward Linda D. Zerfoss

Chairman Township Manager

Board of Supervisors Penn Township