

Tuesday, June 13, 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, Corporal Jack Ripper, and 4 Township residents and visitors.

**Minutes - 5/9/23**

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, May 9, 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:

Road Department - Award the 2023 Penn Township Road Paving Project.

New Business - Penn Township Police and Non-Uniformed Pension Plans Actuarial Assumptions for the 2023 Actuarial Valuations.

Executive Session - Personnel. The motion carried.

**Correspondence**

Middlesex Township sent a letter, dated May 24, 2023, which terminated the Enhanced Mutual Aid Agreement between Middlesex and Penn Townships. No reason was given for their termination of this agreement.

Pennsylvania State Association of Township Supervisors (PSATS) News Bulletin dated May 2023.

Letters to PA State Senator Scott Hutchinson and PA Representative Aaron Bernstine requesting that they oppose unfunded OSHA worker safety mandates included in State House Bill 299.

Glenn O. Hawbaker - Route 8 resurfacing will start soon. Work will be completed from 8:00 pm to 6:00 am on weekdays for approximately two weeks.

DEP - Jackson Property site remediation.

Community Development Block Grant (CDBG) Coordinator, Wendy Leslie, advised that the 2023 CDBG Penn Township allocation is \$86,635 for the activity and \$18,940 for the administration.

Audubon Society Newsletter Summer/Fall 2023.

PSATS - 2023 Adopted PSATS Resolutions seeking PA legislation favorable to Townships.

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**Seminar**

None

**Treasurer's Report**

Mrs. Zerfoss read the list of invoices paid since the last report was read on May 9, 2023. ARPA Fund: \$0.00; Fire Tax Fund: \$3,041.77; Capital Savings Fund: \$0.00; Act 13 Fund: \$6,177.16; Municipal Pension Fund: \$2,958.60; Police Pension Fund: \$991.24; Township Fund: \$251,312.86; and State Fund: \$0.00.

Deposits into the various Township Funds totaled \$227,957.39.

Balances were read as follows:

ARPA Fund: \$528,292.34; Fire Tax Fund: \$233,112.67; Capital Savings Fund: \$324,168.23; Act 13 Impact Fund: \$873,836.94; Municipal Pension Fund: \$771,803.93; Police Pension Fund: \$1,521,007.48; Township Fund: \$416,513.49; and State Fund: \$346,153.96. Supervisor Mowry made the motion and Supervisor Roth seconded the motion that the Treasurer's Report is approved as presented. The motion carried.

**Zoning Department**

Mr. Bonetti read the May 2023 Zoning report.

On May 11, 2023, the Penn Township Zoning Hearing Board (ZBH) denied 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.

**Police Department**

Mrs. Zerfoss read the Police Report for May 2023.

Mrs. Zerfoss also reported that Patrolman Jeremy Walters started June 1, 2023, on a full-time basis.

**Road Department**

The Supervisors discussed awarding the 2023 Penn Township Road paving project. The Supervisors agreed to accept the single asphalt seal coat with the slag aggregate. Densely populated areas will be sealed with limestone and a fog seal coat. The fog seal coat will hold the aggregate better. Supervisor Roth made the motion and Supervisor Ward seconded the motion to award the 2023 Penn Township Road paving project to Russell Standard for a total cost of \$303,774.84. The motion carried.

Supervisor Roth will discuss the single asphalt seal coat and fog seal coat application with residents in the affected areas.

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### **Recycling Report**

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 later.

Staples has a "Free Tech Take Back" program. Staples will recycle electronics every day at no cost. TVs are not accepted.

### **Parks and Recreation Department**

Supervisor Roth reported that the Park Committee met on June 6, 2023, with HRG representative, Jim Feath, to review the Phase II design plans. HRG will refine the estimate for Option #2, a portion of the Master Plan which is within the current DCNR grant budget. A meeting with Penn Township, Butler County Parks and Recreation, and DCNR representatives will be scheduled on June 23, 2023, to review Option #2 scope of work and seek the DCNR approval to proceed with the design, engineering, and permitting.

Supervisor Roth stated that the Park Committee discussed implementing a Park Fee to support the park development for new construction.

On June 6, 2023, the Park Committee agreed to nominate park neighbor, Theodosia Regal to fill the vacant seat on the Park Committee. Supervisor Roth made the motion and Supervisor Ward seconded the motion to add Theodosia Regal to the Park Committee for a 5-year term. The motion was approved.

The next Park Committee meeting will be held on July 13, 2023, at 6:30 pm in the Penn Township Municipal Building meeting room.

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**

#### **Scout Troop/Pack 53 update:**

Scout Troop 53 is working on proposed By-Laws revisions, a budget review, and the Scout trailer.

Scout Troop and Pack 53 helped with Community Day activities and held flag opening, retirement, and closing ceremonies.

Scout Troop will have a Father's Day picnic on June 19, 2023.

BSA Troop 53 Scout, Beau McDonald, attended the meeting as a requirement for his Citizenship merit badge.

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**Public Relations Department - Continued**

**South Butler Community Library update:**

Lori Sterns reported that it is Summer Reading Time. Reading programs for kids and adults are ready to kick off. Summer Quest has age-related free programs, and people can register by calling the library at 724-352-4810 or online.

Prizes and raffles will be available throughout the Summer from June 19<sup>th</sup> through August 12<sup>th</sup>.

The library is always open during Saxonburg Mingle on Main, happening on the third Thursday evening every month throughout the Summer.

Weekly knitting groups, Mahjong players, chess club, and toddler story times.

Free services include WIFI, using the library computers for job seekers, curious web-surfing, or checking your emails, as well as borrowing books, audio kits, and movies. You can borrow a portable WIFI device.

Download free library books and movies using the Libby app or you can access the materials on your own devices.

There are plenty of regular books, magazines, and newspapers to borrow or read on-site as well.

The library is open until 7:00 pm Mondays through Thursdays.

The outside pavilion is just about completed and will be available soon. The Saxonburg Rotary provided funding for this

Outdoors space. The Master Gardeners provided plantings on the library grounds.

The library tant was visited by over 50 families during the Penn Township Community Day.

The Library Board Meetings are open to the public on the first Wednesday of the month beginning at 7:00 pm.

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

PennDOT completed a third design review submission on May 24, 2023. Trans Associates has addressed some minor comments and will resubmit the drawings to PennDOT for another review the week of June 12, 2023.

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**Public Relations Department - Continued**

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 will meet with PennDOT on June 14, 2023, to receive an update.

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 representatives will meet with PennDOT District 10 representatives to discuss the Meridian Road repair and the Renfrew bridge replacement projects on June 14, 2023.

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 Township Community Day was held on June 3, 2023. Approximately 500 attended this event.

The Community Day Committee will have a "wrap-up" meeting on June 29, 2023, in the Municipal Building meeting room. All are welcome to attend.

**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:**

The Supervisors discussed the HRG Comprehensive Plan update proposal, dated May 8, 2023. Supervisor Mowry made the motion and Supervisor Roth seconded the motion to award the Comprehensive Plan update to Herbert Rowland & Grubic, Inc. (HRG) in accordance with their proposal, dated May 8, 2023, in the amount of \$68,020.00. The motion was approved.

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

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**Public Relations Department - Continued**

**Butler County Municipal Outreach Meeting update:**

The Butler County Municipal Outreach meeting on June 8, 2023, discussion included: Independence Health System (formerly the Butler Health System) representative, Dr. Rottinghaus, Community Health Update, and Armstrong Group of Companies representative, Joe Taylor, Broadband Update.

The next meeting will be on July 6, 2023. Videos of the Municipal Outreach Meetings may be viewed at the Butler County website.

**Municipal Water Authority of Adams Township (MWAAT) Update:**

The MWAAT contractor for the waterline extension along Route 8 between Airport Road and Larchwood Drive has resumed their restoration work.

MWAAT will be seeking a grant to continue their waterlines beyond the Route 8 and Larchwood Road intersection into the High Meadow and Thorn Ridge development areas.

**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, completed the Dodds Road traffic count, site survey, base map, and a wetlands study and report. A preliminary plan with profile and cross-sections was provided on May 9, 2023, for our review and comments. Penn Township, HRG, and utility company representatives will meet on May 23, 2023, to review the plans.

The Southwest Butler Stormwater Planning Committee will meet again on June 14, 2023.

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.

**Audubon Society of Western Pennsylvania**

Refer to the Audubon Society website for their schedule of Summer events. <http://aswp.org/events>

**Old Business**

None.

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**New Business**

Mrs. Zerfoss requested approval to purchase four new computers at a cost of \$1,200.00 each which includes monitors. She explained that new monitors are not needed so the computers would be cheaper. The Supervisors discussed purchasing four new computers to replace existing computers, at a cost of approximately \$1,200.00 each. This unit cost includes a monitor if necessary. Supervisor Roth made the motion and Supervisor Ward seconded the motion to purchase four new computers with monitors, if necessary, at a cost of approximately \$1,200.00 each. The motion was approved.

**New Business - continued**

Mrs. Zerfoss reported that Mandell Trails submitted three additional abandoned trailers that they would like to remove as the previous nine trailers. Mrs. Zerfoss said she discussed this with the County as well as the Solicitor for the South Butler School District and they have no problem with them being removed. The Supervisors discussed removing three additional, abandoned mobile homes from Mandell Trails to allow the installation of three new mobile homes. Supervisor Ward made the motion and Supervisor Mowry seconded the motion to allow the removal of three additional abandoned mobile homes from Mandell Trails and to allow the installation of three new mobile homes. The motion was approved.

The Supervisors discussed the Penn Township Police and Non-Uniformed Pension Plans Actuarial Assumptions for the 2023 Actuarial Valuations. The pension plan administrator, Mockenhaupt letter, dated March 29, 2023, advised that there was a significant investment loss in the two-year period between January 1, 2021, and January 1, 2023. Mockenhaupt recommended switching to an asset-smoothing method that phases in investment gains and losses over a four-year period with a 10% corridor around the market value of assets (less than the legally permissible 20% maximum corridor) would defer more than half of the investment loss (10% of assets) until January 1, 2025, Actuarial Valuation Report (AVR), with a small percentage of that being deferred until January 1, 2027, AVR. Supervisor Ward made the motion and Supervisor Mowry seconded the motion to switch the Penn Township Police and Non-Uniformed Pension Plans to an asset-smoothing method that phases in investment gains and losses over a four-year period. The motion carried.

**Act 537 - Saxonburg Authority**

Supervisor Roth reported that the Authority conducted general business and hired an additional employee.

**Audience Participation**

None.

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**Executive Session - Personnel.**

**Adjournment**

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

The meeting adjourned at approximately 7:05 p.m.

The next meeting will be held on July 11, 2023, at 6:00 pm in the Penn Township Municipal Building meeting room.

Approved:

Respectfully Submitted:

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Samuel M. Ward  
Chairman  
Board of Supervisors

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Linda D. Zerfoss  
Township Manager  
Penn Township