Tuesday, July 11, 2023

The Penn Township Board of Supervisors having notified the residents in advance met this evening at 5:45 p.m. for a Conditional Use hearing at the request of Keara Richey who is seeking approval for a “Farmette” in the R.E. zoning district. Present are Supervisors Ward, Roth and Mowry, Township Manager, Linda Zerfoss, and Land Use Administrator, Clinton Bonetti. Supervisor Ward asked Mr. Bonetti for the record has this hearing been properly advertised and have the residents within 300 feet of the property been notified and the properties posted. Mr. Bonetti stated yes. Keara Richey presented her Farmette plan. There was no audience questions. Mr. Boetti advised the Planning Commission recommended approval. Supervisor Ward stated the Board will take action on this later in the meeting. Supervisor Ward made the motion and Supervisor Mowry seconded the motion to adjourn. The motion carried.

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 6 Township residents and visitors.

**Minutes – 6/13/23**

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, June 13, 2023, they are approved as presented. The motion carried.

**Added Items for Discussion:**

Mrs. Zerfoss stated she would like a motion to add the Paul Beining Small-Flow wastewater treatment facility and the removal of Joshua Horstman from probation to the agenda.

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

* Resolution 556 for the Paul Beining small-flow sewage treatment facility at 123 Brit Lane, Butler, PA 16002.
* Public Works Department Employment Probation period for Joshua Horstman.

**Correspondence**

1. Armstrong Business Solutions – Monthly cost increase.
2. Butler County Bureau of Elections – Butler County Bureau of Elections voter education presentation at the South Butler Community Library on July 31, 2023, at 6:30 pm.
3. Butler County Conservation District – Newsletter.
4. Mockenhaupt – Proposed pension legislation.

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**Seminar**

None.

**Treasurer’s Report**

Mrs. Zerfoss read the list of invoices paid since the last report was read on June 13, 2023. ARPA Fund: $0.00; Fire Tax Fund: $6,469.67; Capital Savings Fund: $0.00; Act 13 Fund: $20,874.05; Municipal Pension Fund: $2,958.60; Police Pension Fund: $991.24; Township Fund: $96,007.49; and State Fund: $0.00.

Deposits into the various Township Funds totaled $97,530.12.

Balances were read as follows:

ARPA Fund: $528,292.34; Fire Tax Fund: $227,665.28; Capital Savings Fund: $324,168.23; Act 13 Impact Fund: $853,750.55; Municipal Pension Fund: $768,845.33; Police Pension Fund: $1,520,678.85; Township Fund: $416,735.94; 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 June 2023 Zoning report.

The Supervisors discussed approving the Conditional Use for the Keara Richey Farmette at 396 Dodds Road, Butler, PA 16002. Supervisor Roth made the motion and Supervisor Ward seconded the motion to approve the Conditional Use of the Keara Richey Farmette at 396 Dodds Road, Butler, PA 16002.The motion carried.

The Supervisors discussed approving a stormwater waiver for the Keara Richey Farmette at 396 Dodds Road, Butler, PA 16002. Supervisor Ward made the motion and Supervisor Mowry seconded the motion to approve a stormwater waiver for the Keara Richey Farmette at 396 Dodds Road, Butler, PA 16002.The motion carried.

The Supervisors discussed approving the site plan for the Keara Richey Farmette at 396 Dodds Road, Butler, PA 16002. Supervisor Mowry made the motion and Supervisor Roth seconded the motion to approve the site plan for the Keara Richey Farmette at 396 Dodds Road, Butler, PA 16002.The motion carried.

The Supervisors discussed approving Resolution no. 556, for the Paul Beining small-flow wastewater treatment facility at 123 Brit Lane, Butler, PA 16002. Supervisor Roth made the motion and Supervisor Ward seconded the motion to approve Resolution no. 556, for the Paul Beining small-flow wastewater treatment facility at 123 Brit Lane, Butler, PA 16002. The motion carried.

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**Zoning Department - Continued**

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. Pacific Coast Partners did not challenge this denial within the time prescribed and the issue is now complete.

**Police Department**

Mrs. Zerfoss read the Police Report dated, June 2023.

Mrs. Zerfoss read the Animal Control Report dated, June 2023.

**Road Department**

The Supervisors discussed the Public Works Department Employment probation period for Joshua Horstman. Supervisor Ward made the motion and Supervisor Mowry seconded the motion to end the 60-day probation period for Joshua Horstman. Joshua Horstman will receive a five-percent raise in his hourly rate.The motion carried.

**Recycling Report**

Mrs. Zerfoss reminded the audience that 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.

She also stated that 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 Penn Township, Butler County Parks and Recreation, HRG, and DCNR representatives met on June 23, 2023, to review Option #2 scope of work. DCNR was impressed with the revised Master Plan and approved moving forward with the design, engineering, and permitting. Refer to the minutes of this meeting.

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 “Harcrest Park” folder as soon as they have been approved by the Park Committee.

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**Public Relations Department - Continued**

**Scout Troop/Pack 53 update:**

Scout Troop 53 is at the Custaloga camp this week.

**South Butler Community Library update:**

The Penn Township South Butler Community Library representative, Lori Sterns, reported that it is not too late to join the Summer reading programs for all ages!  There are prizes and drawings. One of the challenges encourages you to fill a bingo card with various genres, which is a great way to stretch your reading world.

Other weekly programs include:

* Monday PBS movies for the Littles at 10:30 am.
* Mah Jong on Tuesdays at 1:00 pm with a friendly group of folks who will teach you how to play.
* The knitting and crochet group meets on Tuesday evenings at 6:00 pm.
* The board game and video gaming club for kids in grades 6-12 meets on Wednesdays at 5:30 pm.
* The chess club meets on Thursday at 5:00 pm. Players of all skill levels are welcome.
* A jigsaw puzzle contest will be held on Monday, July 17, 2023, at 6:30 pm.
* A magic show will be held on Tuesday, July 25, 2023, from 6:30-7:30 pm.

The library will open during Mingle on Main (every third Thursday evening from June through September. You may stop for a restroom break, some air conditioning, or space to sit at a table inside or on the patio to enjoy the delicious food truck offerings.

**South Butler Community Library update – continued.**

Books are free to borrow, there are no fines for overdue materials, and the librarians can help you find something. Books are also available from other libraries.

Digital book downloads are available on the Libby app. This is free with your library card. Connect to most other Pennsylvania libraries for a wealth of audiobooks, eBooks, and magazines that can be read on a computer/smartphone/kindle device and even free movies through Hoopla.

If you have not visited the library recently, stop in and check it out.  This is a vibrant community space, and we are glad for the support from Penn Township to keep these activities free!

The next Library fundraiser is Booktoberfest in October. Additional details will be available soon. For now, mark your calendars for

Armstrong Farms will serve delicious German food on Sunday, October 22, 2023. Lots of great baskets will be available to bid on.

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**Public Relations Department – Continued**

**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 has resubmitted the drawings to PennDOT for another review.

The Penn Township Solicitor is preparing three ROW easements which will be submitted to PennDOT for approval. This may be the last requirement before PennDOT agrees to allow the bidding phase.

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 met with PennDOT District 10 representatives on June 14, 2023.

The Meridian Road repair design is continuing and the project is awaiting funding.

The Renfrew bridge replacement has been rescheduled for 2025.

The Route 8 McBride Hill repaving project is currently nearing completion. Additional Route 8 paving resurfacing will be two to three years in the future.

**Meridian Road Closure update – continued.**

Penn Township representatives will meet with PennDOT District 10 representatives on August 9, 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 held a “wrap-up” meeting on June 29, 2023. There were numerous suggestions to improve the next event. The Board of Supervisors and Penn’s Men group will choose a date for the 2024 Community Day event early in 2024.

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**Public Relations Department - Continued**

**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:**

Penn Township and HRG representatives met on July 11, 2023, to initiate the update process. The Supervisors will appoint representatives to the Comprehensive Plan Update committee. Committee meetings will begin in September or October.

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

**Butler County Municipal Outreach Meeting update:**

The Butler County Municipal Outreach meeting on July 6, 2023 discussion included: a community update on the Spongy Moth (Gypsy Moth) by DCNR representative, Jim Altemus; an EMS policy update for providing new addresses by Steve Bicehouse, Butler County Director for EMS and 911; and the Building Permit Process by Janet Mentel, Butler County Director of Property and Revenue.

The next meeting will be on August 3, 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. However, some restoration remains incomplete. 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, is continuing permit and design work. Utility company representatives have developed a plan to move the overhead wiring to accommodate the new roadway alignment.

HRG provided the following project schedule: (allowance for rebidding)

Permit Application Submission August 2023.

Advertise for bids on September 12, 2023.

Open bids on October 3, 2023.

Re-advertise for bids on October 10, 2023.

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**Public Relations Department – Stormwater Committee - Continued**

Re-open bids on November 7, 2023.

Notice of Intent to Award on November 14, 2023.

Contract to be executed on December 15, 2023.

Anticipated Permit Approval on March 2024.

Notice to Proceed (following permit approval) on April 2024.

Construction Completion on December 15, 2026.

The Southwest Butler Stormwater Planning Committee will meet again on August 9, 2023.

Mrs. Zerfoss reported the 2nd quarterly report was submitted on July 10, 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**

Supervisor Roth advised that the Audubon facility will host a Picnic in the Park event on July 13, August 10, and September 14, 2023.

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

**PennBID**

Penn Township and its engineers will use the PennBID services for competitive bidding grant projects and annual paving projects. PennBID will manage the complete bidding process, including managing bid documents, advertisement of bids, and summary of bids.

Penn Township has received log-on and training information for the PennBID system use. Supervisor Ward stated that PennBID services were used on the 2020 Mushrush Road bridge replacement project. Penn Township received nine competitive bids and the PennBID services were very helpful.

**Old Business**

None.

**New Business**

The Supervisors discussed requesting a proposal from HRG to prepare a grant application for the Pennsylvania Municipal Assistance (PMA) program to help offset the cost of the Comprehensive Plan Update. Supervisor Ward made the motion and Supervisor Mowry seconded the motion to request a proposal from HRG to prepare a grant application

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**New Business – Continued**

for the Pennsylvania Municipal Assistance program to help offset the cost of the Comprehensive Plan Update. In the event this proposal is acceptable, Penn Township will authorize HRG to proceed with the preparation of the grant application. The motion was approved.

**Act 537 – Saxonburg Authority**

Supervisor Roth stated that the Authority discussed their general business, new Middlesex Township wastewater tap-ins, and replacing some older wastewater lines.

**Audience Participation**

Will Burns stated that Vogel Disposal Service, Inc. will no longer accept the small, green recycling bins and will provide the larger, blue recycling containers at no additional charge.

**Executive Session**

**None.**

**Adjournment**

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

The meeting adjourned at approximately 6:45 p.m.

The next meeting will be held on August 8, 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