Tuesday, September 12, 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 11 Township residents and visitors.

**Minutes – 8/8/23**

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, August 8, 2023, they are approved as presented. The motion carried.

**Correspondence**

1. Butler County Bureau of Elections – Mrs. Zerfoss reported the Primary Election next year may be moved to a different date instead of April 23, 2024. They provided several dates and asked that we respond as to whether the building would be available. Mrs. Zerfoss replied she responded to our availability on the dates in question. She stated they would advise as soon as possible if the date is being moved.
2. PSATS News Bulletin – September 2023
3. PENN DOT – Moving Forward newsletter
4. UMH PA Mandell Trails, LLC – Mrs. Zerfoss advised Mandell Trails sent a certified letter to a property owner regarding their abandoned home and giving them 60 days to move the home and its contents.
5. Pittsburgh Butler Regional Airport – Notice that they are supporting the Township’s intention to update the Township Comprehensive Plan.
6. PennDOT – Liquid fuels deposit($237,724.75) and Turnback deposit ($41,080.00).

**Seminar**

* CDL Drug and Alcohol Testing Program held on September 25, 2023, in Cecil Township, Washington County.
* BCATO 39th Annual Safety Seminar held on October 11, 2023, at the Herman Volunteer Fire Department.
* Landscape Pest Walk held on September 21, 2023, at the North Park Cabin in Allison Park.
* 2018 IECC for Pennsylvania Residential held on September 12, 2023, at the Marriott in Cranberry Township.

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 August 8, 2023. ARPA Fund: $0.00; Fire Tax Fund: $3,700.45; Capital Savings Fund: $0.00; Act 13 Fund: $4,183.11; Municipal Pension Fund: $2,958.60; Police Pension Fund: $991.24; Township Fund: $166,065.30; and State Fund: $308,382.19.

Deposits into the various Township Funds totaled $159,112.48.

Balances were read as follows:

ARPA Fund: $534,972.84; Fire Tax Fund: $229,265.14; Capital Savings Fund: $328,808.52; Act 13 Impact Fund: $1,043,717.63; Municipal Pension Fund: $797,556.07; Police Pension Fund: $1,598,086.29; Township Fund: $357,318.13; and State Fund: $42,061.95. Supervisor Roth made the motion and Supervisor Ward seconded the motion that the Treasurer’s Report be approved as presented. The motion carried.

**Zoning Department**

Mr. Bonetti read the August 2023 Zoning report.

**Police Department**

Mrs. Zerfoss read the Police Report dated August 2023.

Mrs. Zerfoss recommended hiring Korey Alan Zarnick effective October 1, 2023, as a full-time police officer, at an hourly rate of $27.97/hour, for the full-time patrolman position that will be open in January 2023. Supervisor Ward made the motion and Supervisor Mowry seconded the motion to approve hiring Kory Alan Zarnick effective October 1, 2023, as a full-time police officer, at an hourly rate of $27.97/hour, for the full-time patrolman position that will be open in January 2023.The motion carried.

**Road Department**

Supervisor Roth stated that some additional paving work was completed on Blackthorn Drive and Forest Trail. The additional cost did not exceed 10% of the contract value. No additional action was required.

The Supervisors discussed the damage to the pavement at 209 North Trail, at 223 South Trail, and at 257 South Trail on August 29, 2023, caused by a paving contractor while working on driveways on these streets. Supervisor Roth stated that the contractor should be required to make repairs to the Township’s satisfaction, or the Township will direct Russell Standard to complete the repairs, in accordance with their proposal dated September 10, 2023, and change the contractor accordingly. Penn Township will forward a letter to the paving contractor requiring appropriate repairs by the contractor. Failing this, Penn Township will have the paving repairs completed by Russell Standard and forward the cost to the contractor for payment.

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**Road Department - Continued**

The Supervisors discussed damage to the pavement at Hicks Road caused by a car carrier delivery truck backing out of the Diehl Automotive dealership on August 30, 2023. Supervisor Roth stated that Diehl Automotive should be required to make repairs to the Township’s satisfaction or the Township will direct Russell Standard to complete the repairs, in accordance with their proposal, dated September 10, 2023, and charge Diehl Automotive accordingly. Penn Township will forward a letter to Diehl Automotive requiring appropriate repairs. Failing this, Penn Township will have the paving repairs completed by Russell Standard and forward the cost to Diehl Automotive for payment.

The Supervisors discussed allowing the Public Works Department employees to wear tee shirts, rather than their uniform shirts in the Summer of 2024. The Supervisors agreed that the Public Works Department must wear their uniform shirts. These shirts include the required safety striping and provide a positive image for Penn Township employees.

The Supervisors discussed replacing the existing underground gas and diesel fuel tanks at the Public Works Department. A detailed scope of work will be developed to identify Township-performed and contracted work. The Township will also meet with other vendor representatives to consider other above-ground tank options and to consider utilizing the Penns Mart Fleet fueling option. The PA DEP must be notified of tank removal and the location of above-ground fuel tanks.

**Recycling Report**

The 2023 Hazardous Waste Recycling event was held on September 2, 2023. Mrs. Zerfoss reported approximately 186 participants brought in electronics and Household Hazardous Waste (HHW). She stated she is waiting for a complete report showing the tonnage of items recycled.

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**

HRG is continuing the project permitting and design.

The next Park Committee meeting will be held on October 18, 2023, at 6:30 p.m. in the Penn Township Municipal Building meeting room.

The Supervisors discussed providing additional garbage cans and a dog bag station at Harcrest Park.

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**Parks and Recreation Department - Continued**

Supervisor Mowry made the motion and Supervisor Roth seconded the motion that additional garbage cans and a dog bag station be purchased

and installed at Harcrest Park for a cost not to exceed $2,000.00. The motion carried.

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 attended the Scout Skill Derby, including tree identification, fire starting, first aid, knots, and lashings.

The Supervisors recognized Austin Tallirico with a certificate for his Eagle Scout award.

**South Butler Community Library update:**

The Penn Township South Butler Community Library representative, Lori Sterns, reported that the following:

Fall is like a new start for the library! There are loads of free things to do, and some fundraisers coming up to keep everything free.

Guess what is new!  Dolly Parton, Knoch School District, and the South Butler Community Library have joined up to provide FREE books in the mail each month for children aged 0-5 - all the way through the child’s fifth birthday.

The Game Night - September 20, 2023, from 5:30 to 7:00 p.m. Come and learn a new board or video game or show someone one of your favorites.

Free books - for keeping! Available until 7:00 p.m. Tuesday, September 12, 2023.  These are leftovers from the weekend book sale, and they need to find their way into good homes.

The Toddler Storytime resumes on Tuesdays at 10:30 a.m. for infants to age 3 and Wednesdays and Thursdays for ages 3-5.

The Medicare workshop on Friday, September 15, 2023, at 10:30 a.m.

The Pumpkin art, including free supplies will be held tomorrow, September 13, 2023, at 6:30 p.m.

The Book Club has a new night. It is on the second Wednesday of the month at 7:00 p.m. with wine tastings from Saxonburg’s Heritage Wine Cellars

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**South Butler Community Library Update - Continued**

The Weekly Chess Club, for players of all abilities, is on Thursday evenings, beginning again on September 21, 2023.

The Jigsaw puzzle exchange (leave one/take one) happens four times each year with the next one on October 16 through 28, 2023, which is the last one for 2023.

The Butler County Bookfest sale at the Butler Farm Show and because our library director and volunteers are one of three Butler County Libraries who help to staff it, they donate proceeds to us!  This will be held from September 22 through September 26, 2023. Stop up to buy some books, support great library activities, and even meet some local authors on September 23, 2023.

The Booktoberfest with delicious German food, music, dancing, basket raffles, beer, wine, and a beautiful venue this year at Armstrong Farms on Sunday, October 22, 2023. Thank you for displaying our signs to let the community know about this event.

There are no fees for late returns.

Computers are free and the staff can help people create an email, search for jobs, or complete other internet or computer projects.

The library is open 6 days a week now, thanks to financial support for increased staffing. We appreciate the Penn Township support and we are mindful stewards of the funds you provide.

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

PennDOT completed its 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 prepared three ROW easements which will be submitted to PennDOT for approval. Two of the three easements have been signed and the last ROW is expected to be signed in the immediate future. This may be the last requirement before PennDOT agrees to allow the bidding phase.

PennDOT representative, Dan Tyger, suggested that we specify the black signal heads for the new traffic signals like the new signals in Butler that are more visible. The Supervisors have authorized Trans Associates to make this change to the construction drawings.

Penn Township is preparing to submit a Butler County Use Fee grant application for $50,000. We anticipate that the required MS-329 form will be available in the immediate future.

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**ARLE Grant Update - 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 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 complete. A final inspection will be held on September 13, 2023.

Additional Route 8 paving resurfacing will be two to three years in the future.

Penn Township representatives will meet with PennDOT District 10 representatives in the immediate future.

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 Board of Supervisors and Penn’s Men group will choose a date for the 2024 Community Day event early in 2024.

**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 in early October. A revised land use map will be provided for discussion and the committee will need to identify proposed development areas at their next meeting.

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**Penn Township Comprehensive Plan Update:**

HRG has prepared an online survey that seeks community input for the Penn Township future. It will be available in the immediate future. A printed survey hard copy, and a printed flyer that promotes this survey will also be made available.

Penn Township met with HRG on August 22, 2023, to review their progress on the plan, background information, and a Trends Report.

HRG is preparing the grant application for fifty percent of the Comprehensive Plan Update cost.

The next committee meeting will be on September 19, 2023.

**Butler County Municipal Outreach Meeting update:**

The Butler County Municipal Outreach meeting on September 6, 2023, discussion included: The Municipal Infrastructure Program Update by Delta Development representative, Teresa Sparacino, and the Southern Tier Stormwater Collaboration Update by Jerry Andree.

The next meeting will be on October 5, 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.

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

PennDOT, MWAAT, and Penn Township representatives will meet on September 13, 2023, to review the erosion and paving issues that remain incomplete. Hopefully, the restoration will be completed in the immediate future.

**Municipal Water Authority of Adams Township (MWAAT)Update – continued.**

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.

**CDBG funds.**

The Supervisors discussed using Community Development Block Grant (CDBG)funds to demolish an abandoned and unsafe property at the intersection of Old Plank and Mushrush Roads.

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**Southwest Butler Stormwater Planning Committee**

Project schedule:

Quarterly reports 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.

The project will be out to bid on PennBID on September 12, 2023, with bids due on October 3, 2023. Penn Township intends to award a contract in December 2023, with a notice to proceed anticipated in January 2024 for non-physical on-site work. Physical on-site work is anticipated to begin in June 2024 upon the receipt of the necessary permits.

The Central Electric ROWs have been finalized and returned to Central Electric to be filed with Butler County. The power and communications wiring will be moved to new poles and services to two residences will be revised.

Supervisor Ward reviewed the construction plans and details on the TV monitor showing the new Dodds Road alignment, new electrical and communications wiring poles, wetland mitigation, and Thorn Creek streambank stabilization and riparian buffer.

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.

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 met on August 21, 2023. The Committee discussed the potential availability of additional funding in the first quarter of 2024. Refer to Jerry Andree’s email, dated August 8, 2023, for details.

The Southwest Butler Stormwater Planning Committee will meet again on September 13, 2023, and then on October 11, 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.

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**Audubon Society of Western Pennsylvania**

Supervisor Roth advised that the Audubon facility will host a Picnic in the Park event on 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.

**Route 228 Construction**

Shields Paving started the first layer of 3-inch-thick asphalt binder paving on August 31, 2023. Then, Shields Paving will begin placing the 2-inch-thick asphalt-wearing paving the week of September 11th.

**Old Business**

The Supervisors discussed the HRG Dodds Road Realignment Joint Permit Application.

**New Business**

The Supervisors discussed the Penn Township Comprehensive Plan Update. HRG is currently working on Phase 1 of the plan which includes visioning, outreach, needs assessment, and strategy development. Phase 1 will be completed by November 2023. Phase 2 will include plan development, capacity building, and implementation. Phase 2 will be completed by August 2024. Committee meetings, work sessions, and progress updates will be provided during the plan development. HRG is also preparing the Pennsylvania Municipal Assistance Program (MAP)grant application requesting fifty percent of the plan update cost. This grant application includes a project overview, budget, narrative, and schedule. HRG will prepare a Resolution indicating that

Penn Township has authorized and committed to pay fifty percent of the Comprehensive Plan Update cost.

Mrs. Zerfoss submitted the Minimum Municipal Obligation (MMO) for the Non-Uniform and Police Department pensions for the year 2024. The MMO for the Police Pension Plan is 0 and the MMO for the Non-Uniform Pension Plan is $9,704. The Supervisors discussed the Penn Township Police Pension Plan and the Non-Uniformed Pension Plan. Supervisor Mowry made the motion and Supervisor Roth seconded the motion to accept the Penn Township Police Pension Plan and the Non-Uniformed Pension Plan. The motion carried.

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**New Business - Continued**

Mrs. Zerfoss read Resolution #558 – 2023 CDBG Administrator. The Supervisors discussed Resolution Number 558, entitled “2023 CDBG Administrator”. Supervisor Roth made the motion and Supervisor Ward seconded the motion to approve Resolution Number 558, entitled “2023 CDBG Administrator”. The motion carried.

Mrs. Zerfoss read Resolution #559, Three-Year Plan. The Supervisors discussed Resolution Number 559, entitled “2023 Three-Year Plan”. Supervisor Ward made the motion and Supervisor Mowry seconded the motion to approve Resolution Number 559, entitled “2023 Three-Year Plan”. The motion carried.

Mrs. Zerfoss submitted the cooperation agreement between Butler County and Penn Township. The Supervisors discussed the cooperation agreement between Butler County and Penn Township. Supervisor Mowry made the motion and Supervisor Roth seconded the motion to approve the cooperation agreement between Butler County and Penn Township. The motion carried.

Mrs. Zerfoss submitted a proposal from the Allegheny League of Municipalities. The Supervisors discussed the Allegheny League of Municipalities. Supervisor Roth made the motion and Supervisor Ward seconded the motion to join the Allegheny League of Municipalities. The motion carried.

The Supervisors discussed appointing additional representatives to the Comprehensive Plan Update committee. Supervisor Ward made the motion and Supervisor Mowry seconded the motion to appoint Dan Wible, Dean Godfrey, Dickson Forbes, Jeff Kennedy, Karen Trempus, and Nanette Rau to the Comprehensive Plan Update committee. Michael Walsh, Cheryl Hughes, Gary Anderson, Eric Mockenhaupt, Charles McCall, and Brandon Rau, were appointed to this committee last month. The motion carried.

**Act 537 – Saxonburg Authority**

Supervisor Roth stated that the Authority discussed replacing approximately 1,500 l.f. of forced wastewater main piping on the West side of Route 8 on an emergency basis. There have been frequent ruptures in this piping and the pipe material has been determined to be defective.

The Authority also discussed the pending rate increase.

**Audience Participation**

Mark and Joy King, residents of Orchard Lane, complained about fencing, asphalt and concrete debris, and construction equipment on an adjacent business property. Penn Township representatives will work with the King family and adjacent business property owner/leaser to resolve the issue.

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**Executive Session – Personnel matters.**

**Adjournment**

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

The meeting adjourned at approximately 7:40 p.m.

The next meeting will be held on October 10, 2023, at 6:00 p.m. 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