Tuesday, October 10, 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, Officer, Jeremy Walters, and 12 Township residents and visitors.

**Minutes – 9/12/23**

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, September 12, 2023, they are approved as presented. The motion carried.

**Correspondence**

* Armstrong Business Solutions – Rate increase in November.
* Pennsylvania DEP – Beining SRSTP was approved.
* Pennsylvania DEP – Dodds Road Realignment permit review.
* Butler County Airport Authority – Introducing Manager Stephanie Saracco.
* Audubon Society – Fall/Winter 2023 schedule of events.
* SPC Route 8 Phase II Road Safety Audit.

**Seminar**

* Principles of Paving V - virtual and in-person training on October 23, 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.

**Treasurer’s Report**

Mr. Bonetti read the list of invoices paid since the last report was read on September 12, 2023. ARPA Fund: $0.00; Fire Tax Fund: $26,234.23; Capital Savings Fund: $0.00; Act 13 Fund: $20,065.35; Municipal Pension Fund: $24,687.75; Police Pension Fund: $46,853.08; Township Fund: $198,849.98; and State Fund: $0.00.

Deposits into the various Township Funds totaled $171,388.51.

Balances were read as follows:

ARPA Fund: $537,236.62; Fire Tax Fund: $203,990.65; Capital Savings Fund: $330,295.11; Act 13 Impact Fund: $1,028,885.28; Municipal Pension Fund: $785,769.86; Police Pension Fund: $1,564,166.23; Township Fund: $311,864.86, and State Fund: $42,239.94.

Supervisor Roth made the motion and Supervisor Ward seconded the motion that the Treasurer’s Report be approved as presented. The motion carried.

Tuesday, October 10, 2023

**Zoning Department**

Mr. Bonetti read the September 2023 Zoning report.

**Police Department**

Mrs. Zerfoss read the Police Report dated September 2023.

**Road Department**

The Supervisors discussed the paving damageto 209 North Trail, 223 South Trail, and 257 South Trail on August 29, 2023, caused by a paving contractor while working on driveways on these streets. Penn Township forwarded a letter to the paving contractor requiring appropriate repairs. The paving contractor has failed to respond. Penn Township Supervisor Roth will have the appropriate minor paving repairs completed by Russell Standard and forward the cost to the paving contractor for payment.

The Supervisors discussed the paving damage to Hicks Road caused by a car carrier delivery truck backing out of the Diehl Automotive dealership on August 30, 2023. Penn Township forwarded a letter to Diehl Automotive requiring appropriate repairs. Diehl Automotive has failed to respond. Penn Township Supervisor Roth will have the appropriate minor paving repairs completed by Russell Standard and forward the cost to Diehl Automotive for payment.

The Supervisors discussed replacing the existing underground fuel tank

at the Public Works Department. The options are as follows:

* New above-ground tanks,
* Purvis Planet Mart Fleet fuel with two-card control system, and
* Purvis furnishing above-ground fuel tanks. Their proposal is pending. No action will be taken until this proposal is received and reviewed.

The Supervisors discussed the resignation of Public Works Department employee, Joshua Horstman, as of October 13, 2023. Supervisor Ward made the motion and Supervisor Mowry seconded the motion to accept the resignation of Public Works Department employee, Joshua Horstman, as of October 13, 2023. The motion carried.

The Supervisors discussed purchasing retread tires for truck no. 6 from Skander Tire in the amount of $1,392.00. Supervisor Ward made the motion and Supervisor Mowry seconded the motion to purchase retread tires for truck no. 6 from Skander Tire in the amount of $1,392.00. The motion carried.

Tuesday, October 10, 2023

**Road Department - Continued**

The Supervisors discussed purchasing catch basins, grates, piping, and asphalt patching materials for the stormwater drainage piping replacement on West Jefferson Road for a cost of approximately $4,135.00. PWD Foreman, Dan Wible, clarified the location of the repairs and materials required. Supervisor Mowry made the motion and Supervisor Roth seconded the motion to purchase catch basins, grates, piping, and asphalt patching materials for the stormwater drainage piping replacement on West Jefferson Road for a cost of approximately $4,135.00. The motion carried.

**Recycling Report**

The 2023 Hazardous Waste Recycling event was held on September 2, 2023. Approximately 186 participants brought in electronics and Household Hazardous Waste (HHW).

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.

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.

**Scout Troop/Pack 53 update:**

Eagle Scout candidate, Garrett Weston is replacing old landscaping at the Penn Township Volunteer Fire Department.

Eagle Scout Soren Eagal completed his Board of Review and was awarded rank on July 19, 2023.

Eagle Scout candidate T.J. Wilson will be submitting his final requirements for this award in the immediate future.

Scout Troop 53 has two new Scouts and one new adult leader.

Scout Troop 53 is selling popcorn now and will sell hoagies in November.

Scout Troop 53 had a weekend camping trip in Benezette to see the elk and will have a Fall Camporee later this month.

Tuesday, October 10, 2023

**South Butler Community Library update:**

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

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.

Many programs continue, including the Toddler Storytime, the Book Club, Mah Jong, the Chess Club, the Jigsaw puzzle exchange, the Video Game Club, and Hoopla free movies.

New programs include the “Bundle up for Butler Outerwear” collection and the Solar Eclipse Viewing Party.

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.

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

The ROWs and updated drawings have been submitted to PennDOT for approval. Penn Township anticipates that PennDOT will authorize the project bidding in the immediate future.

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

**ARLE Grant – Route 8 at Airport Road Traffic Light Replacement update – continued.**

The schedule after PennDOT approval is as follows:

Project out to advertisement & bid – 4 weeks

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

Construction – 10 months

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.

Tuesday, October 10, 2023

The Route 8 McBride Hill repaving project is complete. A final inspection will be held on October 12, 2023.

Additional Route 8 paving resurfacing will be two to three years in the 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 again on October 9, 2023, to review the Impact Fee update draft. The purpose of the Land Use Assumptions report is to describe the existing land uses and to reflect the projected changes in land uses, densities of residential development, intensities of nonresidential development, and population growth rates which may affect the level of traffic within the designated area or areas over a ten-year period.

**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 has prepared an online survey that seeks community input for the Penn Township future. The online survey was made available on September 25, 2023. A printed survey and a printed flyer that promotes this survey are available in the Township office.

HRG is also preparing the Pennsylvania Municipal Assistance Program (MAP)grant application requesting fifty percent of the Comprehensive Plan Update cost. This grant application includes a project overview, budget, narrative, and schedule.

The next committee meeting will be on October 11, 2023.

Tuesday, October 10, 2023

**Butler County Municipal Outreach Meeting update:**

The Butler County Municipal Outreach meeting on September 6, 2023, discussion included: a Community Health Update by Dr. David Rottinghaus, Independence Health System, President of Physician and Provider Network, and a Homeland Security Briefing by Kendall Derstine, Office of Intelligence & Analysis.

The next meetings will be on November 2, and December 7, 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 paving restoration remains incomplete.

PennDOT, MWAAT, and Penn Township representatives will meet on October 12, 2023, to review the soil 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.

**Butler County Tax Collection Committee**

**Mrs. Zerfoss reported on the Butler County Tax Collection Committee**

**meeting on September 26. The 2024 budget was approved as**

**well as the treasurer’s report and list of bills. The 2023 Cost**

**Allocations were deducted by the Berkheimer Tax Administrator in**

**February 2023. This was the first time that the allocation was**

**deducted in the monthly distribution and it was successful for the**

**political subdivision and the BCTCC. Bill Leonard, District Manager**

**of Berkheimer introduced the new Berkheimer representative, David**

**Whippo. The next meeting will be Tuesday, March 26, 2024.**

**Southwest Butler Stormwater Planning Committee**

Project schedule:

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

Completion December 15, 2026.

Tuesday, October 10, 2023

**Southwest Butler Stormwater Planning Committee - Continued**

The Dodds Road Realignment project was bid through PennBID on October 5, 2023. Penn Township intends to provide a Notice of Intent to Award a contract on October 10, 2023. Physical on-site work is anticipated to begin in June 2024 upon receipt of the necessary permits.

Penn Township expressed appreciation for the actions of the Southwest Butler Stormwater Planning Committee and member Doug Roth, that made this project possible.

Updated project schedule:

Permit Application Submission August 2023.

Advertisements for bids were completed on September 12, 2023.

Bids were open on October 5, 2023.

Notice of Intent to Award on October 10, 2023.

Contract to be executed on or before 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 October 11, 2023. The discussion will include a status update for each member municipality’s project, available funding has been expanded to include “surface transportation” projects, the Butler COG, the EMS “Crisis,” and the American 250 Anniversary. Refer to <https://www.america250pa.org>

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**

HRG representatives attended the Picnic in the Park event on September 14, 2023, to promote the Penn Township Comprehensive Plan update.

Surveys were distributed to residents for the Comprehensive Plan update.

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.

Tuesday, October 10, 2023

**Old Business**

None.

**New Business**

The Supervisors discussed the Dodds Road Realignment project bids that were received on October 5, 2023. Township Engineer, HRG, has reviewed the bids and recommended that the project be awarded to CRS Contracting, LLC from Cabot, PA. The Township Solicitor, Lope & Casker, reviewed and concurred with the HRG bid summary and recommendation.

Supervisor Ward made the motion and Supervisor Mowry seconded the motion that a Notice of Intent to Award be issued to CRS Contracting, LLC, in the amount of $402,071.00 along with a draft Agreement and Bond forms. The motion carried. HRG will prepare these documents.

CRS Contracting, LLC owners, Erica and Jeremy Scruggs have been developing one of their properties along Route 8 in Penn Township. We look forward to a mutually successful project.

The contract for the Dodds Road Realignment does not include power and communication new poles and wiring. This work will be completed by Central Electric and the broadband companies at no cost to the project.

The contract also does not include the Streambank Stabilization which includes erosion control and aquatic habitat improvements in Thorn Creek. This work will be performed by the Penn Township Public Works Department and a specialty contractor recommended by the Connoquenessing Water Shed Alliance and the PA Fish and Boat Commission. Penn Township will also do the related seeding and mulching of disturbed areas.

It is anticipated that all permits will be available to allow construction to begin in June 2024.

Mrs. Zerfoss read Resolution #560, Comprehensive Plan. The Supervisors discussed Resolution number 560, entitled “Municipal Assistance Program” indicating that Penn Township has authorized the submission of the grant application and committing to pay fifty percent for the Penn Township Comprehensive Plan Update.

Supervisor Ward made the motion and Supervisor Roth seconded the motion to approve Resolution no. 560 “Municipal Assistance Program” authorizing the submission of the grant application and committing to pay fifty percent of the Comprehensive Plan Update cost. The motion carried.

Tuesday, October 10, 2023

**New Business - Continued**

Mr. Bonetti presented Resolution #561, Owner-Occupied Residential Program. The Supervisors discussed Resolution Number 561, entitled “Owner-Occupied Residential Program” for the Penn Township Housing Program”.

Supervisor Mowry made the motion and Supervisor Roth seconded the motion to approve Resolution Number 561, entitled “Owner-Occupied Residential Program” for the Penn Township Housing Program”. The motion carried.

Supervisor Ward discussed the CWM Environmental proposal, dated October 2, 2023, for the preconstruction water well testing on three adjacent properties of the Penn Township Dodds Road Realignment and Streambank Stabilization project. A second set of tests would occur when the construction is complete. These tests will provide a clear record of the water well conditions adjacent to the project and any effect that the project may have had on these wells. The cost is $850.50 per test for a total of $1,701.00

Supervisor Mowry made the motion and Supervisor Roth seconded the motion to accept the CWM Environmental proposal, dated October 2, 2023, for the preconstruction and post-construction water well testing on three adjacent properties of the Penn Township Dodds Road Realignment and Streambank Stabilization project for a total cost of $1,701.00. The motion carried.

**Act 537 – Saxonburg Authority**

Supervisor Roth stated that the Authority has replaced approximately 750 l.f. of forced wastewater main piping on the West side of Route 8 on an emergency basis. There had been frequent ruptures in this piping and the pipe material has been determined to be defective.

Supervisor Roth stated that the Authority is discussing a future rate increase and how to fairly distribute the increase to metered and non-metered customers.

**Audience Participation**

Residents Maria and Michel Kletzli, Erin Dargo, Eric Mock, and William Craig expressed concern with loud music at the Helltown Taproom and unauthorized Butler Country Club equipment and golf carts on the

Township Roads. Penn Township Officer Walters addressed the traffic issue.

Tuesday, October 10, 2023

**Audience Participation – Continued**

Penn Township PWD foreman, Dan Wible, discussed a storm sewer catch basin on Beacon Road and stormwater piping.

Resident Jonathan Gavin provided a clarification of his property and deeds on South Chriswell Road.

**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 8:14 p.m.

The next meeting will be held on November 14, 2023, at 6:00 p.m. in the Penn Township Municipal Building meeting room.

Approved: Respectfully Submitted:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Samuel M. Ward Linda D. Zerfoss

Chairman Township Manager

Board of Supervisors Penn Township