Tuesday, November 14, 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 Vice Chairman, Douglas A. Roth, presiding. Also present were Supervisor, Wilbert J. Mowry, Jr., Township Manager, Linda D. Zerfoss, Land Use Administrator, Clinton A. Bonetti, and 9 Township residents and visitors. Supervisor Chairman, Samuel M. Ward, attended by phone.

**Minutes – 10/10/23**

Supervisor Roth made the motion and Supervisor Mowry seconded the motion that there being no additions or corrections to the minutes of the meeting held Tuesday, October 10, 2023, they are approved as presented. The motion carried.

**Executive Session –** Supervisor Roth announced that the Board of Supervisors held an Executive Session on November 8, 2023, at 9:00 a.m. on personnel matters.

**Added Items for Discussion:**

The Supervisors discussed additional items to be added to the agenda after it was prepared. Supervisor Mowry made the motion and Supervisor Roth seconded the motion to add the following items to the agenda:

* Advertise bidding the traffic light replacement at the intersection of Route 8 and Airport Road.
* Jack Sirkoch's letter of resignation from the Planning Commission.
* Phil Hay and Son's Excavating proposal for Thorn Creek Wetland Mitigation work.

**Correspondence**

1. PSATS News Bulletin – October 2023
2. Clinton Township – Notice they are applying for a PennDOT Multimodal Transportation Fund grant for the repair/replacement of T-488 Monks Road, a portion of T-563 Spring Valley Road and a portion of T-572 Anderson Road.

* Butler County Conservation District Newsletter dated Fall 2023.

**Seminars**

* 2024 Spring Educational Conference held April 4-7, by the Allegheny League of Municipalities?
* Buffalo Creek Confluence meeting held December 7 at Buffalo Creek Nature Park?
* Penn BOC Region 6 Training held on February 8 in Findlay Township for Update to Industrialized Buildings and Building Components?

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**Seminars - Continued**

Supervisor Roth made the motion and Supervisor Mowry seconded the motion that all involved wishing to attend these seminars be authorized to do so. The motion carried.

**Treasurer’s Report**

Mrs. Zerfoss read the list of invoices paid since the last report was read on October 10, 2023. ARPA Fund: $0.00; Fire Tax Fund: $18,390.96; Capital Savings Fund: $0.00; Act 13 Fund: $8,182.59; Municipal Pension Fund: $2,958.60; Police Pension Fund: $991.24; Township Fund: $145,299.90; and State Fund: $0.00.

Deposits into the various Township Funds totaled $167,114.18.

Balances were read as follows:

ARPA Fund: $539,593.01; Fire Tax Fund: $187,602.26; Capital Savings Fund: $331,840.82; Act 13 Impact Fund: $1,026,029.16; Municipal Pension Fund: $782,811.26; Police Pension Fund: $1,563,174.99; Township Fund: $322,368.98, and State Fund: $42,425.21.

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

**Zoning Department**

Mr. Bonetti read the October 2023 Zoning report.

The Supervisors discussed Jack Sirkoch's letter of resignation from the Planning Commission. Supervisor Roth made the motion and Supervisor Mowry seconded the motion to accept the resignation of Jack Sirkoch from the Planning Commission. Supervisor Roth thanked Jack for his many years of Penn Township service as a Supervisor and for serving on the Planning Commission. The motion carried.

**Police Department**

The Supervisors discussed Officer Jack D. Ripper’s letter of resignation and retirement from the Penn Township Police Department.  Supervisor Mowry made the motion and Supervisor Roth seconded the motion to accept Officer Jack D. Ripper’s letter of resignation and retirement as of December 31, 2023. Supervisor Roth thanked Jack for his many years of service.  Jack will not be leaving public service as he has won the District Magistrate’s office in the November election.  Jack will assume this office in January 2024. Jack was hired by the Police Department in 2001. The motion carried.

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

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**Road Department**

The Supervisors discussed replacing the existing underground fuel tank

at the Public Works Department. Supervisor Roth and PWD Foreman, Dan Wible, met with the Purvis Brothers representative who recommends not replacing the tanks at this time as they passed the latest inspection.

Supervisor Roth anticipates that no action will be required to replace the fuel tank for three to five years.

Supervisor Roth stated that three new stormwater catch basins were installed in the West High Meadows plan. The Public Works Department is also removing leaves.

Supervisor Roth stated that the new guide rail installed earlier this year along Mushrush Road was damaged by several large trees. Supervisor Roth obtained a proposal from Green Acres to repair the damage for a cost of $6,400.00. Supervisor Roth made the motion and Supervisor Mowry seconded the motion to approve the Green Acres proposal to repair the damaged guide rail for a cost of $6,400.00. The motion carried.

**Recycling Report**

Mrs. Zerfoss reported the 2023 Hazardous Waste Recycling event was held on September 2, 2023. Approximately 179 participants brought in electronics and Household Hazardous Waste (HHW). A total of 21,012 pounds were collected.

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 -** **Harcrest Park Phase II**

DCNR representative, Adriene Smochek met with HRG, Butler County Parks and Recreation, HRG, and Penn Township representatives on November 13, 2023, to review the Harcrest Park Master plan and site.

The next Park Committee meeting will be held on January 24, 2024, 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.

**Public Relations**

**Scout Troop/Pack 53 update:**

Scout Troop 53 and Township residents participated in the Penn Township Halloween Parade from Penn Christian Elementary School to the Penn Township Volunteer Fire Department which included a costume contest, treats, and games in the Fire Department garage.

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**Public Relations - Continued**

Thanks to the Scouts, Firemen, other volunteers, and the Butler Eagle for the front-page coverage of the event.

Scouts are currently working on their Safety and Fire Safety merit badges.

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

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

With these two new Eagle Scouts, Troop 53 will have more than seventy Eagle Scouts in the last 58 years. This is an amazing statistic.

Scout Troop 53 will host Breakfast with Santa on Saturday, December 2, 2023, from 9:00 a.m. until 12:00 p.m. at Nixon UMC. The cost will be $12 for adults and $8 for kids ages 4-11 (3 and under are free). Profits from this fundraiser will be used to purchase a new Troop trailer.

Scout Troop 53 had a weekend camping trip in Benezette to see the elk and a Fall Camporee at Camp Bucoco.

Bill Weston is the new Scoutmaster, John Weston is the Assistant Scoutmaster, Lori Wilson is the Committee Chair, and Kelly Weston is the Committee Secretary. Dave and Cassi Rennick are assuming more leadership Troop and Committee roles.

**South Butler Community Library update:**

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

The Dementia Support Group meeting will include training on how to be welcoming and friendly to dementia patients for local businesses.

The PBS Iconic America Series has received a small grant to present programming through film viewings, book readings, and activities to support them.

The anti-Semitism series is starting. This is part of the Holocaust Remembrance Day January 27, 2024, painted butterfly display. The goal is to prepare 1.5 million butterflies.

**Butler Library update:**

No update.

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

PennDOT District 10 issued their approval to bid the project on October 11, 2023. The Penn Township Traffic Engineer, Trans Associates, and PennBID have initiated the bid process. Bids are due on December 19, 2023.

The project schedule is as follows:

Project bids due – December 19, 2023

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:**

No update.

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:**

No update.

**Penn Township Comprehensive Plan Update:**

No update.

The next committee meeting will be on December 6, 2023.

**Butler County Municipal Outreach Meeting update:**

No update.

The next meeting will be on 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. Some paving restoration remains incomplete.

PennDOT, MWAAT, and Penn Township representatives meet on October 12, 2023, to review the soil erosion and paving issues that remain incomplete. A plan is being developed to complete the restoration in the Spring of 2024.

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**CDBG funds.**

Penn Township will use 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**

No report. Mrs. Zerfoss stated the committee will meet again in

March 2024.

**Southwest Butler Stormwater Planning Committee**

Supervisor Roth reported that the Butler County Dirt and Gravel Road representative will submit a grant application in the amount of $15,000 to perform additional rehabilitation in Thorn Creek.

**Southwest Butler Stormwater Planning Committee** – continued.

Project schedule:

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

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 executed November 12, 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 November 8, 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.

The Supervisors discussed Phil Hay and Son's Excavating proposal, dated November 14, 2023, for Thorn Creek Wetland Mitigation work. This is the Streambank Stabilization which includes erosion control and aquatic habitat improvements. This work is not included in the CRS Contracting, LLC Agreement for the Dodds Road Realignment. This work will be completed in Thorn Creek under the direction of the Connoquenessing Watershed Alliance and the PA Fish and Boat Commission. Supervisor Mowry made the motion and Supervisor Roth seconded the motion to approve the Phil Hay and Son's Excavating proposal, dated November 14, 2023, for Thorn Creek Wetland Mitigation work for a cost of $6,500.00. The motion carried. The Penn Township Public Works Department will purchase and deliver the necessary materials for this work and will complete seeding and mulching for the disturbed areas.

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**Audubon Society of Western Pennsylvania**

No update.

**PennBID**

The Supervisors discussed advertising the bidding for the traffic light replacement at the intersection of Route 8 and Airport Road using the PennBID services for competitive bidding on this grant project. Supervisor Roth made the motion and Supervisor Mowry seconded the motion to advertise the bidding for the traffic light replacement at the intersection of Route 8 and Airport Road using the PennBID services for competitive bidding on this grant project. The motion carried. Bids will be received on December 19, 2023.

**Old Business**

The Supervisors discussed the Dodds Road Realignment project. A Notice of Intent to Award was issued to CRS Contracting, LLC, in the amount of $402,071.00 along with a draft Agreement and Bond forms. CRS Contracting, LLC. completed and returned these documents. The Penn Township Solicitor has reviewed the Agreement and Bond forms and finds them to be in order, and ready for execution. Supervisor Mowry made the motion and Supervisor Roth seconded the motion to sign the Agreement with CRS Contracting, LLC, in the amount of $402,071.00 for the Dodds Road Realignment project. The motion carried. Physical on-site work is anticipated to begin in June 2024 upon receipt of the necessary permits.

**New Business**

The Supervisors discussed the Allegheny League of Municipalities Public Partners Program proposal for additional services, dated September 25, 2023. These additional services implement tasks to ensure efficient and effective organizational government services based on their observations and recommendations to the Board of Supervisors. Supervisor Roth made the motion and Supervisor Mowry seconded the motion to approve the Allegheny League of Municipalities Public Partners Program proposal for additional services, dated September 25, 2023, at a cost of approximately $22,000.00. The motion carried.

The Supervisors discussed the RA Services proposal for additional accounting services and the previously grant-related accounting services. These additional services include payroll and payables. Supervisor Roth made the motion and Supervisor Mowry seconded the motion to approve the RA Services proposal for additional accounting services and the previously grant-related accounting services at a cost of $2,500.00 per month. The motion carried.

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**New Business - Continued**

The Supervisors discussed appointing Lori Sterns as the Penn Township representative on the South Butler Library Board beginning in January 2024. Supervisor Roth made the motion and Supervisor Mowry seconded the motion to appoint Lori Sterns as the Penn Township representative for a three-year term on the South Butler Library Board beginning in January 2024. The motion carried.

Township Manager Zerfoss read the 2024 Budget message. No new taxes are anticipated. Supervisor Mowry made the motion and Supervisor Roth seconded the motion to advertise the 2024 Budget message with the intent to adopt the 2024 Budget on December 12, 2023. The motion carried.

The Supervisors discussed the Penn Township Board of Supervisors' action in 2003 to provide non-working Supervisors access to the Penn Township Health and Life Insurance before the term in which the non-working Supervisor will access insurance. Supervisor Roth made the motion and Supervisor Mowry seconded the motion to provide non-working Supervisors access to the Penn Township Health and Life Insurance before the term in which the non-working Supervisor will access insurance. The motion carried.

**Act 537 – Saxonburg Authority**

Supervisor Roth stated that the Authority has implemented a $9.00/ month increase for Penn Township customers. The last rate increase was implemented approximately ten years ago.

**Audience Participation**

Maria Kletzli stated that the neighborhood has been quieter recently since the noise and traffic issues were addressed by Penn Township.

Nancy Swisher asked about the Butler Airport expansion. Supervisor Ward stated that the Airport Authority has not discussed any future runway expansion or other development with Penn Township. Supervisor Roth stated that the Airport Authority has purchased some of the residences that have become available in the Runway Protection Zone (RPZ) to limit development.

Erin Dargo stated that the neighborhood Helltown Brewing, LLC outdoor activities are quiet now, but she is concerned that it is just that the weather is not good for outside activities and that the noise issue may return when the weather improves. Land Use Administrator, Clinton Bonetti, explained the applicable ordinance limited restrictions.

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**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 December 12, 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