

2024  
Penn Township, Butler County  
Board of Supervisors Meeting  
157 East Airport Road  
Butler, PA 16002

Agenda 4/9/24

Meeting No. 4 of 2024

---

---

**Present:**

- |                                                   |                                                                     |
|---------------------------------------------------|---------------------------------------------------------------------|
| <input type="checkbox"/> Sam Ward, Chairman       | <input type="checkbox"/> Linda Zerfoss, Township Manager            |
| <input type="checkbox"/> Doug Roth, Vice Chairman | <input type="checkbox"/> Clinton Bonetti, Zoning Department         |
| <input type="checkbox"/> Bert Mowry, Supervisor   | <input type="checkbox"/> Nicole Tempalski, Administrative Assistant |
|                                                   | <input type="checkbox"/> Police Department,                         |
- 
- 

**1. Call meeting to order:**

**2. Minutes of March 12, 2024, Board Meeting:**

- Motion by Ward  2<sup>nd</sup> by Mowry  Discussion?

**3. Correspondence:**

- o Montgomery Crissman, Esquire.
- o Butler County Tourism & Convention Bureau.
- o HRG - Act 14 Notification.
- o Audubon Bulletin.
- o PennDot Moving Forward.

**4. Seminars:**

- o BCATO Spring Convention, 05/16/24, Butler Country Club.
  - o PSAB Classroom Training, Zoning Officer 101.
  - o Water Infrastructure Informational Meeting 04/18/24, Butler County Community College.
- Motion by Mowry  2<sup>nd</sup> by Roth  Discussion?

**5. Treasurer's Report:**

- o Invoices paid; Revenues received. \*\*General Fund Checking, Fire Tax Checking, State Fund Checking, Non-Uniformed Pension Fund, Police Pension Fund, Township Savings Fund, ARPA Fund, Act 13 Fund.
  - o Treasury Report Fund Totals
- Motion by Roth  2<sup>nd</sup> by Ward  Discussion?

**6. Zoning Report:**

- o Gala Properties located between Huselton Drive and State Route 8 is requesting a rezoning from C-2 to R-1 and will be heard by the Penn Township Planning Commission on March 26. Motion to authorize the Solicitor to draft an appropriate text amendment to the Zoning Ordinance amending the Use Table to permit two-family dwellings in the C-2 Highway Commercial Zoning District and establishing conditions for that use.
- Motion by \_\_\_\_\_  2<sup>nd</sup> by \_\_\_\_\_  Discussion?

Tuesday, April 9, 2024

**7. Police Report:**

- o Police Report March 2024.
- o Motion to remove Patrolman Korey Zarnick from Probation effective May 1, 2024.  
 Motion by \_\_\_\_\_  2<sup>nd</sup> by \_\_\_\_\_  Discussion?
- o The 2020 Ford decal installation was completed and the car is in service.
- o Report on 2024 Dodge delivery and installation of decals and equipment.

**8. Road Department Report:**

- o Approval to purchase Traffic Safety Store traffic signs for the Public Works Department for \$2,016.98.  
 Motion by \_\_\_\_\_  2<sup>nd</sup> by \_\_\_\_\_  Discussion?
- o Ford F600 delivery update.

**9. Recycling Report:**

- o Penn Township Recycling event is scheduled for September 7, 2024.

**10. Parks and Recreation:**

- o HRG has submitted permit documents to the Butler County Department of Parks and Recreation and continues design work.
- o The Butler County Commissioners awarded Penn Township a Butler County Parks and Recreation Grant in the amount of \$7,500 with a "Local Match" of \$2,500 to be used for the Harcrest Park Phase II stormwater piping materials on March 27, 2024.
- o Motion to approve the Butler County Parks and Recreation/ Development Program grant contract for the purchase of stormwater piping materials for the Harcrest Park Phase II Development.  
 Motion by \_\_\_\_\_  2<sup>nd</sup> by \_\_\_\_\_  Discussion?
- o The next Park Committee meeting will be held on April 24, 2024, at 6:30 p.m. in the Municipal Building.
- o Butler County Conservation District notification letter, dated March 21, 2024, of the incompleteness, of the NPDES General Permit.

**11. Public Relations:**

- o Public Relations future reports will be posted on the Penn Township Website.

**12. ARLE Grant-Route 8 at Airport Road traffic light update:**

- o The Butler County Commissioners awarded Penn Township a Butler County PA Vehicle Registration Local Use \$5.00 Tire Fee Grant in the amount of \$50,000 for this project.
- o The Preconstruction Conference was held on February 22, 2024.
- o Progress update and minor revisions.

**13. Meridian Road closure update:**

- o On April 2, 2024, a Preconstruction Conference was held to update the Incident Management Program.
- o Progress update.

Tuesday, April 9, 2024

**14. Meridian Road Bridge:**

- o PennDOT has scheduled replacement of the existing bridge with a two-lane bridge, beginning in late 2025, with completion scheduled in 2026.

**15. Penn Township Community Day update:**

- o Motion to approve holding the 2024 Community Day on August 17, 2024, from 12:00 to 4:00 p.m.

Motion by \_\_\_\_\_  2<sup>nd</sup> by \_\_\_\_\_  Discussion?

**16. Penn Township Impact Fee Committee update:**

- o No report.

**17. Penn Township Comprehensive Plan update:**

- o Progress update.
- o The next Committee meeting will be held on May 1, 2024 at 6:30 p.m.

**18. Butler County Tax Collection Committee (BCTCC) Report:**

- o March 26, 2024 meeting report.

**19. Stormwater Management Committee:**

- o Dodds Road progress update.
- o Southwest Butler Stormwater Planning Committee will meet on April 10, 2024.

**20. Old Business:**

- o Motion to table the HRG proposal, dated March 12, 2024, for Old Plank Road storm drainage engineering.  
 Motion by \_\_\_\_\_  2<sup>nd</sup> by \_\_\_\_\_  Discussion?
- o Motion to table action for the A/V equipment in the Penn Township Meeting Room. This equipment will be considered in the 2025 budget.  
 Motion by \_\_\_\_\_  2<sup>nd</sup> by \_\_\_\_\_  Discussion?
- o Motion to approve the N Stuff Music proposal, dated March 22, 2024, for a Community Day sound system, switch, and wireless microphone in the amount of \$1,297.95.  
 Motion by \_\_\_\_\_  2<sup>nd</sup> by \_\_\_\_\_  Discussion?

- o Motion to approve the Trans Associates proposal, dated March 4, 2024, for attending several additional meetings during design, and to provide additional surveying work, and reestablishing project control in the amount of \$2,600.00 for the new traffic light at Route 8 and Airport Road.

Motion by \_\_\_\_\_  2<sup>nd</sup> by \_\_\_\_\_  Discussion?

Tuesday, April 9, 2024

**21. New Business:**

- o Motion to provide a "Limited Notice to Proceed" to install fencing and clear trees at the Dodds Road project.  
 Motion by \_\_\_\_\_  2<sup>nd</sup> by \_\_\_\_\_  Discussion?
- o License Plate Reader (LPR) cameras for traffic lights. No action, continue to investigate and possibly add to the 2025 Budget.
- o Motion to obtain pricing for additional repainting work of the doors, windows, vents, and interior at the Harcrest Park Phase I restrooms.  
 Motion by \_\_\_\_\_  2<sup>nd</sup> by \_\_\_\_\_  Discussion?
- o Motion to install additional electrical outlets at the Harcrest Park pavilion and restroom structure for the Community Day activities.  
 Motion by \_\_\_\_\_  2<sup>nd</sup> by \_\_\_\_\_  Discussion?
- o Motion to appoint **??** to the Penn Township Parks and Recreation Committee.  
 Motion by \_\_\_\_\_  2<sup>nd</sup> by \_\_\_\_\_  Discussion?
- o Motion to **not consent** to the sale of Tax Parcel #270-S1-8A-0000 for \$655.00 to satisfy the Butler County delinquent taxes due following the Butler County Property and Revenue Department letter, dated March 26, 2024.  
 Motion by \_\_\_\_\_  2<sup>nd</sup> by \_\_\_\_\_  Discussion?
- o Motion to approve the Driveway Sealers proposal for the Township Building parking lots and driveways. Please insert the Butler County letter in the binders.  
 Motion by \_\_\_\_\_  2<sup>nd</sup> by \_\_\_\_\_  Discussion?
- o 2023 Municipal Annual Audit and Financial Report.
- o Non-Uniformed Pension Audit for 2019 through 2023.
- o Police Pension Audit for 2019 through 2023.

**22. ACT 537 - Saxonburg Authority:**

- o Monthly Report

**23. Audience Participation:**

**24. Executive Session:** None. The Supervisors will meet on April 10, 2024 at 10:00 a.m. for an advertised Work and Planning session.

**25. Adjournment:**

- Motion by \_\_\_\_\_  2<sup>nd</sup> by \_\_\_\_\_  Discussion?