

Tuesday, April 9, 2024

The Penn Township Board of Supervisors met this evening at 6:00 p.m. in 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, Administrative Assistant, Nicole Tempalski, Police Sargent, Police Sargent Cheryl Cranmer, and 9 Township residents and visitors. Land Use Administrator, Clinton A. Bonetti, was absent.

Minutes - March 12, 2024, Board Meeting:

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 on Tuesday, March 12, 2024, they are approved as presented. The motion carried.

Correspondence:

- Montgomery Crissman, Esquire concerning voluntary dissolution of Rockdale Lakes, Inc.
- Butler County Tourism & Convention Bureau invitation to attend their Toast to Tourism.
- HRG - Act 14 Notification concerning MWAAT Mandell Trails Mobile Home Park water main replacement.
- Audubon Bulletin dated Spring/Summer 2024.
- PennDot Moving Forward newsletter dated Spring 2024.

Seminars:

- BCATO Spring Convention, 05/16/24, Butler Country Club.
- PSAB Classroom Training, Zoning Officer 101.

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:

Mrs. Zerfoss read the list of invoices paid since the last report was read on March 12, 2024. ARPA Fund: \$0.00; Fire Tax Fund: \$11,541.87; Capital Savings Fund: \$0.00; Act 13 Fund: \$31,281.60; Township Fund: \$105,236.60; and State Fund: \$0.00.

Deposits into the various Township Funds totaled \$123,590.91.

Balances were read as follows:

ARPA Fund: \$551,258.31; Fire Tax Fund: \$188,246.77; Capital Savings Fund: \$188,275.70; Act 13 Impact Fund: \$965,229.46; Township Fund: \$259,012.08, and State Fund: \$325,703.12. 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:

The Gala rezoning request at the intersection of Penn and Huselton Drives from C2 to R1 will be considered at the May Board of

Tuesday, April 9, 2024

Zoning Department: - continued.

Supervisors meeting. Supervisor Ward made the motion and Supervisor Mowry seconded the 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 District and establishing conditions for that use. The motion was approved.

Police Department:

Mrs. Zerfoss read the March 2024 report.

The Supervisors discussed removing Patrolman Korey Zarnick from Probation effective May 1, 2024. Supervisor Mowry made the motion and Supervisor Roth seconded the motion to remove Patrolman Korey Zarnick from Probation effective May 1, 2024. The motion was approved.

The 2020 Ford decal installation has been completed, and the car is in service.

The 2024 Dodge Durango was delivered, and it will be sent to Ibis Tech for the installation of decals and other equipment.

Road Department:

The Supervisors discussed the Traffic Safety Store traffic signs for the Public Works Department for \$2,016.98 including shipping. Supervisor Roth made the motion and Supervisor Ward seconded the motion to approve the Traffic Safety Store traffic signs for the Public Works Department for \$2,016.98, including shipping. The motion was approved.

The Ford F600 dump truck delivery is still unknown.

Recycling Report:

Mrs. Zerfoss has scheduled the Penn Township 2024 recycling event on September 7, 2024. Additional details will be provided as soon as they are available.

Parks and Recreation Department - Harcrest Park Phase II:

The Penn Township Engineer, HRG, has submitted the permit documents and continues developing the construction documents with the close collaboration of the Penn Township Park Committee and the Butler County Department of Parks and Recreation.

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. This grant is in addition to the Pennsylvania Department of Conservation and Natural Resources (DCNR) grant in the amount of \$300,000 with a "Local Share" match of \$300,000.

Tuesday, April 9, 2024

Parks and Recreation Department - Harcrest Park Phase II: - continued.
from Penn Township's PA Act 13 (oil and gas revenue) and the Traffic Impact Fee infrastructure funds.

The Supervisors discussed approving the Butler County Parks and Recreation/Development Program grant contract for the purchase of stormwater piping materials for the Harcrest Park Phase II Development. Supervisor Ward made the motion and Supervisor Mowry seconded the 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. The motion was approved.

The next Park Committee meeting will be held on April 24, 2024, at 6:30 p.m. in the Municipal Building meeting room.

The Butler County Conservation District sent a letter, dated March 21, 2024, of the incompleteness of the NPDES General Permit. HRG will address the outstanding issues.

Minutes of all meetings are posted on the Penn Township website www.penntownship.org, under "Documents" in the "2024 Park Minutes" folder as soon as they have been approved by the Park Committee.

Public Relations:

Supervisor Ward stated that the Board of Supervisors' business actions in the monthly meetings have increased substantially. In the interest of time, some of the Public Relation's reports will be posted on the Penn Township website www.penntownship.org, under "Documents" in the "2024 Public Relations" folder. We are also looking for other ways to spread this information to Penn Township residents.

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

The Butler County Commissioners awarded Penn Township a Butler County PA Vehicle Registration Local Use \$5.00 Tire Tax Fee grant for \$50,000 on March 27, 2024, to help fund this project. This is in addition to the Pennsylvania Automated Red-Light Enforcement (ARLE) grant not to exceed \$446,706. This represents 79.6% of the total cost. Penn Township's "Local Share" is 20.4% of the cost and is paid from Penn Township's PA Act 13 (oil and gas revenues) and the Traffic Impact Fee Infrastructure Funds. This additional grant will reduce Penn Township's use of these Infrastructure Funds.

The project Preconstruction Conference was held on February 22, 2024, and PennDOT approved the pole locations.

Tuesday, April 9, 2024

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

Construction of the pole foundations and other concrete work will start in approximately two months with completion and operation of the traffic signal anticipated in late Summer.

Shop drawings for these traffic poles were approved as noted on March 8, 2024. There is a twenty-six-week lead time for the traffic pole delivery.

Supervisor Ward advised that PennDOT and Trans Associates have reviewed and approved the traffic pole shop drawings. The Southbound Lane early warning pole (#5) foundation was moved approximately four feet West of the planned location to avoid interference with the existing water and gas lines. PennDOT and Trans Associated determined that the planned length of the pole #5 mast arm will be long enough to place the signal over the center of the Southbound lanes.

Supervisor Ward advised that PennDOT, Trans Associates, and Penn Township agreed that the street signs at the intersection would be changed to "Airport Rd. and E. Airport Rd." with the appropriate directional arrows. Trans Associates has issued revised street sign details with dimensions and will add them to the "As-Built" drawings. M and B Services LLC will submit a change order request for Penn Township approval.

Penn Township may ask M and B Services for a proposal to pull the future License Plate Reader (LPR) camera wiring while wiring the traffic signals.

Penn Township requested that M and B Services LLC provide a proposal to replace the existing storm drain across East Airport Road at the Route 8 intersection while they are performing excavation in the area. Penn Township will provide the new storm pipe, salvage the existing storm pipe, and assist as necessary. Supervisor Ward stated that PennDOT advised on March 6, 2024, that Publication 408 requires the contractor to enter traffic light maintenance into the PennDOT TSAMS (Traffic Signal Asset Management System). We have advised Traffic Control Equipment & Service to ensure that all traffic light maintenance at both traffic signals is recorded in the TSAMS system.

Minutes of the meetings with PennDOT and drawings are posted on the Penn Township website www.penntownship.org, under "Documents" in the "Route 8 and Airport Road" folder.

Meridian Road Closure:

The Meridian Road repair will be closed April 22. The contractor has 36 calendar days to have repairs completed. PennDOT and Penn Township

Tuesday, April 9, 2024

Meridian Road Closure: - continued.

representatives will update the emergency plan in the immediate future.

Allison Park Contracting is PennDOT's contractor. CRS Contracting LLC from Cabot is a subcontractor.

PennDOT, Allison Park Contracting, and Penn Township representatives met on April 2, 2024, to finalize the Incident Management Plan. A copy of this plan will be posted on the Penn Township website.

Renfrew Bridge update:

The Renfrew bridge replacement has been rescheduled for late 2025 with completion in 2026.

Minutes of the meetings are posted on the Penn Township website www.penntownship.org, under "Documents" in the "Meridian Road Update" folder.

Penn Township Community Day update:

The Supervisors discussed scheduling the 2024 Community Day Event at Harcrest Park on August 17, 2024. Supervisor Mowry made the motion and Supervisor Roth seconded the motion to hold the 2024 Community Day event on August 17, 2024, from 12:00 to 4:00 p.m. The motion was approved.

Penn Township Impact Fee Committee Update:

No report.

Penn Township Comprehensive Plan Update:

HRG provided a summary of the updated results. These will be reviewed at the next committee meeting on May 1, 2024, at 6:30 p.m.

Penn Township submitted the Pennsylvania Municipal Assistance Program (MAP) grant application requesting up to fifty percent of the Comprehensive Plan Update cost. A notice of award, if any, should be made in the next few months.

Butler County Tax Collection Committee:

Mrs. Zerfoss reported on the meeting that was held March 26, 2024. They approved the Treasurer's Report and stated the nomination of officers will be in September. Also noticed the 2023 audit has been completed. Mrs. Zerfoss reported that Bill Leonard of Berkheimer Associates can run a report regarding the possible closing of AK Steel/Cleveland Cliffs to determine how much revenue municipalities could possibly lose. Mrs. Zerfoss reported that she had Bill Leonard complete a report for Penn Township. For 2022 the revenue was \$25,061.91 with half going to the school district and for the first 3 quarters of 2023 the total revenue was \$18,147.30.

Tuesday, April 9, 2024

Southwest Butler Stormwater Planning Committee:

Penn Township's project is the Dodds Road Realignment and Streambank Stabilization Project.

The project Preconstruction Conference was held on March 7, 2024. The permits will be issued in the immediate future.

Construction will start on May 20, 2024.

The Southwest Butler Stormwater Planning Committee will meet on April 10, 2024.

Minutes of the meetings are posted on the Penn Township website www.penntownship.org, under "Documents" in the "Stormwater Remediation Project at Dodds and Rockdale Roads" folder.

Old Business:

The Supervisors discussed retaining HRG for engineering services for the replacement of stormwater piping and catch basins on Old Plank Road. HRG submitted a proposal, dated March 11, 2024, for engineering services on a T&M with an estimated fee basis. Supervisor Roth made the motion and Supervisor Ward seconded the motion to table action at this time on the HRG proposal, dated March 11, 2024, for engineering services for stormwater piping and catch basins on Old Plank Road for further investigation. The motion was approved.

Supervisor Ward made the motion and Supervisor Mowry seconded the motion to table the action for the A/V equipment in the Penn Township Meeting Room. This will be considered in the 2025 budget. The motion carried.

The Supervisors discussed 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. Other vendor proposal costs range from \$3,208 to \$3,869. Supervisor Roth made the motion and Supervisor Mowry seconded the 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. The motion was approved.

The Supervisors discussed the Trans Associates additional services proposal, dated March 4, 2024, for approximately \$2,600.00 to lay out the intersection ROWs and easement lines, for the staking of the three corners, and for re-establishing the survey control that was inadvertently removed by the MWAAT waterline contractor. Supervisor Mowry made the motion and Supervisor Ward seconded the motion to approve the Trans Associates proposals, dated March 4, 2024, for the additional survey work for the approximate cost of \$2,600.00. The motion was approved.

Tuesday, April 9, 2024

New Business:

The Supervisors discussed issuing a "Limited Notice to Proceed" for clearing trees and installing a safety fence at the Dodds Road Realignment project before receiving the NPDES permits. No excavation will be performed. Supervisor Ward made the motion and Supervisor Mowry seconded the motion to issue a "Limited Notice to Proceed" to CRS Contracting LLC for clearing trees and installing a safety fence at the Dodds Road Realignment project before receiving the NPDES permits. No excavation will be performed. The motion was approved.

Supervisor Ward reported on the License Plate Reader cameras for the traffic lights and stated they would be considered for the 2025 budget.

Sargent Cranmer explained the law enforcement benefits of these LPRs and asked that only the LPRs for the Route 8 at the Airport Road intersection be considered at this time. She also advised that the District Attorney would pay half of the cost of \$16,000.00.

Supervisor Ward explained that the traffic light contractor could pull the LPR camera wiring when wiring the new traffic light. Supervisor Ward will meet with the Officers to review this equipment and the anticipated costs.

The Supervisors discussed additional repainting of the Harcrest Park Phase I restrooms. Supervisor Mowery made the motion and Supervisor Roth seconded the motion to obtain pricing for additional repainting work of the doors, windows, vents, and interior at the Harcrest Park Phase I restrooms. The motion was approved.

The Supervisors discussed installing additional electrical outlets at the Harcrest Park pavilion and restroom structure for the Community Day activities. Supervisor Roth made the motion and Supervisor Ward seconded the motion to obtain pricing for installing additional electrical outlets at the Harcrest Park pavilion and restroom structure. The motion was approved.

The Supervisors discussed Karen Trempus' resignation from the Park Committee. Supervisor Ward made the motion and Supervisor Mowry seconded the motion to table an appointment to the Park Committee at this time. The motion was approved.

The Supervisors discussed the Butler County Property and Revenue letters dated March 26, 2024, concerning the pending sale of two properties on Meridian Road to resolve the delinquent taxes. This area is within the PennDOT Meridian Road reconstruction area. Supervisor Ward has had conversations with the Butler County Director of Property and Revenue and the PennDOT ROW representative. The Butler County Director advised that these properties may be withdrawn from the

Tuesday, April 9, 2024

New Business: - continued.

pending sale. Some of the areas of these properties will be taken in a pending PennDOT ROW for the Meridian Road reconstruction. The Butler County Property and Revenue Department will provide further direction on the sale of these properties in the immediate future. Supervisor Ward made the motion and Supervisor Mowry seconded the motion to table action on the sale of Tax Parcels #270-S1-8-0000 and #270-S1-8A-0000 to satisfy the Butler County delinquent taxes due until the Butler County Property and Revenue Department provides further direction. The motion was approved.

The Supervisors discussed the Driveway Sealers' proposal for sealing the Township Building driveways and parking lots. Supervisor Roth recommended taring and chipping rather than resealing. Supervisor Roth made the motion and Supervisor Ward seconded the motion to table action on the Driveway Sealers proposal for sealing the Township Building driveways and parking lots. The motion was approved.

Mrs. Zerfoss reviewed the 2023 Municipal Annual Audit and Financial Report; the Non-Uniformed Pension Audit for 2019 through 2023; the Police Pension Audit for 2019 through 2023; and the Financial Summary of Pensions.

Act 537 - Saxonburg Authority

Supervisor Roth stated that the Authority discussed general business and updating the NPDES permits for the Renfrew wastewater treatment plant.

Audience Participation:

At the end of the Board of Supervisors Workshop before the regular meeting, Team Fishguy Transplant Foundation representative, Jackie Hutz and Butler County Commissioner, Leslie Osche, discussed the benefits of organ transplants and presented Penn Township with an Organ Transplant flag.

The Jurassic Junk representative, Alan Bucci, asked the Board of Supervisors to review plans to approve a proposed garage at their 277 Pittsburgh Road property. Supervisor Ward stated that the request was not included on the agenda. The Land Use Administrator will review the Township Engineer's recommendations and will schedule future action by the Board of Supervisors.

Executive Session: - None.

The Supervisors will meet on April 10, 2024, at 9:00 a.m. for a Work and Planning session.

Adjournment:

Supervisor Mowry made a motion and Supervisor Roth seconded the motion to adjourn the meeting. The motion carried. The meeting adjourned at approximately 6:50 p.m.

The next Board of Supervisors meeting will be held on May 14, 2024, at 6:00 p.m. in the Penn Township Municipal Building meeting room.

Approved:

Respectfully Submitted:

Samuel M. Ward
Chairman
Board of Supervisors

Linda D. Zerfoss
Township Manager
Penn Township