

Tuesday, March 12, 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 Vice Chair, Douglas A. Roth, presiding. Chairman, Samuel M. Ward was absent. Also, present was Supervisor, Wilbert J. Mowry, Jr., Township Manager, Linda D. Zerfoss, and 5 Township residents and visitors. Land Use Administrator, Clinton A. Bonetti was absent.

CDBG Hearing

Wendy Leslie conducted the hearing which began at 5:45 p.m.. This is the 1st of 2 public hearings. She advised the 2023 allocation was \$105,575 with \$18,940 for administration. Ms. Leslie advised the funds could be used for low to moderate-income areas. The hearing ended at approximately 6:00 p.m., at which time the regular Board of Supervisors meeting was called to order.

Minutes - 2/13/24

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 on Tuesday, February 13, 2024, they are approved as presented. The motion carried.

Correspondence

- PA 811 - Pipeline Safety Bulletin
- Butler County COG - Notice that the COG was moved under the Stability of the Butler County Association of Township Officials (BCATO) which will guarantee attendance and leadership.
- U.S. DOT Federal Highway Administration - Local aid support newsletter.
- Butler County Conservation District - Newsletter Winter 2024
- Purvis Brothers, Inc. - Annual downstream notification
- PennDOT - Traffic Counting on Municipally Owned Roads.
- Local Government Academy - Financial Health Assessment

Seminars

- Flagger Training - Summit Township, 03/21/24
- State Representatives Mustello and Bernstine - Transportation Forum, 04/03, BC3 Founders Hall, 1 - 3 pm
- LTAP various programs
- PennDOT District 10 Connects Municipal Outreach on May 28, 2024, in Indiana, PA. Strengthening PennDOT's partnerships by involving local government at the beginning of the planning process to better integrate development and transportation.

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Seminars continued..

- Butler County Sewage Informational Session at the Butler County Government Center Annex UL Conference room at 2:00 p.m. on April 1, 2024. Sam is registered.
- 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 February 13, 2024. ARPA Fund: \$0.00; Fire Tax Fund: \$3,435.41; Capital Savings Fund: \$0.00; Act 13 Fund: \$15,504.79; Township Fund: \$149,540.07; and State Fund: \$0.00.

Deposits into the various Township Funds totaled \$486,337.91.

Balances were read as follows:

ARPA Fund: \$548,877.62; Fire Tax Fund: \$176,819.31; Capital Savings Fund: \$187,412.39; Act 13 Impact Fund: \$989,309.53; Township Fund: \$261,187.74; and State Fund: \$324,296.52.

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

Zoning Department

Mrs. Zerfoss read the March 2024 Zoning report.

The Gala rezoning request at the intersection of Penn and Huselton Drives from C2 to R1 will be considered at the March 26 Planning Commission meeting.

Police Department

Mrs. Zerfoss read the March 2024 report.

The 2020 Ford is at IBIS Tek getting decals and no update on the 2024 Dodge delivery.

Road Department

Supervisor Roth reported the guide rail at Old Plank and Mushrush Road has been damaged. Green Acres Contracting submitted a quote of \$8,950.00 to install new guide rails. Supervisor Mowry made the motion and Supervisor Roth seconded the motion to hire Green Acres Contracting to repair and install new guide rails at Old Plank and Mushrush Roads. The motion carried.

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.

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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 County of Butler Parks and Recreation/Development Program grant application requesting \$10,000 for Phase II development stormwater piping materials has been submitted. This is a 75% grant with a 25% "Local Share".

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

Public Relations

Supervisor Roth reported public relations future reports will be posted on the Penn Township Website.

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

Supervisor Roth reported the Board met with the contractor, Engineer, and PennDot for a preconstruction conference on February 22, 2024, and Penn-DOT approved the pole locations.

Meridian Road Closure and Renfrew Bridge update:

Supervisor Roth reported the Meridian Road repair will start in April.

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

Penn Township Community Day update:

Supervisor Roth stated no date has been scheduled.

Penn Township Impact Fee Committee Update:

No update

Penn Township Comprehensive Plan Update:

The next committee meeting is on May 1, 2024, at 6:30 p.m.

Southwest Butler Stormwater Planning Committee

Supervisor Roth reported the preconstruction meeting was held on March 7, 2024. Supervisor Roth reported that Rockdale Road to Dodds Road will be closed while they do this project. Construction will start on May 20, 2024.

Old Business

No one has submitted a bid to supply diesel fuel and gasoline to the Township. Supervisor Roth made the motion and Supervisor Mowry

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Old Business Continued..

seconded the motion to purchase diesel fuel and gasoline from Purvis. The motion carried.

Supervisor Mowry made the motion and Supervisor Roth seconded the motion to purchase a fire-proof, four-drawer file cabinet for the Tax Collector. The motion was approved.

Supervisor Roth reported that the Board is investigating the purchase of A/V equipment for the meeting room and a sound system for the Community Day.

New Business

Mrs. Zerfoss reported she has received the PSATS proposed resolutions and nominations report.

Supervisor Roth made the motion and Supervisor Mowry seconded the motion to approve the KTA-Tator, Inc. proposal dated 2/27/2024, to inspect the traffic poles for the Route 8 and Airport Road. The motion carried.

Mrs. Zerfoss submitted the certificate of uncollected Real Estate Taxes for 2023.

Mrs. Zerfoss reported the Liquid Fuels Audit was just completed for the period January 1, 2021 to December 31, 2022.

Mrs. Zerfoss stated the compliance audit for the Penn Township Volunteer Firefighters' Relief Association for the period January 1, 2020 to December 31, 2022 was completed.

The Supervisors discussed the Financial Essentials, representative Josh Horstman's, (455 Pittsburgh Road, Butler, PA 16002 (724-481-1191), request to use the Municipal Building meeting room to host a Job Fair in May 2024 for job-seeking high school students to connect with various employers. Supervisor Roth stated the Board discussed this during the workshop and in the past has not allowed outside people or companies to use the building. Supervisor Mowry made the motion and Supervisor Roth seconded the motion to deny Financial Essentials to use the Municipal Building meeting room to host a Job Fair in May 2024. The motion carried.

The Supervisors discussed several additional Trans Associates design services that were not included in the RFP and the Trans Associates proposal, dated October 11, 2022, as follows:

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New Business Continued..

- PennDOT required additional design service tasks for eight turning lane simulations, a no-turn-on-red study, including the required TE-118 forms and supporting documentation, a conduit fill calculation, and a left turn factor review for the intersection.
- Trans Associates updated Penn Township's Traffic Signal Maintenance Agreement (TSMA) and assisted Penn Township gain access to PennDOT's electronic Permitting System. Trans Associates has attended additional meetings during design at Penn Township's request for a total additional cost of \$3,950.00. Supervisor Roth made the motion and Supervisor Mowry seconded the motion to approve the Trans Associates additional services proposal, dated March 4, 2024, in the amount of \$3,950.00. The motion was approved.

Supervisor Roth stated the quote for the License Plate Reader is being tabled.

A letter was received from Karen Trempus who is resigning from the Penn Township Parks and Recreation Committee, the Planning Commission, and the Comprehensive Planning Committee. Supervisor Roth thanked her for her many years of service.

Mrs. Zerfoss reported that Robert Yenick has submitted a letter to Clinton Bonetti about his interest in serving on any committee that would be available. Supervisor Roth made the motion and Supervisor Mowry seconded the motion that Robert Yenick be appointed to the Planning Commission for the remainder of Ms. Trempus's term.

Motion by Supervisor Mowry and seconded by Supervisor Mowry that the blood drive for Penn Township be held in the meeting room on May 20, 2024. The motion carried.

Supervisor Roth made the motion and Supervisor Mowry seconded the motion to hire Nicole Tempalski as Administrative Assistant effective April 1, 2024, with a salary of \$22.00 an hour. The motion carried.

Act 537 - Saxonburg Authority

Supervisor Roth stated that the Authority discussed personnel matters and took care of business.

Audience Participation

Maria Kletzli - Liked the updated website. She said Helltown has been quiet as the music has been inside and she wondered if it would continue. She also stated the club cars from the Country Club have started driving on the road again.

Jackie Hutz - Stated April is National Donate Life Month and she would like to post a flag on our pole underneath the US flag.

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Executive Session - None

Adjournment

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

The meeting adjourned at approximately 6:30 p.m.

The next Board of Supervisors meeting will be held on April 9, 2024, at 6:00 p.m. in the Penn Township Municipal Building meeting room.

Approved:

Respectfully Submitted:

Douglas A. Roth
Chairman
Board of Supervisors

Linda D. Zerfoss
Manager
Penn Township