

Tuesday, May 14, 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, Land Use Administrator, Clinton A. Bonetti, Administrative Assistant, Nicole Tempalski, and 8 Township residents and visitors.

Minutes - April 9, 2024, Board Meeting and the April 10, 2024 Work Planning Meeting:

Supervisor Ward made the motion and Supervisor Mowry seconded the motion that with no additions or corrections to the minutes of the meeting held on Tuesday, April 9, 2024, they are approved as presented. The motion was approved.

Supervisor Ward announced that the Board of Supervisors held Executive Sessions on April 10 and May 9, 2024, on personnel matters.

Correspondence

- PA DEP - Approved the Final Report for the Jackson property.
- Allison Park Contractors - PennDOT Meridian Road Slide project closure and detour.
- Saxonburg Area Authority - ACT 14.
- Buffalo Creek Nature Park - reports on aquatic passageway surveys conducted in Butler and Armstrong Counties.
- PSATS - Request that Municipalites approve America250PA Resolution to celebrate the 250th birthday of the United States in 2026 and Pennsylvania's leading role in commemorating this event.
- Penn Township Veterans Association - Memorial Day Service.
- The Supervisors discussed a donation to the Penn Township Veterans Association for their annual Memorial Day Service. Supervisor Mowry made the motion and Supervisor Roth seconded the motion to approve a donation of \$400.00 to the Penn Township Veterans Association for their Memorial Day Service. The motion was approved.
- HRG - Notice of Mandell Trails Mobile Home Park to submit a Chapter 102 National Pollutant Discharge Elimination System Permit application.

Seminars

- PENN BOC Region 6 Legal Aspects of Property Maintenance and UCC Violations held on May 15, 2024, at the Ohio Township Community Park Nature Center.
- Qualifying instructor training class for Officer Korey Zarnick in Meadville, PA.
- Qualifying instructor training class with a rifle for Office Korey Zarnick in Meadville, PA.

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Seminars - Continued

- Supervisor Roth made the motion and Supervisor Ward 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 April 9, 2024. ARPA Fund: \$0.00; Fire Tax Fund: \$4,679.37; Capital Savings Fund: \$0.00; Act 13 Fund: \$4,180.65; Township Fund: \$208,928.15; and State Fund: \$0.00.

Deposits into the various Township Funds totaled \$287,359.98.

Balances were read as follows: ARPA Fund: \$553,569.22; Fire Tax Fund: \$206,979.38; Capital Savings Fund: \$189,111.27; Act 13 Impact Fund: \$966,176.67; Township Fund: \$312,610.92, and State Fund: \$327,068.49.

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

Zoning Department

Land Use Administrator, Clinton Bonetti, read the March and April 2024 Zoning Reports.

Mr. Bonetti advised that the Butler County Planning Commission approved the Jurassic Junk Site Plan, the Paul Beining Plan, and the James Johnson Lot Line Revision.

Mr. Bonetti stated that the Gala Properties located between Huselton Drive and State Route 8 is requesting a rezoning from C-2 to R-1. The Penn Township Planning Commission is reviewing this request.

Mr. Bonetti discussed the Jurassic Junk Site Plan which includes a 2,000 s.f. storage building and is located on PA State Route 8. Supervisor Mowry made a motion and Supervisor Roth seconded the motion to approve the Jurassic Junk Site Plan located on PA State Route 8. This approval includes the conditions listed in the Township Engineer, HRG, letter, dated April 9, 2024. The motion was approved.

Mr. Bonetti discussed the Johnson Lot Line revision located on Three Degree Road. Supervisor Roth made a motion and Supervisor Ward seconded the motion to approve the Johnson Lot Line revision on Three Degree Road. The motion was approved.

Police Department

Township Manager, Mrs. Zerfoss, read the April 2024 report.

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Police Department - Continued

Mrs. Zerfoss advised that the 2024 Dodge Durango police car was delivered and that it had been sent to Ibis Tech for the installation of decals and other equipment. This police car should be available for service the week of May 20, 2024.

Mrs. Zerfoss recommended that the 2010 Ford Expedition police car be placed on MuniBid for sale. Supervisor Ward made the motion and Supervisor Mowry seconded the motion to advertise the 2010 Ford Expedition Police vehicle for sale on MuniBid. The motion was approved.

Road Department

The Supervisors discussed advertising for a full-time Public Works Director. Supervisor Mowry made the motion and Supervisor Roth seconded the motion to advertise for a full-time Public Works Director. The motion was approved.

The Supervisors discussed purchasing a spreader HTC Belt for Truck No. 8 from Stephenson Equipment per their proposal, dated May 9, 2024, in the amount of \$1,256.17. Supervisor Roth made the motion and Supervisor Ward seconded the motion to purchase a spreader HTC Belt for Truck No. 8 from Stephenson Equipment per their proposal, dated May 9, 2024, in the amount of \$1,256.17. The motion was approved.

The F600 dump truck body has been delivered and it was sent to Somerset Equipment to have the dump bed installed. It is anticipated that it will be available in August 2024.

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 Sewage Enforcement Officer (SEO) has suggested that we do some additional soil water infiltration test pits for on-lot wastewater treatment in the proposed Phase II ellipse area and some additional test pits in the Phase I area. The SEO will schedule this work with the Penn Township PWD.

The Penn Township Engineer, HRG, has submitted the NPDES application and received initial comments from the Butler County Conservation District (BCCD). HRG has submitted a response to BCCD.

The Penn Glade Lions and the David Bruni family have donated \$1,150.00 for a bicycle repair station at Harcrest Park. Supervisor Ward suggested that an air pump and gauge also be purchased for a total cost of \$1,730.00. Supervisor Ward made a motion and Supervisor Mowry _

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Parks and Recreation Department-Harcrest park Phase II-Continued

seconded the motion to purchase the Global Industrial Saris Deluxe Public Work Stand (bicycle repair station, air pump, and gauge) for a total cost of \$1,730.00. The motion was approved. The Penn Township Public Works Department will install this bicycle repair station on a concrete pad on the left side of the existing bike rack as shown on the HRG sketch.

The Park Committee met on April 24, 2024. HRG is preparing a detailed cost estimate for the current project plans.

HRG will submit updated plans to DCNR for approval before bidding and construction.

HRG prepared a Harcrest Park ADA access trail assessment and a plan from the Maintenance building parking area to the existing gazebo. Penn Township will apply for a CDBG grant for this work.

HRG prepared a Harcrest Park Vegetation concept plan for areas of successional growth (no-mow) and meadow (annual mow) within the park.

The next Park Committee meeting will be held on June 26, 2024, at 6:30 p.m. in the Municipal Building meeting room.

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.

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

Construction of the pole foundations and other concrete work will start soon and will be completed when the traffic poles are available in late Summer.

Penn Township will ask M and B Services for a proposal to provide an enclosure and 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.

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ARLE Grant-Rt 8 at Airport Rd Trfc Lg Replacement Update-Cont'd

The Trans Associates survey crew reestablished the project control and staked out the ROWs and easements on April 20, 2024.

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 completed in early June 2024. Allison Park Contracting is PennDOT's contractor. CRS Contracting LLC from Cabot is a subcontractor for the bulk excavation work.

PennDOT, Allison Park Contracting, and Penn Township representatives met on April 2, 2024, to finalize the Incident Management Plan.

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

Renfrew Bridge update:

PennDOT has pushed back the Renfrew bridge replacement with a two-lane bridge to 2027.

Penn Township Community Day update:

The 2024 Community Day event will be held on August 17, 2024, from 12:00 to 4:00 p.m.

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 to the Land Use Assumptions Report and then will work on the Traffic Impact Analysis.

Penn Township Comprehensive Plan Update:

The Comprehensive Plan Update Committee met on May 1, 2024. HRG presented the Municipal Building development design with two options, one with the Farmer's Market concept and parking, and one with a more passive-recreation approach with a walking path, educational/interactive signage about agricultural history in the region, and a small amphitheater.

The HRG Traffic Engineers are reviewing the Municipal Building driveway to ensure that it can handle the appropriate traffic flow. Details will be available soon.

HRG does not have a cost estimate at this time, however, the Farmer's Market option would likely be at least three times the cost of the other option.

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Penn Township Comprehensive Plan Update-Continued

The Butler Chamber of Commerce President, Jordan Grady, discussed their proposed partnership with Penn Township for a Farmers' Market. Laura O'Rorke, Jeff Kennedy, and Dickson Forbes also volunteered to help with the Farmer's Market.

HRG provided a Welcome Sign sketch to include stone from the Raducz Quarry. The proposed sign location will be discussed at the meeting.

The next committee meeting is on June 12, 2024, at 6:30 p.m. in the Penn Township Municipal Building meeting room.

Penn Township submitted the Pennsylvania Municipal Assistance Program (MAP) grant application requesting up to fifty percent of the Comprehensive Plan Update cost. We received notice on May 13, 2024, that we did not get a grant award.

Southwest Butler Stormwater Planning Committee

Penn Township's project is the Dodds Road Realignment and Streambank Stabilization Project. Construction will start on May 20, 2024.

CWM Environmental tested the water wells at the Burk and Rossi properties which are adjacent to the project. These wells will be tested again when the project is complete.

The Southwest Butler Stormwater Planning Committee met on May 7, 2024, to discuss progress on current projects.

The Southwest Butler Stormwater Planning Committee will meet again on June 12, 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

Penn Township is continuing to investigate the Meeting Room A/V equipment. No action is required currently.

Penn Township is continuing to investigate the Route 8 at Airport Road License Plate Reader (LPR) cameras. The purchase of these LPR cameras may be included in the 2025 budget. Provisions for LPR cameras are being coordinated provisions with the traffic light installation. No action is required currently.

The Supervisors discussed the additional electrical outlets at the Harcrest Park restroom and pavilion to accommodate the next Community Day event. Supervisor Mowry made the motion and Supervisor Roth seconded the motion to approve the Vector Technical Services proposal,

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Old Business-Continued

dated 4/21/2024, in the amount of \$1,250.00 for additional electrical outlets at the Harcrest Park Phase I pavilion and restroom. The motion was approved.

The Butler County Property Tax and Revenue has withdrawn the sale of two properties on Meridian Road to resolve the delinquent property taxes. No action is required currently.

New Business

The Supervisors discussed changing the Park Committee to increase the five members to seven members. Supervisor Roth made the motion and Supervisor Ward seconded the motion to advertise amending Ordinance 152, entitled "Parks and Recreation Board" to increase the number of members to seven. The motion was approved.

The Supervisors discussed the Penn Partners Development, LLC Shadow Ridge subdivision Stormwater and Developers Agreement. Supervisor Ward made the motion and Supervisor Mowry seconded the motion to adopt Resolution No. 567, entitled Penn Partners Development, LLC "Stormwater and Developers Agreement for Shadow Ridge". The motion was approved.

The Supervisors discussed the Penn Partners Development, LLC Shadow Ridge subdivision Stormwater Operations and Maintenance Agreement. Supervisor Mowry made the motion and Supervisor Roth seconded the motion to approve the Penn Partners Development, LLC Shadow Ridge subdivision Stormwater Operations and Maintenance Agreement. The motion was approved.

The Supervisors discussed the Penn Partners Development, LLC Shadow Ridge subdivision Developers' Agreement. Supervisor Roth made the motion and Supervisor Ward seconded the motion to approve the Penn Partners Development, LLC Shadow Ridge Developers' Agreement.

Mr. Bonetti discussed the proposed new Geographic Information System(GIS)for Land Use Development. This is a Cloud-based computer system that analyzes and displays geographically referenced information. Supervisor Ward made the motion and Supervisor Mowry seconded the motion to approve the HRG proposal, dated May 13, 2024, for the Penn Township interactive GIS in the amount of \$11,500.00 including reimbursable expenses, and the Environmental Systems Research Institute (ESRI) licensing software fees of approximately \$1,600.00 per year. The motion was approved.

The Supervisors discussed a proposed Penn Township Information Technology (IT)assessment. Supervisor Mowry made the motion and Supervisor Roth seconded the motion to approve the Innovative Public Safety proposal, dated 1/12/2024, in the amount of \$2,000 for the Penn Township IT assessment. The motion was approved.

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New Business-Continued

The Supervisors discussed appointing Tom Brucker, Jr. to the Comprehensive Plan Update Committee. Supervisor Roth made the motion and Supervisor Ward seconded the motion to appoint Tom Brucker, Jr. to the Comprehensive Plan Update Committee to replace Karen Trempus who has resigned. The motion was approved.

The Supervisors discussed appointing Gwilym Price as the Board of Supervisors Vacancy Board member. Supervisor Ward made the motion and Supervisor Mowry seconded the motion to appoint Gwilym Price as the Board of Supervisors Vacancy Board member. The motion was approved.

Act 537 - Saxonburg Authority

Supervisor Roth stated that the Authority discussed issues with the Route 8 pump station.

The next SAA meeting will be held on May 21, 2024.

Audience Participation

None.

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 6:45 p.m.

The next Board of Supervisors meeting will be held on June 11, 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