

Tuesday, September 10, 2024

The Penn Township Board of Supervisors, having notified the residents in advance, met this evening at 5:30 p.m. for a proposed 2024 Comprehensive Plan Update Public Hearing. Present were Supervisors Ward and Mowry, Township Manager Linda Zerfoss, Land Use Administrator Clinton Bonetti, Administrative Assistant Nicole Tempalski, and Herbert Rowland & Grubic (HRG) representatives Laura Ludwig and Sommer Schneller. There were 14 residents and visitors present. Supervisor Roth did not attend the public hearing.

HRG representatives Laura Ludwig and Sommer Schneller gave a PowerPoint presentation on the Comprehensive Plan Update and Appendices.

There were no questions or comments from the audience. The final Comprehensive Plan Update and Appendices will be uploaded to the Penn Township website.

Mr. Bonetti stated that the Planning Commission recommended approval of the 2024 Comprehensive Plan Update and Appendices.

Supervisor Ward stated the Board would act on the 2024 Comprehensive Plan Update and Appendices later in the regular Township meeting. Supervisor Ward made the motion, and Supervisor Mowry seconded the motion to adjourn. The motion was approved. The Public Meeting ended at 6:00 p.m.

The Penn Township Board of Supervisors met this evening at 6:01 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 Supervisor Wilbert J. Mowry, Jr., Township Manager Linda D. Zerfoss, Land Use Administrator Clinton A. Bonetti, Administrative Assistant Nicole Tempalski, HRG representatives Laura Ludwig and Sommer Schneller, and 13 Township residents and visitors. Supervisor Roth did not attend the meeting.

**Minutes – August 13, 2024, Board Meeting:**

Supervisor Ward made the motion, and Supervisor Mowry seconded it, that the meeting minutes on Tuesday, August 13, 2024, be approved as presented, with no additions or corrections. The motion was approved.

**Executive Session:**

The Supervisors met with their Solicitor in an Executive Session on September 6, 2024, to discuss personnel matters.

**Audience Participation:**

Helltown Taproom Butler representative Vanessa Zanolli stated that Helltown Taproom Butler would have a Flag raising ceremony on September 11, 2024, to honor those who perished during the September 11, 2001 terror attacks.

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### **Correspondence**

- PSATS News Bulletin-August 2024
- An appreciation letter from the Butler Airport Authority for the work put into the comprehensive plan and for including them in future planning.
- Audubon Fall Bulletin.
- Act 14, 67 & 68 notification letter from Mr. George Frishkorn.
- Notification letter from Property Revenue - Robert Yenick II.
- Septic System Design Report Revocation notice from Andrasko & Brant Inc.
- Butler County Conservation District - Harcrest Park NPDES Permit renewal.
- PennDOT Renfrew Bridge Replacement.

### **Seminars**

- Municipal Grant Writing Workshop DCED Local Share Account (LSA) Grants and PennDOT Multimodal Grants (in person or virtual). Butler County Government Center - Annex Conference Room, Level UL on September 30, 2024.
- Elected Officials Course (Staff and Elected Officials) - BC3 Founders Hall, 107 College Drive, Butler.
  - September 28, 2024 - Municipal Finance and Governance
  - October 12, 2024 - Powers & Duties of Local Governments
  - October 19, 2024 - Community Infrastructure and Public Safety
- BCATO 40<sup>th</sup> Annual Safety Seminar - Herman Fire Hall on October 9, 2024.
- PENNBOC Region 6 Training - Franklin Park Borough Activity Center on November 7, 2024.

Supervisor Mowry made the motion, and Supervisor Ward seconded it, that all interested parties be authorized to attend these seminars. The motion was approved.

### **Treasurer's Report**

Mrs. Zerfoss read the invoice list since the last report was on August 13, 2024. ARPA Fund: \$0.00; Fire Tax Fund: \$1,684.52; Capital Savings Fund: \$0.00; Act 13 Fund: \$4,850.88; Township Fund: \$248,886.07; and State Fund: \$0.00.

Deposits into the various Township Funds totaled \$146,961.35.

The Balances were read: ARPA Fund: \$30,632.39; Fire Tax Fund: \$242,051.03; Capital Savings Fund: \$192,564.20; Act 13 Impact Fund: \$1,072,038.38; Township Fund: \$476,267.31, and State Fund: \$332,714.07.

Supervisor Ward made the motion, and Supervisor Mowry seconded it, that the Treasurer's Report be accepted as presented. The motion was approved.

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**Zoning Department**

Land Use Administrator Clinton Bonetti read the August 2024 Zoning Reports.

Mr. Bonetti read the Butler County Planning Commission letters regarding the Ball, two lots, and two residuals, no. 24170.

Mr. Bonetti discussed the Butler County Planning Commission letter regarding the Relihan/Fleming Lot Line Revisions no. 24185.

**Police Department**

Township Manager Mrs. Zerfoss read the August 2024 police report.

**Road Department**

CRS Contracting has postponed closing Penn Drive from Route 8 to the entrance of the Shadow Ridge Development to install the new water service main line. This work will be rescheduled at a future date.

**Recycling Report**

Mrs. Zerfoss reported on the Penn Township 2024 recycling event on September 7, 2024. Last year, 179 Penn Township residents brought in 21,012 pounds (10.5 tons) of electronics and Household Hazardous Waste (HHW). This year, 202 vehicles were registered. Mrs. Zerfoss said she would report the tonnage when she receives the report.

**Parks and Recreation Department - Harcrest Park Phase II**

The Butler County Conservation District (BCCD) issued the Harcrest Park Phase II NPDES permit on July 24, 2024.

HRG provided the application for Penn Township to renew the Butler County Conservation District (BCCD) NPDES permit. Penn Township signed the application and forwarded it to the BCCD along with the fee.

The next Park Committee meeting will be scheduled for later in the Municipal Building meeting room.

The minutes of all meetings are posted on the Penn Township website, [www.penntownship.org](http://www.penntownship.org), under "Documents" in the "2024 Park Minutes" folder as soon as the Park Committee has approved them.

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

The traffic poles are being fabricated now and will be available in late Summer.

The minutes of the meetings with PennDOT and 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.

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**Penn Township Community Day update:**

The 2024 Community Day was a success, with more than 500 attending.

The Supervisors discussed having future Community Days on the third Saturday of August. The next Community Day will be held on August 16, 2025. Supervisor Mowry made the motion, and Supervisor Ward seconded it, that future Community Days will be held on the third Saturday of August. The motion was approved.

**Penn Township Impact Fee Committee Update:**

Mr. Bonetti stated that the Traffic Impact Fee Committee and Gannett Fleming representative Michelle Brummer will present the Impact Fee Ordinance revisions to the Land Use Assumptions draft report at a public hearing on September 23, 2024. Penn Township will authorize advertising this draft report at the October 8, 2024, meeting for public comment and take action to approve the Ordinance revisions to the Land Use Assumptions at the November 12, 2024 meeting.

**Penn Township Comprehensive Plan Update:**

HRG representatives Laura Ludwig and Sommer Schneller gave a presentation on the Comprehensive Plan Update and Appendices in the public meeting earlier tonight.

**Southwest Butler Stormwater Planning Committee**

The construction of the Dodds Road Realignment and Streambank Stabilization Project is nearing completion. Dodds Road was reopened on September 6, 2024.

The next Southwest Butler Stormwater Planning Committee meeting will be held October 9, 2024.

The 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.

**Old Business**

PA State Representative Aaron Bernstine and his staff will hold an event in the Township Building meeting room on Wednesday, October 9, 2024, from 5:00 to 7:30 p.m. The event will include current PA House of Representative updates and information on issues and gun laws.

Mrs. Zerfoss read Resolution Number 568 entitled, "Omnibus Zoning Ordinance Amendment." Supervisor Ward made the motion, and Supervisor Mowry seconded it, that Resolution Number 568, entitled "Omnibus Zoning Ordinance Amendment," be approved. A public hearing will be held at 6:00 p.m. on October 8, 2024, for this resolution. The motion was approved.

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**New Business**

The Supervisors discussed the Harcrest Park Community Development Block Grant (CDBG) grant funds for removing architectural barriers to provide handicapped access on the trail to the existing gazebo. Supervisor Mowry made the motion, and Supervisor Ward seconded it, that Penn Township is committed to using CDBG grant funds to remove architectural barriers to provide handicapped access on the trail to the existing gazebo. The motion was approved.

The Supervisors discussed hiring Andrew Rockar as the Director of Public Works beginning September 16, 2024. Supervisor Ward made the motion, and Supervisor Mowry seconded it, that Andrew Rockar be hired as the Director of Public Works. The motion was approved.

The Supervisors discussed the Penn Township Road line painting per the Williams & Willman Line Painting, Inc. proposal, dated August 27, 2024, for \$7,683.00. Supervisor Mowry made the motion, and Supervisor Ward seconded it, that the Williams & Willman Line Painting, Inc. proposal, dated August 27, 2024, for \$7,683.00 be approved. The motion was approved.

The Supervisors discussed the JCB Hydradig purchase per the Stephenson Equipment, Inc. proposal, dated August 7, 2024, including a Quick Coupler, Steel Wrist with a Gripper, three digging buckets, a Grapple, and a Diamond 50" Brush Cutter for \$276,700.00. This Hydradig will replace the 2005 JCB backhoe and the Massey Ferguson tractor and mower. Supervisor Ward made the motion, and Supervisor Mowry seconded it, that the JCB Hydradig purchase per the Stephenson Equipment, Inc. proposal, dated August 7, 2024, including a Quick Coupler, Steel Wrist with a Gripper, three digging buckets, a Grapple, and a Diamond 50" Brush Cutter for \$276,700.00 be approved. The motion was approved.

The Supervisors discussed adding additional guide rails, which the guide rail subcontractor, Green Acres, recommended, to the Dodds Road project to enhance traffic safety. The CRS Contracting unit price proposal for additional guide rail along the new section of Dodds Road is 160 lineal feet @ \$35.00/lineal feet for \$5,600.00. Supervisor Mowry made the motion, and Supervisor Ward seconded it, that the CRS Contracting unit price proposal for additional guide rail along the new section of Dodds Road is 160 lineal feet @ \$35.00/lineal feet for \$5,600.00 be approved. The motion was approved.

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**New Business - continued.**

The Supervisors discussed the CRS Contracting Change Order Request No. 3 for an additional 10 Lineal feet of 15" stormwater pipe @ \$166.00/lineal feet for \$1,660.00 along the new section of Dodds Road at the pedestrian crossing at the bottom of the existing steps along the road gutter to provide safer access. Supervisor Ward made the motion, and Supervisor Mowry seconded it, that the CRS Contracting Change Order Request No. 3 for an additional 10 Lineal feet of 15" stormwater pipe @ \$166.00/lineal feet for \$1,660.00 along the new section of Dodds Road at the pedestrian crossing at the bottom of the existing steps along the road gutter to provide safer access be approved. The motion was approved.

Township Manager Linda Zerfoss discussed the Minimum Maintenance Obligation (MMO) for the Police and Non-Uniform Employees' Pension Plans. Supervisor Mowry made the motion, and Supervisor Ward seconded it, that the Minimum Maintenance Obligation (MMO) for the Police and Non-Uniform Employees' Pension Plans be approved. The motion was approved.

Township Manager Linda Zerfoss read Resolution Number 572, entitled "Police Pension Plan." Supervisor Ward made the motion, and Supervisor Mowry seconded it, that Resolution Number 572, entitled "Police Pension Plan," be approved. The motion was approved.

Township Manager Linda Zerfoss read Resolution Number 573, entitled "2024 Comprehensive Plan Update and Appendices." Supervisor Mowry made the motion, and Supervisor Ward seconded it, that Resolution Number 573, entitled "2024 Comprehensive Plan Update and Appendices," be approved. The motion was approved.

**Act 537 - Saxonburg Authority**

No report.

**Adjournment**

Supervisor Ward made the motion to adjourn, and Supervisor Mowry seconded it, stating that the meeting be adjourned. The motion was approved.

The meeting adjourned at approximately 6:36 p.m.

The next Board of Supervisors meeting will be held on October 8, 2024, at 6:00 p.m. in the Penn Township Municipal Building meeting room.

Approved:

Respectfully Submitted:

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Samuel M. Ward  
Chairman  
Board of Supervisors

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Linda D. Zerfoss  
Township Manager  
Penn Township