



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

**Agenda 11/12/24**

**Meeting No. 11 of 2024**

**Present:**

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

**1. Call meeting to order:**

**2. Minutes of October 8, 2024, Board of Supervisors meeting:**

- o Motion to approve the minutes.  
 Motion by \_\_\_\_  2<sup>nd</sup> by \_\_\_\_  Discussion?

**3. Executive Session:**

- o The Supervisors met with their Public Partners consultant on October 18, 2024, to discuss implementing updated Policies and Procedures. And personnel matters. The supervisors also met on November 7, 2024, to discuss implementing updated Policies and Procedures and personnel matters.

**4. Audience Participation:**

**5. Correspondence:**

- o PSATS News Bulletin-October 2024
- o DCED Recognizing Excellence Public Service Nominations.
- o Harcrest Park Phase II - DCNR has approved a grant time extension to December 31, 2025, for completion.
- o Butler County Conservation District Fall 2024.
- o Received letters from HRG for the Substantial Completion and Final Completion of the Dodds Road Realignment and Streambank Stabilization Project.
- o Armstrong Business Solutions will be raising their fees beginning with their December 2024 billing.
- o Commonwealth of Pennsylvania Department of Environmental Protection has provided the Water Obstruction and Encroachment Permit Completion Report.

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**Correspondence continued..**

- o The Pennsylvania Department of Transportation has provided the estimated allocation of Municipal Liquid Fuels and Turnback for September 2024.
- o The Butler County Airport sent a letter of comment to the Comprehensive plan regarding The Airport Overlay and Bird Town Pennsylvania.
- o Letter from the PennDOT regarding communication for future projects.
- o Letter from PennDOT for their annual Winter Informational Meeting on Friday November 15<sup>th</sup>, 2024, at 10 AM.

**6. Seminars:**

- o US Attorney's Office Western District of PA Cracking the Code to Federal Funding Workshop on October 25, 2024, from 9:00 AM to 3:00 PM at the Allegheny County Police Academy in Allison Park, PA. Motion to approve attendance at this seminar.  
 Motion by \_\_\_\_  2<sup>nd</sup> by \_\_\_\_  Discussion?

**7. 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, and Treasury Report Fund Totals.
- o Motion to receive the Treasurer's Report.  
 Motion by \_\_\_\_  2<sup>nd</sup> by \_\_\_\_  Discussion?

**8. Zoning Report:**

- o October 2024 Zoning Report.
- o Motion to approve a lot line revision for Jake Smith on Forresta Drive?  
 Motion by \_\_\_\_  2<sup>nd</sup> by \_\_\_\_  Discussion?
- o Motion to review and approve Section 304.B.2 of the Penn Township Stormwater Ordinance for Woodbrook Builders Plan based on an interpretation by Olsen Craft Engineers?  
 Motion by \_\_\_\_  2<sup>nd</sup> by \_\_\_\_  Discussion?
- o Butler County Planning Commission review letter for Thomasmeyer/Carr, 4 Lots, #24194.
- o Butler County Planning Commission letter for Smith, Lot Line Revision, #24212.



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**9. Police Report:**

- o Police Report September & October 2024.
- o Motion to approve adding a parking space by the shed for a police vehicle.  
 Motion by \_\_\_\_  2<sup>nd</sup> by \_\_\_\_  Discussion?

**10. Road Department Report:**

- o

**11. Recycling Report:**

- o Recycling update

**12. Parks and Recreation:**

- o The Butler County Commissioners approved using CDBG funds for the ADA handicap-accessible trail to the gazebo. DCED must provide final approval. Wait for DCED approval, then request an engineering services proposal from HRG for designing the handicap-accessible trail.
- o DCNR has approved a grant time extension on December 31, 2025, for completion.
- o The next Park Committee meeting will be \_\_\_\_\_.

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

- o Progress update.
- o The traffic light poles installation will begin in late December.

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

- o Community Day 2025 will be held on Saturday, August 16, 2025.

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

- o A hearing was held on Monday, September 23, 2024.
- o Motion to approve Resolution 574 (Use the same one from the October agenda)  
 Motion by \_\_  2<sup>nd</sup> by \_\_\_\_\_  Discussion?
- o Progress update.

**16. Stormwater Management Committee:**

- o Dodds Road progress update.
- o Southwest Butler Stormwater Planning Committee will meet on \_\_\_\_

**17. Old Business:**

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**18. New Business:**

- o Motion to approve the HRG proposal to prepare the Local Share Account (LSA) grant resolution and application (\$25,000 to \$1,000,000 with no "local share") dated 10/14/2024 for \$3,300.00. This grant request is due by November 30, 2024. Notice of the LSA Grant award will be in late 2025.  
 Motion by \_\_\_  2<sup>nd</sup> by \_\_\_  Discussion?
- o BSA Scout Troop 53 replaced the American flags at Harcrest Park and the Penn Township Volunteer Fire Department and cleaned up trash on Airport Road.
- o Motion to approve the Demolition of the abandoned house at the Old Plank and Mushrush Roads intersection using CDBG funds.  
 Motion by \_\_\_  2<sup>nd</sup> by \_\_\_  Discussion?
- o Motion to approve the Mockenhaupt cost study for the police officers to purchase prior qualified service is \$1,300.00, the cost for the buyback calculation is \$375.00/officer, and the cost for the plan amendment is \$550.00 to \$750.00. Refer to the Mockenhaupt emails dated October 22 and 28, 2024. The officers must provide documentation of prior service and a written agreement to proceed with the study and pay for the buyback calculation before proceeding with the study.  
 Motion by \_\_\_  2<sup>nd</sup> by \_\_\_  Discussion?
- o Motion to Nominate Bert Mowry as the Penn Township representative for the Pittsburgh-Butler Airport Master Plan Advisory Committee.  
 Motion by \_\_\_  2<sup>nd</sup> by \_\_\_  Discussion?
- o Motion to approve the HRG proposal dated November 4, 2024, to prepare the PSATS award documentation for submission on the Dodds Road infrastructure project for \$4,200.00.  
 Motion by \_\_\_  2<sup>nd</sup> by \_\_\_  Discussion?
- o Motion to authorize CRS Contracting to add 2A stone and topsoil near the Dodds and Rockdale Road intersection to completely dress this area off. The contract unit prices apply.  
 Motion by \_\_\_  2<sup>nd</sup> by \_\_\_  Discussion?

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

- o Monthly Report

**20. Adjournment:**

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