

Tuesday, November 12, 2024

The Penn Township Board of Supervisors met this evening at 6:00 PM 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., Supervisor Douglas A. Roth, Township Manager Linda D. Zerfoss, Land Use Administrator Clinton A. Bonetti, Administrative Assistant Nicole Tempalski, and 5 Township residents and visitors.

**Minutes - October 8, 2024, Board Meeting:**

Supervisor Ward made the motion and Supervisor Mowry seconded the motion to approve the meeting minutes from Tuesday, October 8, 2024, as presented, with no additions or corrections. The motion was approved.

**Executive Session:**

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.

**Audience Participation:**

Mrs. Nancy Swisher asked about the Penn Township Water Survey. Supervisor Ward briefly described the survey results and water well maintenance.

**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 The Commonwealth of Pennsylvania Department of Environmental Protection has provided the Water Obstruction and Encroachment Permit Completion Report.
- o The Pennsylvania Department of Transportation has provided the estimated allocation of Municipal Liquid Fuels (\$235,331.62) and Turnback (\$41,080.00) 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 PennDOT regarding communication regarding future projects.

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**Correspondence - Continued**

- o Letter from PennDOT for their annual Winter Informational Meeting on Friday, November 15, 2024, at 10:00 AM.

**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. Supervisor Mowry made the motion, and Supervisor Roth seconded the motion to authorize all interested parties to attend these seminars. The motion was approved.

**Treasurer's Report:**

Mrs. Zerfoss read the disbursement list since the last report on October 8, 2024. ARPA Fund: \$0.00; Fire Tax Fund: \$2,326.22; Capital Savings Fund: \$0.00; Act 13 Fund: \$83,905.11; Township Fund: \$258,120.25; and State Fund: \$0.00.

Deposits into the various Township Funds totaled \$474,638.14.

The Balances were read: ARPA Fund: \$30,880.37; Fire Tax Fund: \$221,517.97; Capital Savings Fund: \$194,212.35; Act 13 Impact Fund: \$959,009.79; Township Fund: \$453,198.11 and State Fund: \$222,477.16.

Supervisor Roth made the motion, and Supervisor Ward seconded the motion to receive the Treasurer's Report as presented. The motion was approved.

**Zoning Department:**

Land Use Administrator Clinton Bonetti read the October 2024 Zoning Report.

Mr. Bonetti discussed approving the lot line revision for Jake Smith on Forresta Drive. Supervisor Ward made the motion and Supervisor Mowry seconded the motion to approve the lot line revision for Jake Smith on Forresta Drive. The motion was approved.

Mr. Bonetti discussed the approval of the Woodbrook Builders Plan based on the Olsen Craft Engineers' interpretation of Section 304.B.2 of the Penn Township Stormwater Ordinance. Supervisor Mowry made the motion and Supervisor Ward seconded the motion not to accept the Woodbrook Builders Plan based on the Olsen Craft Engineers interpretation of Section 304.B.2 of the Penn Township Stormwater Ordinance, rather enforce the Ordinance as stated by the HRG Letter, November 7, 2024. The motion was approved.

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Mr. Bonetti discussed the Butler County Planning Commission review letter for Thomasmeyer/Carr, 4 Lot No. 4194.

Mr. Bonetti discussed the Butler County Planning Commission letter for Smith, Lot Line Revision No. 4212.

**Police Department:**

Mrs. Zerfoss read the September and October 2024 police reports.

Mrs. Zerfoss discussed the Police Department's request to add a parking space next to the shed for a police vehicle. Supervisor Roth made the motion and Supervisor Ward seconded the motion not to approve adding a parking space next to the shed for a police vehicle. This proposed parking space would interfere with snow removal, and plenty of parking spaces are available. The motion was approved.

**Public Works Department:**

Supervisor Roth discussed replacing the guide rail at Mushrush and Old Plank Roads, which had been damaged again by an unknown truck. As a matter of safety, Penn Township will proceed with the work and formally approve this action at the December meeting.

**Butler County Tax Collection Committee (BCTCC) Report:**

Mrs. Zerfoss reported at the BCTCC meeting held September 24, 2024. At the meeting We elected new officers for the year 2025-2026, approved the administrative services agreement with Diane Morrow, Reviewed the 2023 audit from Hosack, Specht, Muetzel & Wood. Mr. Bill Leonard proposed a 7-year contract extension. If approved our rate would be 1.45 % and if we approved a 10 year extension the rate would be 1.4%. The next meeting will be on March 25, 2025.

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

The Supervisors discussed the Butler County Commissioners' approval of using Community Development Block Funds (CDBG) funds for the ADA handicap-accessible trail to the gazebo. DCED must provide final approval. The Supervisors will wait for DCED approval and then request an engineering services proposal from HRG for designing the trail.

The Supervisors discussed the Department of Conservation and Natural Resources (DCNR) approval of the Phase II grant time extension to December 31, 2025, for completion.

The next Park Committee meeting will be scheduled later.

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

The traffic poles and equipment installation will begin in late December due to the unusually high demand for equipment supply.

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**Penn Township Community Day update:**

Future Community Days will be held on the Third Saturday of August. The next Community Day will be held on August 16, 2025.

**Penn Township Impact Fee Committee Update:**

Mr. Bonetti stated that the Traffic Impact Fee Committee and Gannett Fleming representative Michelle Brummer presented the Impact Fee Ordinance revisions to the Land Use Assumptions report at a public hearing on September 23, 2024. Some minor corrections were made to the final report. This report presents the assumed future land use condition in Penn Township for the horizon year 2034 as the basis for projecting future traffic conditions and the capital improvements that must be presented in forthcoming reports. Land use assumptions are based on existing land use patterns and future development that is anticipated to be completed before the horizon year. Supervisor Ward made the motion and Supervisor Mowry seconded the motion to approve Resolution No. 574, entitled "Traffic Impact Land Use Assumptions Report." The motion was approved.

**Southwest Butler Stormwater Planning Committee**

The construction of the Dodds Road Realignment and Streambank Stabilization Project is complete. CRS Contracting has completed the remaining punch list and contract close-out items.

The Rossi family has expressed several concerns which we intend to address in a meeting with the appropriate consultants once the "As-Built" drawings are available for review and the Rossi family provides a list of their concerns.

The next Southwest Butler Stormwater Planning Committee meetings will be held on November 13, December 18, 2024, and January 15, 2025.

**Old Business**

None.

**New Business:**

The Supervisors discussed the approval of the HRG proposal to prepare the Local Share Assessment (LSA) grant resolution and application for \$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. Supervisor Mowry made the motion and Supervisor Roth seconded the motion to approve the HRG proposal to prepare the Local Share Account (LSA) grant resolution and application for \$1,000,000 with no "local share" dated 10/14/2024 for \$3,300.00. The motion was approved.

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. We wish to thank the Scouts for their service.

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**New Business continued:**

The Supervisors discussed approving the demolition of the abandoned house at the Old Plank and Mushrush Roads intersection using CDBG funds. Supervisor Roth said he contacted the Butler County Housing Authority (BCHA). There is a program to remove abandoned homes like this at no cost to the Township. The last time we attempted to have this abandoned house removed, we failed as the heir refused to complete the transaction. Supervisor Roth will contact the BCHA to initiate the removal of this abandoned home. We will not use our CDBG funds. They can be used at the park or elsewhere. Supervisor Roth made the motion and Supervisor Ward seconded the motion to table action on approving the demolition of the abandoned house at the Old Plank and Mushrush Roads intersection using CDBG funds. The motion was approved.

The Supervisors discussed approving the Mockenhaupt cost study for the police officers to purchase prior qualified service for \$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. Supervisor Ward made the motion and Supervisor Mowry seconded the motion to approve the Mockenhaupt cost study for the police officers to purchase prior qualified service for \$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. 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. The motion was approved.

The Supervisors discussed nominating Bert Mowry as the Penn Township representative for the Pittsburgh-Butler Airport Master Plan Advisory Committee. Supervisor Roth made the motion and Supervisor Mowry seconded the motion that Bert Mowry serve as the Penn Township representative for the Pittsburgh-Butler Airport Master Plan Advisory Committee. The motion was approved.

The Supervisors discussed approving 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. Delta Development representative Teresa Sparacino has confirmed that this cost is reimbursable under the grant. Supervisor Mowry made the motion and

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**HRG Proposal dated November 4, 2024 - Continued**

Supervisor Roth seconded the 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. The motion was approved.

The Supervisors discussed authorizing CRS Contracting to add small quantities of 2A stone and topsoil near the Dodds and Rockdale Road intersection to dress this area off completely. The contract unit prices apply. Supervisor Roth made the motion and Supervisor Ward seconded the motion to authorize CRS Contracting to add 2A stone and topsoil near the Dodds and Rockdale Road intersection to dress this area off completely. The motion was approved.

The Township Manager presented the proposed budget for 2025. Supervisor Ward made the motion and Supervisor Mowry seconded the motion to advertise the proposed 2025 Budget with the proposed adoption on December 10, 2025. The motion was approved.

**Act 537 - Saxonburg Authority**

Supervisor Roth stated that the Authority approved their 2025 budget and will hire a wastewater treatment plant operator.

**Adjournment**

Supervisor Mowry made the motion and Supervisor Roth seconded the motion to adjourn the meeting. The motion was approved.

The meeting adjourned at approximately 6:45 PM.

The next Board of Supervisors meeting will be held on December 10, 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 Zerfoss  
Township Manager  
Penn Township