

Tuesday, December 10, 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, Administrative Assistant Nicole Tempalski, and six Township residents and visitors. Land Use Administrator Clinton A. Bonetti was absent.

**Minutes - October 8, 2024**

Supervisor Ward made the motion, and Supervisor Mowry seconded the motion to approve the meeting minutes from Tuesday, November 12, 2024, as presented, with no additions or corrections. The motion was approved.

**Executive Session:**

The Supervisors met on November 21 and December 9, 2024, to discuss implementing updated Policies and Procedures and personnel matters.

**Audience Participation:**

William Mayhan asked about installing a traffic light at the intersection of Route 8 and Church/Brownsdale Roads. Supervisors Roth and Ward advised that this will be a joint project with Middlesex Township. The PennDOT District 10 Traffic Engineer has outlined the necessary actions for a traffic light at this intersection. A study to determine if a traffic light will likely be warranted by PennDOT and grant applications are the initial actions.

Nancy Swisher thanked Penn Township for the MWAAT Water Survey and Water Well Maintenance information that was published recently.

Will Burns complemented the Penn Township staff for the Municipal Building Christmas decorations.

**Correspondence:**

- o PSATS News Bulletin-November 2024.
- o DCED Recognizing Excellence Public Service Nominations.
- o Notification letters from Butler County Property Revenue - Butler County Airport Hangers.
- o Thank you letter from SEI for the purchase of equipment.
- o Approval Letter Revision from the DEP.
- o PCCA Year at-a-Glance Offerings.
- o Local Government Academy Participation Certificate.

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**Seminars:**

- o PSATS Municipal Government Training and Guidance.
- o Active Shooter Training located at the Fellowship Baptist Church in Baden on December 17-18, 2024, from 8:00 AM - 5:00 PM.
- o Pennsylvania Housing Research Center Conference on March 26-27, 2025.

Supervisor Mowry made the motion, and Supervisor Roth seconded the motion to authorize employees to attend these seminars. The motion was approved.

**Treasurer's Report:**

Mrs. Zerfoss read the disbursement list since the last report on November 12, 2024. ARPA Fund: \$0.00; Fire Tax Fund: \$12,312.83; Capital Savings Fund: \$0.00; Act 13 Fund: \$2,101.38; Township Fund: \$341,288.46; and State Fund: \$99,021.00.

Deposits into the various Township Funds totaled \$122,138.62.

The Balances were read: ARPA Fund: \$30,995.83; Fire Tax Fund: \$210,102.71; Capital Savings Fund: \$194,981.04; Act 13 Impact Fund: \$961,279.37; Township Fund: \$307,757.40 and State Fund: \$124,241.79.

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:**

No Report.

**Police Department:**

Mrs. Zerfoss read the November 2024 police report.

**Public Works Department:**

Supervisor Roth stated that the new 2024 Ford truck has been delivered and will be sent out for rustproofing.

At the November meeting, Supervisor Roth advised that the guide rail at Mushrush and Old Plank Roads must be replaced as an unknown truck had damaged this guide rail again. As a matter of safety, Penn Township proceeded with the work. Supervisor Ward made the motion, and Supervisor Mowry seconded the motion to approve the Penn Line guide rail replacement proposal at Mushrush and Old Plank Roads for a cost of \$4,275.00. The motion was approved.

Supervisor Roth discussed installing manual latches on the 2012 F600 truck bed for a cost not to exceed \$2,000.00. Supervisor Mowry made the motion, and Supervisor Roth seconded the motion to approve installing manual latches on the 2012 F600 truck bed for a cost not to exceed \$2,000.00. The motion was approved.

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**Public Works Department continued:**

Supervisor Roth discussed purchasing Winter coats and zip-up sweatshirts for \$165.00 each for each Public Works Department employee. Supervisor Roth made the motion, and Supervisor Ward seconded the motion to purchase Winter coats and zip-up sweatshirts for \$165.00 each for each Public Works Department employee. The motion was approved.

Supervisor Roth discussed replacing the fuel pump on the 2005 JCB Backhoe for a cost not to exceed \$6,500.00. Supervisor Ward made the motion, and Supervisor Mowry seconded the motion to replace the fuel pump on the 2005 JCB Backhoe for a cost not to exceed \$6,500.00. The motion was approved.

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

No report.

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

Supervisor Ward stated that Penn Township renewed the Butler County Conservation District NPDES General Permit for the Harcrest Park Phase II development. HRG is continuing to prepare the Phase II development construction documents.

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 started on December 4, 2024, and will be completed in approximately three weeks.

The traffic pole inspection reports were forwarded to PennDOT for their records.

Trans Associates monitored the M and B Services onsite anchor bolt rotational tests on December 4, 2024. These tests are part of the PennDOT testing requirements.

Supervisor Ward recognized the Butler Eagle articles on the traffic light replacement. These have helped make the community aware of the project's progress and the traffic restrictions.

**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:**

No report.

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**Southwest Butler Stormwater Planning Committee**

The construction of the Dodds Road Realignment and Streambank Stabilization Project is complete.

HRG has completed the "As-built" drawing.

Penn Township is preparing a final grant invoice.

The next Southwest Butler Stormwater Planning Committee meeting will be held on January 15, 2025.

**Old Business**

None.

**New Business:**

The Township Manager read Resolution Number 578, entitled "2025 Budget." Supervisor Mowry made the motion, and Supervisor Roth seconded the motion to approve Resolution Number 578, entitled "2025 Budget." The motion was approved.

Manager Zerfoss stated that the Board of Supervisors Organization Meeting will be held on January 6, 2025, at 10:00 AM. Supervisor Roth made the motion, and Supervisor Ward seconded the motion to have the Board of Supervisors Organization meeting on January 6, 2025, at 10:00 AM. The motion was approved.

Manager Zerfoss stated that the Auditors Organization meeting will be held virtually on January 7, 2025, at noon. Supervisor Ward made the motion, and Supervisor Mowry seconded the motion to have the Auditors Organization meeting virtually on January 7, 2025, at noon. The motion was approved.

Manager Zerfoss presented the Real Estate Tax Collector's request for a compensation increase of 1% for each collection for the 2026-2030 term. The current compensation rates are 3% for Discount and Face collections from April through June and 5% for July through December. The new rates would be 4% and 6% respectively. Supervisor Mowry made the motion, and Supervisor Roth seconded the motion to approve the Tax Collector's compensation increase of 1% for each collection (4% for Discount and Face through June, then 6% for July through December) for the 2026-2030 term. The motion was approved.

Manager Zerfoss requested approval of Resolution Number 577, entitled "2025 Tax Levy." No 2025 Real Estate tax increase is required. Supervisor Roth made the motion, and Supervisor Ward seconded the motion to approve Resolution Number 577, entitled "2025 Tax Levy." The motion was approved.

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**New Business continued:**

Supervisor Ward discussed the PennDOT required on-site monitoring of the anchor bolt rotational tests. Supervisor Ward made the motion, and Supervisor Mowry seconded the motion to authorize Trans Associates to monitor the M and B Services onsite anchor bolt rotational tests on December 4, 2024, before the traffic poles were erected. The motion was approved.

Manager Zerfoss presented the Armstrong Business Solutions Unified Voice Phone System Update proposal dated December 9, 2024. This new phone system will improve the Township phone system's functions. Supervisor Mowery made the motion, and Supervisor Roth seconded the motion to approve the Armstrong Business Solutions Unified Voice Phone System Update proposal dated December 9, 2024. The motion was approved.

**Act 537 - Saxonburg Authority**

Supervisor Roth stated that the Authority approved their 2025 budget and will hire a Field Inspector.

**Adjournment**

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

The meeting adjourned at approximately 6:35 PM.

The next Board of Supervisors meeting will be held on January 14, 2025, 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