

Tuesday, January 14, 2025

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, Sargent Cheryl Cranmer, and four Township residents and visitors.

Minutes - December 10, 2024, Board Meeting and January 6, 2025

Organization Meeting:

Supervisor Ward made the motion, and Supervisor Mowry seconded the motion to approve the Board of Supervisors meeting minutes from Tuesday, December 10, 2024, and the January 6, 2025, Organization meeting minutes as presented, with no additions or corrections. The motion was approved.

Executive Session:

The Supervisors met on January 14, 2025, to discuss personnel matters.

Audience Participation:

Helltown Brewing representative Vanessa Zanolli asked to announce a Chili Cookoff benefit for the Penn Township Volunteer Fire Department on January 26, 2025, from 1:00 to 4:00 PM.

Correspondence:

- PSATS News Bulletin-December 2024.
- PSATS Flyer with available grant opportunities.
- Letters from West View Savings Bank regarding Penn Partners Development.
- BCATO requests representation from all Townships. Bert Mowry, Doug Roth, and Linda Zerfoss will be the Penn Township representatives.
- PennDOT letter to specific residents regarding the upcoming Renfrew Bridge Replacement Project.
- Letter from Cleveland Cliffs Inc. providing the Township with an inventory of regulated chemicals they are storing by a nearby creek.
- Notice of Removal Letter from UMH PA Mandell Trails LLC.
- Letter from the Butler County Board the Primary Election will be held on May 20, and the General Election on November 4, 2025.
- Minutes from the Penn Township Auditors meeting that was held on January 4, 2025.

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Seminars:

- PSATS Spring Conference on May 4 to 7, 2025, in Hershey, PA.
- PENNBOC Region 6 Training Course on Tuesday, February 18, 2025, at the Camelot of Wexford for \$185.00.
- DCED Municipal Assistance Program (MAP) Training on January 22, 2025, from 12:00 to 1:00 PM.

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 December 10, 2024. ARPA Fund: \$31,056.19; Fire Tax Fund: \$2,673.65; Capital Savings Fund: \$0.00; Act 13 Fund: \$35,073.13; Township Fund: \$164,956.85; and State Fund: \$0.00.

Deposits into the various Township Funds totaled \$176,944.59.

The Balances were read: ARPA Fund: \$0.00; Fire Tax Fund: \$208,235.15; Capital Savings Fund: \$195,755.71; Act 13 Impact Fund: \$931,215.55; Township Fund: \$311,817.18, and State Fund: \$124,704.58.

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:

Mr. Bonetti read the December 2024 Zoning report.

Mr. Bonetti read the letter from the Butler County Board of Commissioners for IN-TX II LP, Lot Line Revisions, 24239, located on Pittsburgh Road.

Mr. Bonetti discussed the IN-TX II LP, Lot Line Revisions, 24239, located on Pittsburgh Road. Supervisor Ward made the motion, and Supervisor Mowry seconded the motion to approve the IN-TX II LP, Lot Line Revisions, 24239, located on Pittsburgh Road. The motion was approved.

Police Department:

Mrs. Zerfoss read the December 2024 police report and the 2024 Annual Report.

Public Works Department:

No report.

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Butler County Tax Collection Committee (BCTCC) Report:

No report.

Parks and Recreation Department - Harcrest Park Phase II

The Butler County Board of Commissioners letter includes grant opportunities for the Park Renovation/Development Program. Supervisor Roth will consider a project for which this grant could be used and prepare an appropriate grant request.

Supervisor Ward stated that Penn Township is reviewing the Phase II development draft project manual and drawings. Once this review is complete, HRG will finalize these documents, send them to DCNR for approval, and forward them to PennBID for bidding.

The next Park Committee meeting will be scheduled later.

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

The traffic light equipment and signage installation has continued. Recently, the cold weather has precluded work. PennDOT advised that diverting traffic in a work area is too dangerous.

Once the system is complete, PennDOT will conduct testing and a final inspection.

Penn Township Police Officers and Volunteer Fire Department representatives will participate in the traffic testing and training.

Armstrong has installed an internet connection at the traffic controller for the future License Plate Reader camera system. The Police Officers will use this connection to monitor the intersection and enforce traffic laws.

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.

Southwest Butler Stormwater Planning Committee

Penn Township is preparing a final grant invoice for constructing the Dodds Road Realignment and Streambank Stabilization Project.

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

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Old Business

The Supervisors discussed removing the Public Works Director, Andrew Rockar, from his probation period as of November 16, 2024, with an hourly rate increase to \$35.70/hour. Supervisor Mowry made the motion, and Supervisor Roth seconded the motion to remove the Public Works Director, Andrew Rockar, from his probation period as of November 16, 2024, with an hourly rate increase to \$35.70/hour. The motion was approved.

New Business:

Mrs. Zerfoss submitted a letter from Matt Marshall of Dillon, McCandless, King, Coulter and Graham requesting the reappoint him and McCandless as the Penn Township Solicitor for 2025. Supervisor Roth made the motion, and Supervisor Ward seconded the motion to retain Dillon McCandless King Coulter & Graham as the Township Solicitor for 2025. The motion was approved.

Mrs. Zerfoss stated she has a proposal from Secure Technical Solutions, Inc. in the amount of \$11,492.00 for License Plate Reader Camera and equipment. The Supervisors discussed approving the Secure Technical Solution (STS) revised proposal, dated February 26, 2024, for the License Plate Reader (LPR) cameras, other equipment, and installation at the Route 8 and Airport Road traffic signals for \$11,492,00. The LPR camera system enclosure, other equipment, and wiring have been provided by M and B Services under a separate approved agreement. The Butler County District Attorney has agreed to pay for one-half the cost of this LPR camera system installation. Sargent Cranmer discussed several ways this system will facilitate the Penn Township Police investigations, including recovery of stolen property, accident reconstruction, and Amber alerts. Supervisor Ward made the motion, and Supervisor Mowry seconded the motion to approve the Secure Technical Solution (STS) revised proposal, dated February 26, 2024, for the License Plate Reader (LPR) cameras, other equipment, and installation at the Route 8 and Airport Road traffic signals for \$11,492,00. The motion was approved.

Mrs. Zerfoss also submitted a proposal from PlateSmart Technologies in the amount of \$16,194.00. The Supervisors discussed the PlateSmart Technologies proposal, dated October 28, 2024, for the three-year contract to provide License Plate Reader (LPR) cameras at the Route 8 and Airport Road traffic signals, including the connection fees and alerts, for \$16,194.00. The LPR cameras will capture and electronically store vehicle information passing through this intersection, including the license plate number, state jurisdiction, and vehicle make and model for the Penn Township Police Department use. The camera's video recording is associated with the License Plate Reader and has real-time viewing capabilities. Supervisor Mowry made the motion, and Supervisor Roth seconded the motion to approve the PlateSmart Technologies

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Old Business - PlateSmart - Continued

proposal, dated October 28, 2024, for the three-year contract to provide License Plate Reader (LPR) cameras at the Route 8 and Airport Road traffic signals, including the connection fees and alerts, for \$16,194.00. The motion was approved.

Mrs. Zerfoss also submitted a proposal from CXtec in the amount of \$6,979.82. The Supervisors discussed approving the Cxtec proposal number 11369978 for the Poly Studio X70 audio/video systems and the TC8 control console for (\$6,500.00 + \$84.73 freight) \$6,584.73. This audio/video system will be used in the Penn Township Municipal Building meeting room for Zoom conferences. Butler County has ten Poly Studio X70 audio/video systems in its courtrooms and large conference rooms. Supervisor Roth made the motion, and Supervisor Ward seconded the motion to approve the Cxtec proposal number 11369978 for the Poly Studio X70 audio/video systems and the TC8 control console for \$6,584.73. The motion was approved.

Township Manager Linda Zerfoss read the 2025 Budget Message.

Mrs. Zerfoss presented a letter from Corporal Dennis Crawford requesting Heart and Lung benefits. The Supervisors discussed Penn Township Police Corporal Dennis D. Crawford's request for Heart and Lung benefits. Supervisor Ward made the motion, and Supervisor Mowry seconded the motion to approve Penn Township Police Corporal Dennis D. Crawford's request for Heart and Lung benefits. The motion was approved.

Mrs. Zerfoss submitted a proposal from Bartlett Tree Experts. The Supervisors discussed the \$1,809.00 Bartlett Tree Experts proposal for tree care on the Township Building property. Supervisor Mowry made the motion, and Supervisor Roth seconded the motion to approve the \$1,809.00 Bartlett Tree Experts proposal for tree care on the Township Building property. The motion was approved.

Mrs. Zerfoss read a letter of resignation from Animal Control Officer, Dennis Sybert. The Supervisors discussed the Penn Township Dog Officer Dennis Sybert's resignation letter. Supervisor Roth thanked Mr. Sybert for his many years of service. Supervisor Roth made the motion, and Supervisor Ward seconded the motion to accept Penn Township Dog Officer Dennis Sybert's resignation letter. The motion was approved.

Mrs. Zerfoss reported she has contacted several municipalities to see who they use for animal control and the only company available won't come this far. Our only option is to use the State Animal Control Officer. The Supervisors discussed using the Pennsylvania State Animal Control officer for animal control. There is no fee for this service; however, the officer will only be available Monday through Friday

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New Business - State Animal Control - Continued

between 8:00 AM and 5:00 PM. Supervisor Ward made the motion, and Supervisor Mowry seconded the motion to use the Pennsylvania State Animal Control officer for animal control. The motion was approved.

The Township Manager read Ordinance Number 177, entitled "Township Supervisor Compensation," following PA State House Bill HB 2288. This Bill increases the Supervisor's annual compensation and defines certain benefits following the PA Second Class Township Code. The Supervisor's compensation increase becomes effective at the beginning of the Supervisor's next term or the beginning of a new Supervisor's term. Supervisor Mowry made the motion, and Supervisor Roth seconded the motion to approve Ordinance Number 177, entitled "Township Supervisor Compensation following PA State House Bill HB 2288." The motion was approved.

The Supervisors discussed purchasing a \$5,000.00 Hotsy pressure washer for the Public Works Department. Supervisor Roth will review this purchase. Supervisor Roth made the motion, and Supervisor Ward seconded the motion to table action to purchase a \$5,000.00 Hotsy pressure washer for the Public Works Department. The motion was approved.

Act 537 - Saxonburg Authority

Supervisor Roth stated that the Authority hired Jordan Ray as the new Director of Development and will provide a \$1.00 credit for online bill payments.

Supervisor Roth also stated that the Port-O-Call development will join the Saxonburg Authority for wastewater treatment.

Adjournment

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

The meeting adjourned at approximately 6:46 PM.

The next Board of Supervisors meeting will be held on February 11, 2025, at 6:00 PM. in the Penn Township Municipal Building meeting room.

Approved:

Respectfully Submitted:

Samuel M. Ward
Chairman
Board of Supervisors

Linda Zerfoss
Township Manager
Penn Township