Tuesday, February 11, 2025

The Penn Township Board of Supervisors, having notified the residents in advance, met in the Municipal Building this evening at 5:45 PM for the Gala L.P. Conditional Use approval request for a “Two-Family House” in the “C-2” (Highway Commercial) zoning district. Supervisors Ward and Mowry, Township Manager Linda Zerfoss, Land Use Administrator Clinton Bonetti, and Administrative Assistant Nicole Tempalski were present. There were 18 residents and visitors present. Supervisor Roth was not present.

Land Use Administrator Clinton Bonetti discussed the Gala L.P. Conditional Use request for a “Two-Family House” on Huselton Drive.

Gala L.P. representative Anthony Glasso displayed the proposed building elevations and site plan and described the two 1,600-square-foot units.

Several Huselton Drive residents asked that Gala L.P. participate in the maintenance of Huselton Drive.

Mr. Bonetti stated that the Planning Commission recommended approval of the Gala L.P. Conditional Use approval request for a “Two-Family House” in the “C-2” (Highway Commercial) zoning district.

Supervisor Ward stated the Board would act on the proposed Conditional Use approval request for a “Two-Family House” in the “C-2” (Highway Commercial) zoning district later in the regular Township Board of Supervisors meeting. Supervisor Ward made the motion, and Supervisor Mowry seconded the motion to adjourn. The motion was approved. The Public Hearing ended at 5:55 PM.

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., Township Manager Linda D. Zerfoss, Land Use Administrator Clinton A. Bonetti, Administrative Assistant Nicole Tempalski, and 11 Township residents and visitors. Supervisor Roth was not present.

**Minutes – January 14, 2025:**

Supervisor Ward made the motion, and Supervisor Mowry seconded the motion to approve the Board of Supervisors meeting minutes from Tuesday, January 14, 2025, as presented, with no additions or corrections. The motion was approved.

**Executive Session:**

None.

**Audience Participation:**

None.

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**Correspondence:**

* PSATS News Bulletin-January 2025.
* The Pennsylvania Department of Transportation LTAP Bulletin for Winter 2025.
* Armstrong informed us that they will be raising their rates.

**Seminars:**

* PSATS Spring Conference on May 4-7, 2025, in Hershey, PA.
* Webinar Wednesdays through PSATS will be offered on February 18 & 19, 2025.
* Attendance at the PennDOT’s 2025 Municipal Road Maintenance and Safety Symposium on May 4-6, 2025, in Hershey.
* BC3 Business Beginner Excel Course on Wednesday April 23, 2025. The full-day course is $190.00/Person.

Supervisor Ward made the motion, and Supervisor Mowry seconded the motion to authorize all involved to attend these seminars. The motion was approved.

**Treasurer’s Report:**

Mrs. Zerfoss read the disbursement list since the last report on January 14, 2025. ARPA Fund: $0.00; Fire Tax Fund: $3,285.42; Capital Savings Fund: $0.00; Act 13 Fund: $1.981.56; Township Fund: $316,103.01; and State Fund: $36,816.11.

Deposits into the various Township Funds totaled $79,715.16.

The Balances were read: ARPA Fund: $0.00; Fire Tax Fund: $208,153.70; Capital Savings Fund: $196,507.90; Act 13 Impact Fund: $941,029.74; Township Fund: $54,139.34, and State Fund: $88,336.98.

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

**Zoning Department:**

Mr. Bonetti read the January 2025 Zoning report and advised that Code.sys is now handling the zoning and building permits.

Mr. Bonetti discussed the need for a Property Maintenance Ordinance. The Penn Township Solicitor provided drafts of the “Blighted Structures” and “Junk and Rubbish” Ordinances for review.

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**Zoning Department - Continued**

Mr. Bonetti discussed the Woodbrook Builders Mixed-Use Site Plan, dated January 22, 2025, on Dodds Road. This plan was prepared by Olsen Craft Associates, LLC. The Planning Commission recommended approval of this site plan. Supervisor Mowry made the motion, and Supervisor Ward seconded the motion to approve the Woodbrook Builders Mixed-Use Site Plan, dated January 22, 2025, on Dodds Road. The motion was approved.

Mr. Bonetti discussed the Gala L.P. Conditional Use for a “Two-Family Dwelling” on Huselton Drive. The Planning Commission recommended approval of the Conditional Use. The Conditional Use hearing was conducted before the regular Board of Supervisors meeting. Supervisor Ward made the motion, and Supervisor Mowry seconded the motion to approve the Gala L.P. Conditional Use for a “Two-Family Dwelling” on Huselton Drive. The motion was approved.

Mr. Bonetti discussed the Gala L.P. site plan for a “Two-Family Dwelling” on Huselton Drive. The Planning Commission recommended approval of the site plan. Supervisor Mowry made the motion, and Supervisor Ward seconded the motion to approve the Gala L.P. site plan for a “Two-Family Dwelling” on Huselton Drive. The motion was approved.

Mr. Bonetti discussed the Shane McKinney 290 Pittsburgh Road (Route 8) site grading plan. The Planning Commission recommended approval of this site grading plan. Supervisor Ward made the motion, and Supervisor Mowry seconded the motion to approve the Shane McKinney 290 Pittsburgh Road (Route 8) site grading plan. The motion was approved.

Mrs. Zerfoss read the Thomasmeyer/Carr Resolution No. 583, entitled “PA DEP Component 2” on Three Degree Road. Supervisor Ward made the motion, and Supervisor Mowry seconded the motion to approve the Thomasmeyer/Carr Resolution No. 583, entitled “PA DEP Component 2” on Three Degree Road. The motion was approved.

Mr. Bonetti discussed the Graff Surveying LLC letter, dated February 10, 2025, requesting that the Thomasmeyer/Carr site plan be granted a sixty-day extension in time for review. Supervisor Mowry made the motion, and Supervisor Ward seconded the motion to approve the Thomasmeyer/Carr Plan request for a sixty-day extension in time for review. The motion was approved.

**Police Department:**

Mrs. Zerfoss read the January 2025 Police Report.

**Public Works Department:**

Mrs. Zerfoss read the Public Works Department Director Andrew Rockar’s January-February Public Works Department report.

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

No report.

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**Recycling:**

Mrs. Zerfoss discussed the Noble Environmental Specialty Recycling event which will be held here at the Municipal Building on September 6, 2025, from 9:00 a.m. till 1:30 p.m. She did state if they receive a lot of reservations the time could extend till later in the day. Supervisor Mowry made the motion and Supervisor Ward seconded the motion to set the Noble Environmental Specialty Recycling event on Saturday, September 6, 2025, from 9:00 AM to 1:30 PM at the Penn Township Municipal Building. Additional details for signing up online will be available at a later date. The motion was approved.

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

Mrs. Zerfoss read Resolution No. 582 for the Butler County Park and Recreation/Development program $7,500.00 grant for a small pavilion at the west end of the Phase II development ellipse walking path. The Penn Township “Local Share” is $5,466.00. Supervisor Ward made the motion, and Supervisor Mowry seconded the motion to approve Resolution No. 582 for the Butler County Park and Recreation/Development program grant for a small pavilion at the west end of the Phase II development ellipse walking path. The motion was approved.

Supervisor Ward stated that Penn Township has reviewed the Phase II development draft project manual and drawings. 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 was delayed in the last month due to the cold weather. PennDOT advised that diverting traffic in a work area is too dangerous at this time. We anticipate that work will resume in the immediate future.

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 light equipment testing and training.

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

Penn Township will submit the second traffic light replacement grant invoice in the immediate future.

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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:**

No report.

**Southwest Butler Stormwater Planning Committee**

Penn Township submitted the final grant invoice for constructing the Dodds Road Realignment and Streambank Stabilization Project. This invoice was approved and final payment is anticipated in the immediate future. This project was completed early and under budget. Butler County will reassign uncommitted grant funds to other infrastructure projects.

Penn Township will submit a Pennsylvania State Association of Township Supervisors (PSATS) Road and Bridge Safety Improvement Award Program application for constructing the Dodds Road Realignment and Streambank Stabilization Project by March 7, 2025.

**Old Business**

None.

**New Business:**

Mrs. Zerfoss read the Resolution #581 for Penn Township full and comprehensive update of the Zoning Ordinance as part of the implementation of the 2024 Comprehensive Plan. Mrs. Zerfoss read the $2,085.00 HRG Proposal, dated January 29, 2025, to prepare the Pennsylvania Department of Community and Economic Development (PADCED) Municipal Assistance Program (MAP) grant application for the Penn Township Zoning Ordinance updates. This grant application is to be submitted by March 1, 2025. Supervisor Mowry made the motion, and Supervisor Ward seconded the motion to approve the $2,085.00 HRG Proposal, dated January 29, 2025, to prepare the Pennsylvania Department of Community and Economic Development (PADCED) Municipal Assistance Program (MAP) grant application for the Penn Township Zoning Ordinance updates.

Mrs. Zerfoss submitted a proposal from HRG to provide planning services for the Zoning Ordinance update in the amount of $40,250.00. The Supervisors discussed the $40,250.00 HRG Proposal, dated January 29, 2025, to provide planning services for the Penn Township Zoning Ordinance updates. This will include addressing existing inconsistencies, revising terms and procedures, ensuring alignment with the PA Municipalities Planning Code (MPC), and maintaining consistency with the newly adopted 2024 Comprehensive Plan. The Zoning OrdinanceUpdate will begin after the MAP grant award which is anticipated in November 2025 and will then be completed in approximately twelve

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**New Business – HRG Proposal - Continued**

months. Supervisor Ward made the motion, and Supervisor Mowry seconded the motion to approve the $40,250.00 HRG Proposal, dated January 29, 2025, to provide planning services for the Penn Township Zoning Ordinance updates. The motion was approved.

Mrs. Zerfoss submitted a letter of resignation from Lori Stearns who was the Penn Township representative for the south Butler Library Board. The Supervisors discussed Lori Stearns’ resignation from the South Butler Library Board. Supervisor Ward thanked Lori Sterns for her years of service on this library board. Supervisor Mowry made the motion, and Supervisor Ward seconded the motion to approve Lori Stearns’ resignation from the South Butler Library Board. The motion was approved. Penn Township will look for another volunteer to appoint as the Penn Township representative to the South Butler Library Board.

Mrs. Zerfoss submitted a proposal from HRG in the amount of $12,000.00 to provide additional support and enhancements to expand the GIS platform for asset management, reporting and data sharing. The Supervisors discussed the HRG Proposal, dated February . The Penn Township 2025 Budget account Line 414.250 anticipated this cost. The GIS system will be posted to the [www.penntownship.org](http://www.penntownship.org) website for residents’ use. Supervisor Ward made the motion, and Supervisor Mowry seconded the motion to approve the $12,000.00 HRG Proposal, dated February 4, 2025, to provide additional support and enhancements to expand the Global Information System (GIS) platform for asset management, reporting, and data sharing. The motion was approved.

Mrs. Zerfoss requested approval to advertise Harcrest Park Phase II Development for bidding. The Supervisors discussed advertising the Harcrest Park Phase II Development for bidding. Supervisor Mowry made the motion, and Supervisor Ward seconded the motion to advertise the Harcrest Park Phase II Development bidding through PennBID. The bid period and date are tentatively set for March 6, 2025 and the project may be awarded at the March 11, 2025 Board of Supervisors meeting. The motion was approved.

Mrs. Zerfoss requested approval to advertise for a Public Works Laborer. The Supervisors discussed advertising for a Public Works Department Laborer. Supervisor Ward made the motion, and Supervisor Mowry seconded the motion to advertise for a Public Works Department Laborer. The motion was approved.

**Act 537 – Saxonburg Authority**

No report.

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**Adjournment**

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

The meeting adjourned at approximately 6:36 PM.

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

Approved: Respectfully Submitted:

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Samuel M. Ward Linda Zerfoss

Chairman Township Manager

Board of Supervisors Penn Township