



2025  
Penn Township, Butler County  
Board of Supervisors Meeting  
157 East Airport Road  
Butler, PA 16002

Agenda 5/13/25

Meeting No. 5 of 2025

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**Present:**

- |   |   |
|---|---|
| <input type="checkbox"/> Sam Ward, Chairman       | <input type="checkbox"/> Linda Zerfoss, Township Manager            |
| <input type="checkbox"/> Doug Roth, Vice Chairman | <input type="checkbox"/> Clinton Bonetti, Zoning Department         |
| <input type="checkbox"/> Bert Mowry, Supervisor   | <input type="checkbox"/> Nicole Tempalski, Administrative Assistant |
|   | <input type="checkbox"/> Police Department, _____                   |
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**1. Call meeting to order:**

**2. Minutes of April 8, 2025, Board of Supervisors meeting:**

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

**3. Guest:**

- o Matthew McCune will be running for one of Butler County's open Common Pleas Judge seats in the Primary Election.

**4. Executive Session:**

- o The Board of Supervisors met for an executive session to discuss legal matters.

**5. Old Business:**

- o Motion to discontinue further discussion and action on the "Unsafe Structure" and "Junk and Rubbish" ordinances.  
☐ Motion by \_\_\_\_\_ ☐ 2<sup>nd</sup> by \_\_\_\_\_ ☐ Discussion?
- o Motion to approve Resolution #586 PA DEP component 2 for Thomasmeyer/Carr subdivision on Three Degree Road?  
☐ Motion by \_\_\_\_ ☐ 2<sup>nd</sup> by \_\_\_\_ ☐ Discussion?

**6. Public Comments:**

**7. Correspondence:**

- o PSATS News Bulletin-April 2025.
- o PA Dept of Transportation Spring 2025 Newsletter.
- o Letter from the PA Liquor Control Board (LCB) regarding a new application within the Township.
- o Veterans Breakfast- Unionville Fire Department; 102 Mahood Road, Butler-10:30AM-Noon.
- o 2025 Summer Audubon Western PA Bulletin.

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**Correspondence Continued...**

- o Penn Township Veterans Association Hosting Memorial Service on May 25<sup>th</sup>, 2025 - Airport & Three Degree Road will be closed from 1:50PM-3:10PM.

**8. Seminars:**

- o Butler County Community College Intermediate Excel Training Course
    - May 21, 2025; BC3 Main Campus
  - o Butler County Crisis Intervention Team (CIT) Training
    - June 26<sup>th</sup> & 27<sup>th</sup> 9AM-4PM; 1000 Maintenance Bldg. Drive, Cranberry TWP.
- ☐ Motion by \_\_\_\_ ☐ 2<sup>nd</sup> by \_\_\_\_ ☐ Discussion?

**9. 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?

**10. Zoning Report:**

- o April 2025 Zoning Report.
- o Motion to approve a lot line revision for Coy/Frank on Rockdale Road?  
☐ Motion by \_\_\_\_ ☐ 2<sup>nd</sup> by \_\_\_\_ ☐ Discussion?

**11. Police Report:**

- o Police Report April 2025.

**12. Road Department Report:**

- o Road Department Monthly Report by Public Works Director Andrew Rockar.
- o Summer Project Projection.
- o Motion to approve renting asphalt patching equipment not to exceed \$15,000.00.  
☐ Motion by \_\_\_\_ ☐ 2<sup>nd</sup> by \_\_\_\_ ☐ Discussion?

**13. Public Relations:**

- o Nicole's PSATS Conference 2025 Report.

**14. BCTCC Report:**

- o Report.

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**15. Recycling:**

- o Noble Environmental Specialty Recycling Event at the Township Building on Saturday, September 6, 2025.

**16. Parks and Recreation:**

- o Phase 2A update. Field Orders, Work Change Directives, and Change Orders will be discussed under new business.
- o HRG proposal to prepare engineering design services for the CBDG Grant handicap-accessible trail from the Storage Building on Brownsdale Road to the gazebo.  
☐ Motion by \_\_\_\_ ☐ 2<sup>nd</sup> by \_\_\_\_ ☐ Discussion?
- o Penn Township has been awarded a Grant from the Butler County Park and Recreation Local Park Renovation Program.
- o The next Park Committee meeting will be May 22, 2025, at 6:00 p.m.

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

- o Progress Update.

**18. ARLE Grant-Route 8 at Church/Brownsdale Roads traffic light update:**

- o Update - Joint Middlesex and Penn Township ARLE grant opportunity for a proposed new traffic light at the intersection of Route 8 and Church/Brownsdale Roads.
- o Progress update.

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

- o Nicole's Report.
- o Community Day will be held Saturday August 16, 2025.

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

- o Progress update.

**21. Stormwater Management Committee:**

- o Progress Update.

**22. New Business:**

- o Submission of the 2024 Saxonburg Area Authority, Annual Report of Municipal Authorities and Non-Profits.
- o Motion to approve Harcrest Park Phase 2A Field Orders, Work Change Directives, and Change Orders.  
☐ Motion by \_\_\_\_ ☐ 2<sup>nd</sup> by \_\_\_\_ ☐ Discussion?



**Tuesday, May 13, 2025**

**New Business Continued...**

- o Motion to approve a notice to proceed request from Holbein, Inc. for the Harcrest Park Phase 2 Improvements Project.  
☐ Motion by \_\_\_\_\_ ☐ 2<sup>nd</sup> by \_\_\_\_\_ ☐ Discussion?
- o Motion to approve the letter of intent to participate in the 2025 ARLE Funding program.  
☐ Motion by \_\_\_\_\_ ☐ 2<sup>nd</sup> by \_\_\_\_\_ ☐ Discussion?
- o Motion to approve Resolution No. 585, entitled "Traffic Impact Fee - Member Update", an addendum to Resolutions No. 330, 343, 535, and 548, establishing an impact fee advisory committee.  
☐ Motion by \_\_\_\_\_ ☐ 2<sup>nd</sup> by \_\_\_\_\_ ☐ Discussion?

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

- o Monthly Report

**24. Adjournment:**

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