

Tuesday, April 8, 2025

The Penn Township Board of Supervisors, having notified the residents in advance, met in the Municipal Building this evening at 5:45 p.m. for the Community Development Block Grant first hearing. A second hearing will be held at the Butler County Courthouse later. Supervisors Ward, Mowry, and Roth, Township Manager Linda Zerfoss, Land Use Administrator Clinton Bonetti, Wendy Leslie, Butler County CDBG Administrator, and Butler County CDBG representative Jennifer Newton were present. There were approximately 250 residents and visitors present. Administrative Assistant, Nicole Tempalski was not present.

Mrs. Leslie reviewed the anticipated 2025 Penn Township CDBG allocation. She stated they anticipate an amount similar to 2024. The 2024 allocation was a total of \$104,079. (\$87,382.00 activity plus \$18,671.00 in administration). Mrs. Leslie also stated there is a potential DOGE impact. Mrs. Leslie reported this is the 51<sup>st</sup> year of CDBG this year with some of the past projects including: Sewer Tap In Fees, Road reconstruction on Church Road, the streets of Renfrew, Park improvements in Harcrest Park and housing rehab.

The second hearing is anticipated to be held in July depending on when we get the 2025 allocations and will be advertised.

Supervisor Ward stated that the Board would provide information for the proposed use of these funds.

Supervisor Ward made the motion, and Supervisor Mowry seconded the motion to adjourn. The motion was approved. The Public Hearing ended at 5:55 p.m.

The Penn Township Board of Supervisors met this evening at 6:00 p.m. in the Penn Township Municipal Building at 157 East Airport Road, Butler, PA 16002, with Chairman Samuel M. Ward presiding. Also present were Supervisors Wilbert J. Mowry, Jr. and Douglas A. Roth, Township Manager Linda D. Zerfoss, Land Use Administrator Clinton A. Bonetti, Township Solicitor Anthony Cosgrove, and approximately 250 Township residents and visitors. Nicole Tempalski, Administrative Assistant, was not present.

**Minutes - March 11, 2025:**

Supervisor Ward made the motion, and Supervisor Mowry seconded the motion to approve the Board of Supervisors meeting minutes from Tuesday, March 11, 2025, as presented, with no additions or corrections. The motion was approved.

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**Executive Session:**

Supervisor Ward stated the Board of Supervisors has received a petition opposing the proposed Ordinances Nos. 178–Unsafe Structures and Nos. 179–Junk and Rubbish.

Before the meeting, the Board met with the Township Solicitor to discuss the petition received regarding the proposed zoning ordinances.

These are essential ordinances to protect our community's health, safety, and welfare. Many residents are deeply concerned about these existing public nuisances.

We are not prepared to debate these concerns tonight.

However, we are prepared to table action to accept these proposed ordinances.

These petition comments are essential to our consideration of these ordinances.

We will consider these concerns and share an appropriate response with the community before taking any further action on these ordinances.

We trust this addresses your immediate concerns. Please allow us time to give this petition appropriate consideration.

Solicitor Cosgrove provided an overview of ordinance enforcement procedures.

Land Use Administrator Clinton Bonetti provided an overview of the ordinances' intent and inspections.

**Audience Participation:**

Residents Matthew Salina, John Schirra, Johnathan Gavin, Frank Kennedy, Steve Hasler, Lore Schirra, William Beaver, Chereese Bunyon, Michael Snow, Keith Weisenstein, Terry Elder, Eric Cook, Kevin Kellerman, Brian Helfer spoke against the ordinances.

Residents Janet Manus, James Habovick, and Christy Nicolazzo spoke in favor of the ordinances.

Residents were asked to forward their written comments to the Penn Township office for consideration.

**Correspondence:**

- PSATS News Bulletin–March 2025
- Letter from the DEP regarding their Water Allocation Application.
- Household Chemical Disposal Event – Saturday, April 12, 2025, 9:00 a.m. – 1:00 p.m.
- Engagement Letter from Acrisure.

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**Correspondence - Continued**

- 2025 PSATS Proposed Resolutions and Nominations Report.
- Cleveland Cliffs- Emergency Action Plans.
- Petition opposing Ordinance Nos. 178 and 179.
- Pennsylvania Highway Information Association Award for the Dodds Road Realignment and Streambank Restoration Project.

**Seminars:**

- The Butler County Conservation District will host a workshop to review the Kennedy Four Season Dairy Farm on Royal Oak Drive on Wednesday, April 9, 2025, from 10:00 a.m.
- PSATS - Filing 2025 ARPA Project & Exp Webinar on April 7, 2025.
- How to Untangle a Mess Webinar on April 4, 2025.
- Butler County Association of Township Officials Annual Convention on May 15, 2025.

Supervisor Mowry made the motion, and Supervisor Roth seconded the motion to authorize those interested in attending these seminars. The motion was approved.

**Treasurer's Report:**

Mrs. Zerfoss read the disbursement list since the last report on April 8, 2025. Fire Tax Fund: \$1,843.89; Capital Savings Fund: \$0.00; Act 13 Fund: \$35,390.79; General Township Fund: \$110,474.11; and State Fund: \$0.00.

Deposits into the various Township Funds totaled \$76,253.86.

The Balances were read: Fire Tax Fund: \$191,582.63; Capital Savings Fund: \$197,185.65; Act 13 Impact Fund: \$904,785.82; General Township Fund: \$438,395.44, and State Fund: \$370,128.91.

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 March 2025 Zoning report.

Mr. Bonetti discussed the Kory Wood site plan approval on Hicks Road. The Planning Commission recommended approval of this site plan. Supervisor Ward made the motion, and Supervisor Mowry seconded the motion to approve the Kory Wood site plan on Hicks Road. The motion was approved.

**Police Department:**

Mrs. Zerfoss read the March 2025 Police Report.

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**Public Works Department:**

Mrs. Zerfoss read the Public Works Director Andrew Rockar's March 2025 report.

Mrs. Zerfoss read the unit price proposals from A. Folino Construction, totaling \$3,100.00, and Swank Construction Co., totaling \$4,000.00, for Old Plank Road stormwater piping replacement saw cutting. These proposals are based on approximately 912 lineal feet of saw cutting for 24 storm drains. Supervisor Mowry made the motion, and Supervisor Roth seconded the motion to approve the unit price proposal from A. Folino Construction, totaling \$3,100.00, for Old Plank Road stormwater piping replacement saw cutting. The motion was approved.

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

Mrs. Zerfoss reported at the recent Butler County Tax Collection Committee (BCTCC) that was held March 25, 2025 at the Butler Township Building. The lease between BCTCC and Butler Area Schol District was renewed, the 2024 Audit was presented. Mr. Leonard from Berkheimer provided an update. He explained their current contract with BCTCC expires December 2026. Mr. Leonard explained by opting for an early renewal, we will secure uninterrupted access to our services but also getting a new rate and a seat on the Customer Advisory Board. He offered 3 proposals, a 5-year renewal with a 1.35% rate, a 7-year renewal with a 1.28% rate and a 10-year renewal with a 1.20% rate. It was decided to send out an email advising all the municipalities of this and get their feedback and decide at the next meeting if we wanted to stay with Berkheimer for explore other taxing agencies. The next meeting is September 23, 2025.

**Recycling:**

The Noble Environmental Specialty Recycling Penn Township recycling event will take place on Saturday, September 6, 2025, from 8:30 a.m. to 1:30 p.m. Additional details for signing up online will be available soon.

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

The Supervisors discussed the approved CBDG grant for the handicap-accessible trail from the Storage Building on Brownsdale Road to the gazebo. Approximately \$85,000 will be available for this project in 2025 and again in 2026. The next step is to request a design proposal for this project. This project will include a bridge over the small stream. Supervisor Roth made the motion, and Supervisor Ward seconded the motion to request that HRG prepare a design proposal for the handicap-accessible trail from the Storage Building on Brownsdale Road to the gazebo. The motion was approved.

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

The Supervisors discussed appointing Morgan Rau to the Park Committee for a five-year term, beginning January 2025 through December 2029. Supervisor Ward made the motion, and Supervisor Mowry seconded the motion to appoint Morgan Rau to the Park Committee for a five-year term, beginning January 2025 through December 2029. The motion was approved.

Supervisor Ward provided a Phase 2A construction update. The Contractor, Holbein, Inc., has signed its contract and is preparing for a Preconstruction meeting and the start of construction.

Supervisor Roth stated that he and Park Committee member Theodosia have obtained 175 tree seedlings to be planted in the park.

Mrs. Zerfoss advised that Penn Township has been awarded a \$7,500.00 Butler County Park and Recreation Program grant for the 20' x 20' Shade Shelter at the new ellipse-shaped walking trail near Three Degree Road. Penn Township will provide \$5,666.00 for the "Local Match" from the Infrastructure Act 13 Oil and Gas Revenue and Development Impact Fee funds.

The next Park Committee meeting will be held on April 17, 2025, at 6:00 p.m.

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

M and B Services completed the handicap concrete ramps and signals. The pavement striping across Route 8 and Airport Road for the pedestrian crossings will be completed as the weather permits.

PennDOT completed the Final Turn On inspection on April 8, 2025.

Secure Technical Solutions, the License Plate Reader (LPR) camera system contractor, has started the installation. The Police Officers will use this connection to monitor the intersection and enforce traffic laws.

Penn Township has submitted the second invoice for the traffic light replacement grant.

**Penn Township Community Day update:**

Nicole Tempalski has started planning and contacting businesses and volunteers for their participation this year.

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:**

Clinton Bonetti reported that the committee will start meeting once we adopt an updated committee list. Michelle Brummer from Gannett Fleming will begin setting proposed dates for the Traffic Impact Updates.

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### **Southwest Butler Stormwater Planning Committee**

Penn Township received the final grant payment for constructing the Dodds Road Realignment and Streambank Stabilization Project. This project cost \$655,000.00 and was completed ahead of schedule and under budget. The Penn Township "Local Share" is \$68,000.00. Butler County will reassign uncommitted grant funds to other infrastructure projects.

The storm events in mid-February and last weekend did not cause flooding on Dodds Road. The engineering design raised the Dodds Road low point elevation to the anticipated level based on a once-in-50-year storm rainfall over 24 hours.

Penn Township was awarded the Pennsylvania Highway Information Association (PHIA) Bridge and Road Safety Improvement award for this project.

The next Southwest Butler Stormwater Planning Committee meeting will be held on April 9, 2025.

### **Old Business**

The Supervisors discussed the petition received concerning Ordinance No. 178, entitled "The Unsafe Structure Ordinance of Penn Township," and updating the Penn Township Construction Code Board of Appeals and the appeal hearing fee. These petition comments are essential to our consideration of this ordinance. We will consider these concerns and share an appropriate response with the community before taking action.

Supervisor Mowry made the motion, and Supervisor Roth seconded the motion to table action on Ordinance No. 178, "The Unsafe Structure Ordinance of Penn Township," until the petition concerns are addressed. The motion was approved.

The Supervisors discussed the petition received concerning Ordinance 179, entitled "The Junk and Rubbish Ordinance," and the appeal hearing fee. These petition comments are essential to our consideration of this ordinance. We will consider these concerns and share an appropriate response with the community before taking further action.

Supervisor Roth made the motion, and Supervisor Ward seconded the motion to table action on Ordinance 179, entitled "The Junk and Rubbish Ordinance," and the appeal hearing fee until the petition concerns are addressed. The motion was approved.

### **New Business:**

Supervisor Ward stated that at the first PennDOT traffic light inspection, the traffic controller manufacturer's technician recommended using an inverter for temporary power beyond the 8-hour battery backup. The Supervisors discussed purchasing two power inverters for the Penn Township Volunteer Fire Department to power the traffic light controllers at the Route 8 Airport and Dinnerbell Road intersections during a power outage.

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**New Business - Continued**

Inverters provide steady power for electronic equipment. Supervisor Ward made the motion, and Supervisor Mowry seconded the motion to approve the \$2,198.00 Kenmac invoice, dated March 15, 2025, for two Honda 2200i inverters. The motion was approved.

The Supervisors discussed the \$4,500.00 HRG proposal, dated April 7, 2025, to prepare the 2025 DCED - Greenways, Trails, and Recreation Program (GTRP) grant application with a maximum of \$250,000.00 for the large pavilion planned for the Phase 2A development. This has a 15% or \$37,500.00 "Local Share" match. This application is due on May 31, 2025. Notification of an award will be made in late 2025 or early 2026. Supervisor Mowry made the motion, and Supervisor Roth seconded the motion to approve the \$4,500.00 HRG proposal to prepare the 2025 DCED - Greenways, Trails, and Recreation Program (GTRP) grant application with a maximum of \$250,000.00 for the large pavilion planned for the Phase 2A development. The motion was approved.

Mrs. Zerfoss read Resolution No. 584 - "Building Code Board of Appeals." Supervisor Mowry made the motion, and Supervisor Roth seconded the motion to approve Resolution No. 584 - "Building Code Board of Appeals." The motion was approved.

Penn Township became aware of a new grant opportunity last Friday. The Supervisors discussed retaining HRG to prepare a joint 2025 Automated Red Light Enforcement (ARLE) grant pre-application scoping form with Middlesex Township for a proposed new traffic light at the intersection of Route 8 and Church/Brownsdale Roads.

The Middlesex-Penn Township line runs through the middle of this intersection.

Middlesex and Penn Township are equally responsible for constructing and maintaining this intersection's proposed new traffic light.

Middlesex Township will consider this action at their April 16, 2025, meeting.

This pre-application form must be submitted by April 28, 2025. Feedback on this pre-application scoping form will be provided by May 30, 2025.

Penn Township must also have the Township Solicitor prepare the necessary agreements with Middlesex Township for maintenance and cost-sharing responsibilities.

This is the first step with a funding announcement by June 30, 2025.

This action is contingent upon Middlesex Township approving similar actions.

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**New Business - Continued**

Supervisor Ward made the motion, and Supervisor Mowry seconded the motion to approve the following:

- Retain HRG to prepare a joint 2025 Automated Red Light Enforcement (ARLE) grant pre-application scoping form with Middlesex Township for a proposed new traffic light at the intersection of Route 8 and Church/Brownsdale Roads.
- Direct the Township Solicitor to prepare the appropriate agreement with Middlesex Township for equal maintenance and cost-sharing responsibilities.
- The Chairman and Township Manager are authorized to sign and transmit this agreement to Middlesex Township for their April 16, 2025, meeting.

The motion was approved.

Supervisors Roth and Ward met on March 28, 2025, with representatives from the Butler County Airport Authority staff to discuss the Airport Authority Comprehensive Plan Update, tree encroachments in the East and West flight paths, and the proposed airport control tower. No actions were taken.

Supervisor Ward discussed the additional material purchases for the Harcrest Park Phase 2A project as follows:

- Lane Enterprises' \$12,705.01 proposal, dated 3/18/2025, for stormwater pipe and end wall sections.
- Fossil Rock Services' \$2,395.00 proposal, dated 3/3/2025, for turf reinforcement mesh, pins, and filter bags.
- McClymonds' unit price proposal, dated 3/18/2025, for #57s, and 2A aggregates and R4s, R5s, R6s, and R7s riprap.
- Interstate Pipe and Supply Company's \$805.05 proposal dated March 18, 2025, for underdrain perforated pipe, fittings, and knife valves.
- M&B Redi-Mix, Inc. (DuBrook) unit price proposal, dated March 10, 2025, for Redi-Mix concrete.

Penn Global Signs and Graphics' \$322.00 proposal dated March 18, 2025, for signs.

- Jeffrey Associates' \$12,996.00 proposal dated January 24, 2025, for a 20' x 20' Shade Shelter at the new ellipse-shaped walking trail near Three Degree Road. A \$7,500.00 Butler County Park and Recreation Park Renovation Program grant for this structure has been awarded. Penn Township will provide \$5,666.00



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**New Business - Continued**

- for the "Local Match" from the Infrastructure Act 13 Oil and Gas Revenue and Development Impact Fee funds
- Six park benches are in stock. Four will be used for Phase 2A at the Shade Shelter.
- S&S Processing, Inc. proposal for approximately 500 CY at \$38.34/ton of Amended Soil Mix in the bottom of the stormwater retention basins.

Supervisor Ward made the motion, and Supervisor Mowry seconded the motion to approve the list of material purchases for the Harcrest Park Phase 2A development. The motion was approved.

Mrs. Zerfoss reported that the 2024 Municipal Annual Audit and Financial Report has been completed.

**Act 537 - Saxonburg Authority**

Supervisor Roth stated that the authority conducted general business and discussed a potential future connection of Connoquenessing Township wastewater to the SAA system.

Supervisor Roth also stated that, with all the developments in the past 19 years, the wastewater treatment system is treating less wastewater today than when it started as a result of the SAA program to close stormwater infiltration in the Saxonburg area. The original system included a planned twenty-year expansion. However, this expansion is not anticipated for many years.

**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 8:44 p.m.

The next Board of Supervisors meeting will be held on May 13, 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