

Tuesday, May 13, 2025

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, Administrative Assistant Nicole Tempalski, Sergeant Cheryl Cranmer, Township Solicitor Anthony Cosgrove, and 73 Township residents and visitors.

Minutes - April 8, 2025:

Supervisor Ward made the motion, and Supervisor Mowry seconded the motion to approve the Board of Supervisors meeting minutes from Tuesday, April 8, 2025, as presented, with no additions or corrections. The motion was approved.

Executive Session:

The Board met in an Executive Session on Friday, April 10, 2025, to discuss personnel and again on Tuesday, May 13, 2025, to discuss a legal matter.

Old Business:

Supervisor Ward stated that individual members of the Board of Supervisors have asked to place a motion on tonight's agenda that will address the proposed "Unsafe Structures" and "Junk and Rubbish" ordinances that were advertised for the Board's consideration at the Board of Supervisors meeting on April 8, 2025.

Supervisor Ward made the motion, and Supervisor Mowry seconded the motion, to lift the proposed "Unsafe Structures" and "Junk and Rubbish" ordinances from the table and discontinue further discussion and action on them as presented at the Board of Supervisors meeting on April 8, 2025. There was no discussion among the Board members. Mr. Frank Kennedy and Mr. Brian Helfer provided comments. Mr. Helfer requested that the Motion be revised to read "deleted". At Mr. Helfer's request, Supervisor Roth made a motion to delete and discontinue further discussion and action on the proposed "Unsafe Structures" and "Junk and Rubbish" ordinances, and Supervisor Mowry seconded the motion. The motion was approved.

Mrs. Zerfoss read Resolution No. 586 entitled "PA DEP Component 2 for the Thomasmeyer/Carr Subdivision" on Three Degree Road. Supervisor Mowry made the motion, and Supervisor Roth seconded the motion to approve Resolution No.586 entitled "PA DEP Component 2 for the Thomasmeyer/Carr Subdivision" on Three Degree Road. The motion was approved.

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Public Comments:

Mr. Jonathan Gavin provided comments on the zoning ordinances that were deleted.

Mrs. Debora Krelow asked about the PA Liquor Control Board letter from a local winemaker.

Mr. and Mrs. John Rossi expressed concern about mosquitoes at the Dodds Road project, which was completed late last year.

Mr. Keith Wintz complained that the Public Works Department blew leaves from the road into his yard.

Mr. Nick Krelow suggested that residents dispose of their leaves at the Penn Township Fire Department leaf pile.

Mr. Brian Helfer suggested that dumpsters be provided for residents to dispose of refuse.

Mr. and Mrs. Barnett complained about speeding traffic on Country Club Road and suggested installing speed bumps.

Correspondence:

- o PSATS News Bulletin-April 2025
- o PA Department of Transportation Spring 2025 Newsletter.
- o Letter from the PA Liquor Control Board (LCB) regarding a new application within the Township.
- o Veterans Breakfast will be held at the Unionville Fire Department; 102 Mahood Road, Butler, May 21, 2025, 10:30 a.m. to Noon.
- o 2025 Summer Audubon Western PA Bulletin
- o Penn Township Veterans Association is Hosting a Memorial Service on May 25th, 2025. Airport and Three Degree Roads will be closed from 1:50 to 3:10 p.m.

Seminars:

- o Butler County Community College Intermediate Excel Training Course will be held from 9:00 a.m. to 4:00 p.m. on May 21, 2025, at the BC3 Main Campus.
- o Butler County Crisis Intervention Team (CIT) Training will be held on June 26 and 27, 2025, from 9:00 a.m. to 4:00 p.m., at 1000 Maintenance Building Drive, Cranberry Township.

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

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Treasurer's Report:

Mrs. Zerfoss read the disbursement list since the last report on April 8, 2025. Fire Tax Fund: \$3,433.63; Capital Savings Fund: \$0.00; Act 13 Fund: \$7,352.45; General Township Fund: \$180,704.19; and State Fund: \$0.00.

Deposits into the various Township Funds totaled \$545,261.83.

The Balances were read: Fire Tax Fund: \$225,957.17; Capital Savings Fund: \$198,646.72; Act 13 Impact Fund: \$908,858.33; General Township Fund: \$776,247.70, and State Fund: \$372,645.11

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 April 2025 Zoning report.

Mr. Bonetti discussed the Coy/Frank lot line revision on Rockdale Road. The Planning Commission recommended approval of this site plan. Supervisor Mowry made the motion, and Supervisor Roth seconded the motion to approve the Coy/Frank lot line revision on Rockdale Road. The motion was approved.

Police Department:

Mrs. Zerfoss read the April 2025 Police Report.

Public Works Department:

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

Mrs. Zerfoss read the summer project projection.

Mrs. Zerfoss discussed renting asphalt patching equipment for a cost not to exceed \$15,000.00. Supervisor Roth made the motion, and Supervisor Ward seconded the motion to rent asphalt patching equipment for a cost not to exceed \$15,000.00. The motion was approved.

Public Relations:

Administrative Assistant Nicole Tempalski read her report on the Pennsylvania State Association of Township Supervisors (PSATS) Conference, which was held May 4 to 7, 2025.

Butler County Tax Collection Committee (BCTCC) Report:

No report. The next meeting will be held in September.

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Recycling:

The Noble Environmental Specialty Recycling Penn Township recycling event will take place on Saturday, September 6, 2025, from 9:00 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

Supervisor Ward stated that Preconstruction meetings were held with Holbein, Inc., and the Butler County Conservation District.

A formal Notice to Proceed was issued to Holbein, Inc. Holbein has mobilized, installed erosion control measures, and started stripping topsoil. Stormwater piping materials have been delivered. Precast concrete stormwater structures will be delivered later tomorrow and again next week.

The Supervisors discussed the HRG engineering design and permitting services proposal, dated May 12, 2025, for the CBDG Grant, handicap-accessible trail from the Park Storage Building on Brownsdale Road to the gazebo. This project will include a bridge over the small stream. Supervisor Ward made the motion, and Supervisor Mowry seconded the motion to table this proposal for further review. The motion was approved.

Supervisor Ward stated that DCNR has approved the Penn Township request for a \$75,000.00 grant amendment for this project.

The next Park Committee meeting will be held on May 22, 2025, at 6:00 p.m.

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

M and B Services completed the handicap pavement striping across Route 8 and Airport Road for the pedestrian crossings. A review of the M and B Services Unit Price quantity adjustments will save \$14,866,45. Trans Associates will prepare a change order to adjust the contract amount. Formal change order approval will be considered at the June 10, 2025, meeting.

Secure Technical Solutions, the License Plate Reader (LPR) camera system contractor, has completed the installation, and the LPR cameras are in operation. The Butler County District Attorney will pay half the LPR camera installation cost. The Penn Township Police Officers are using this camera system to monitor the intersection and enforce traffic laws.

Penn Township has been paid the second invoice for the traffic light replacement grant and will prepare a final invoice soon.

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ARLE Grant - Route 8 at Church/Brownsdale Road Traffic Light update:

Supervisor Ward advised that Middlesex and Penn Townships have submitted a joint 2025 Automated Red-Light Enforcement (ARLE) grant pre-application scoping form for a proposed new traffic light at the intersection of Route 8 and Church/Brownsdale Roads. Feedback on this pre-application scoping form will be provided by May 30, 2025. If approved, a complete ARLE grant application will be submitted by June 30, 2025. Approval is anticipated by late 2025.

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:

No report.

Southwest Butler Stormwater Planning Committee

The next Southwest Butler Stormwater Planning Committee meeting will be held on June 11, 2025.

New Business:

Mrs. Zerfoss submitted the submission of the 2024 Saxonburg Area Authority Annual Report of Municipal Authorities and Non-Profits.

Supervisor Ward discussed the Harcrest Park Phase 2A Field Orders, Work Change Directives, and Change Orders processes implemented to document Holbein, Inc. contract changes.

HRG prepared Field Order Nos. 1 to 6 for a riprap size, stormwater pipe, inlets, manholes, erosion control revisions, and Limit of Disturbance revisions.

HRG prepared Work Change Directive Nos. 1 and 2 for the ellipse drainage, top-soil waste areas, and additional lawn restoration. There is an anticipated 6,600 CY of excess topsoil. HRG prepared a plan to place some excess topsoil within the ellipse and other areas rather than stockpiling to eliminate double handling and additional hydroseeding in the future.

HRG prepared adjustments to change the specified Nyloplast yard drains to precast concrete and to provide an additional unit price for temporary seeding in any disturbed areas outside the contract work area.

These revisions are necessary to proceed with the schedule and other project reasons.

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New Business: continued.

This is a Unit Price Contract. Payment will be made on the actual quantities placed.

Supervisor Ward made the motion, and Supervisor Mowry seconded the motion to approve proceeding with these Field Orders and Work Change Directives. The motion was approved.

Supervisor Ward stated that a formal Notice to Proceed has been issued to Holbein, Inc. for the Harcrest Park Phase 2 Improvements Project. Supervisor Mowry made the motion, and Supervisor Roth seconded the motion to approve issuing a formal Notice to Proceed to Holbein, Inc. for the Harcrest Park Phase 2 Improvements Project. The motion was approved.

Supervisor Ward discussed the Middlesex and Penn Township Letter of Intent to participate in the 2025 ARLE Funding program. Middlesex and Penn Townships mutually agree to share responsibilities and costs for this project equally. Supervisor Roth made the motion, and Supervisor Ward seconded the motion to approve the Letter of Intent to participate in the 2025 ARLE Funding program. The motion was approved.

Mrs. Zerfoss read Resolution No. 585, entitled "Traffic Impact Fee - Member Update," an addendum to Resolution Nos. 330, 343, 535, and 548, establishing new Impact Fee Advisory Committee members. Supervisor Ward made the motion, and Supervisor Mowry seconded the motion to approve Resolution No. 585, entitled "Traffic Impact Fee - Member Update," an addendum to Resolution Nos. 330, 343, 535, and 548, establishing an impact fee advisory committee. The motion was approved.

Act 537 - Saxonburg Authority

Supervisor Roth stated that the authority conducted general business and potential Connoquenessing service.

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 7:15 p.m.

The next Board of Supervisors meeting will be held on June 10, 2025, at 6:00 p.m. in the Penn Township Municipal Building meeting room.

Approved:

Respectfully Submitted:

Samuel M. Ward
Chairman
Board of Supervisors

Linda Zerfoss
Township Manager
Penn Township