

# Harcrest Park - Phase 2A Progress Meeting Minutes

7/10/2025

**Purpose:** The Penn Township, HRG, and Holbein representatives met at 11:00 AM on July 9, 2025, at the Harcrest Park pavilion, 844 Three Degree Road, Butler, PA 16002, to review the Harcrest Park Phase 2A progress.

## Attending:

- Andrea Schriener – Holbein, Inc. Estimator
- Andrew Rockar - Penn Township Public Works Director
- Bert Mowry – Penn Township Supervisor
- Brandon Rau - Vector Technical Services
- Doug Roth – Penn Township, Supervisor & Park Committee
- Jesse Tirk - Holbein, Inc. Superintendent
- Sam Ward – Penn Township Supervisor
- Steven Harmon – HRG Assistant Project Manager

## Distribution of minutes:

- Attending
- Clayton Holbein – Holbein, Inc. Owner
- Clinton Bonetti – Penn Township, LUA
- Devin Dunwoody - HRG Project Manager
- Lance Welliver – Butler County Director of Parks and Recreation
- Linda Zerfoss – Penn Township Manager
- Nicole Tempalski - Penn Township Administrative Assistant
- Ray Huckestein – Wine Concrete Products Estimator

## Discussion:

- Progress report:
  - Holbein, Inc. has completed stormwater retention Basins A and B, including seeding. Holbein has also continued bulk excavation and cut-and-fill operations from the borrow pit, installed the stormwater system, and started spreading topsoil on finished lawn and slope areas.
  - Vector Technical Services and Penn Township PWD will begin installing the underground electrical and internet conduits. A four-foot deep 3" diameter sleeve for a future water line will also be installed under the lawn and driveway between Phase 1 and Phase 2A. These conduits will be extended beyond lawn, parking, and driveway areas to minimize reworking finished areas in a later phase. The ends of these conduits will be marked for future reference. The wiring for the electrical power, internet service, and a water well are planned for the larger pavilion in a later phase.
  - The Penn Township PWD will resume placing asphalt millings and stone aggregate on the driveways, ellipse trail, and parking areas.
  - Wine Precast Concrete has delivered some of the following precast concrete structures. The remaining structures will be delivered on Monday morning, July 14, 2025.
    - MH-01 (located at the northwest corner of Basin A) was delivered as a Type 4, not a Type 5, as Wine Concrete Products has recommended to accommodate the 24" diameter stormwater pipe. Supervisor Ward directed Holbein to install the Type 4 manhole to determine if it can work. Some patching may be required. If it does not work, Penn Township will obtain a Type 5 manhole.
    - Yard Drain nos. 01, 03, 05, 06, 08, 09, and 11 have not been delivered. Yard Drain no. 11 was added for the area inside the ellipse.
    - Two Yard Drain no. 07 were delivered, one has been installed, and the second will not be used. Return to Wine.
    - The OS-01 precast concrete riser has not been delivered.
    - The OS-02 precast concrete structure did not have the 6" x 18" weir opening.
    - Two 2' x 4' x 4" precast concrete risers have not been delivered.
    - The MH-02 top was damaged when delivered. It appeared to have been patched before delivery. This manhole top must be replaced. Supervisor Ward has directed Wine Concrete Products to replace this damaged manhole top.
    - Two steel trash racks have not been delivered.
- Supervisor Ward and Holbein, Superintendent Jesse Tirk, will confirm that all remaining precast concrete structures have been delivered.
- Penn Township will undercut and backfill the soft area in the new entrance drive once the heavy trucking loads are complete.
- Supervisor Ward stated that this same borrow pit would be expanded for Phase 2B if additional suitable fill would be required, and the Phase 2B stripped topsoil would be backfilled in the original borrow pit and sloped to drain.
- Supervisor Ward asked Holbein to provide the as-built coordinates for the borrow pit when the work is complete.
- Consider the proposed revised grading plan in the area north of the volleyball court and the existing pavilion. Should we remove the existing *Arborvitae* trees and transplant them to another location? Holbein submitted a proposal for additional grading along the old property line. However, Penn Township did not accept this proposal and will consider completing this proposed grading in a later phase.
- Supervisor Ward identified the area south of the basins as where excess topsoil from Phases 2A and 2B can be placed, maintaining a slope of 6:1.
- Holbein is grading the inside perimeter of the ellipse at 3.5:1 and 4:1 slopes to facilitate mowing.

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- The Penn Township PWD will undercut the soft subgrade at the new Phase 2A entrance driveway, place geotextile fabric, and backfill the area with 2A limestone.
- The Penn Township PWD will provide temporary barricades along the old property line and at the borrow pit as necessary once grading is completed.
- Supervisor Ward stated that the PWD will spread a minimum depth of millings and 2A limestone in the area designated for the larger pavilion for erosion control.
- Supervisor Roth asked Holbein for a cost proposal to place a 7" thick layer of 2A limestone on the walking trail around the ellipse trail. Penn Township will provide the 2A limestone. The Penn Township PWD has no smaller track loader to work within the six-foot-wide path. The topsoil adjacent to the path will be higher than the 2A limestone until the 3" thick asphalt binder and 1.5" thick asphalt wearing course is installed in a later phase.
- Penn Township requested that HRG provide additional survey services to provide several points to facilitate the underground electrical and communications conduits.
- Supervisor Ward advised that the Butler County Parks and Recreation Director, Lance Welliver, visited the site on July 8, 2025. Director Welliver administers the DCNR – Community Conservation Partnerships Program grant for Penn Township.
- The next Progress Meeting will be held on July 23, 2025, at 10:00 a.m. in the Harcrest Park pavilion.
- The meeting minutes will be posted on the Penn Township website, [www.penntownship.org](http://www.penntownship.org), under Documents, Harcrest Park.

Respectfully submitted,



Samuel M. Ward, Supervisor