

Tuesday, August 12, 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 Supervisor Douglas A. Roth, Township Manager Linda D. Zerfoss, Land Use Administrator Clinton A. Bonetti, Administrative Assistant Nicole Tempalski, and 21 Township residents and visitors. Supervisor Wilbert J. Mowry, Jr., was not present.

Minutes - July 8, 2025:

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

Guest:

Butler Ambulance Services, Director of Operations, Jesse Haas, EMT-P provided an update for the future of Emergency Medical Services.

Executive Session:

The Board of Supervisors met on July 17 and 31, 2025, to discuss personnel matters.

Public Comments:

None.

Correspondence:

- o PSATS News Bulletin-July 2025.
- o Thank you letter from the Butler Conservation District for allowing them to use the Municipal Building for their training.
- o Thank you, card from Team Fishguy for the use of the Municipal Building for their blood drive.
- o PA Department of Transportation letter regarding the Renfrew Bridge Replacement Project meeting being held at the Township building on Tuesday August 5, 2025.
- o 2022 ARLE Grant Reimbursement Notification.
- o Representative Bernstine would like to hold a Fish and Boat Event at the Township Building on April 22, 2026, from 5:00-7:30 p.m.
- o Representative Bernstine would like to hold a Town Hall Event at the Township Building on May 20, 2026, from 5:00-7:30 p.m.
- o Butler County Conservation District Summer 2025-Newsletter.

Seminars:

- o PennDOT Innovation in Motion Webinar was held on Tuesday, August 12, 2025.

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 in the last report on July 8, 2025. Fire Tax Fund: \$1,216.89; Act 13 Fund: \$213,988.38; General Township Fund: \$226,056.26; and State Fund: \$56,287.89.

Deposits into the various Township Funds totaled \$205,534.72.

The Balances were read: Fire Tax Fund: \$274,464.20; Capital Savings Fund: \$200,844.07; Act 13 Impact Fund: \$598,533.71; General Township Fund: \$622,297.01, and State Fund: \$320,191.70.

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

Zoning Department:

Mr. Bonetti read the July Zoning report.

Mr. Bonetti discussed the Thomasmeyer/Carr four-lot subdivision plan located on Three Degree Road. Supervisor Roth made the motion, and Supervisor Ward seconded the motion to approve the Thomasmeyer/Carr four-lot subdivision plan located on Three Degree Road. The motion was approved.

Police Department:

Mrs. Zerfoss read the July 2025 Police Report.

Public Works Department:

Mrs. Zerfoss read the Public Works Department report.

Mrs. Zerfoss discussed the \$9,963.36 Williams & Willman Line Painting, Inc. proposal for line painting on Three Degree, Mushrush, and Airport Roads. The 25 MPH speed limit sign will be painted on Country Club Roads. Supervisor Ward made the motion, and Supervisor Roth seconded the motion to approve the \$9,963.36 Williams & Willman Line Painting, Inc. proposal for line painting on Three Degree, Mushrush, and Airport Roads. The 25 MPH speed limit sign will be painted on Country Club Road. The motion was approved.

Public Relations:

Mrs. Tempalski reported that Penn Township is collecting School Supplies for the Knoch School District through August 25, 2025. A drop box has been placed in the Township Building lobby.

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. Signup and additional details are available on the Noble website.

Mrs. Zerfoss stated that a \$2,208.49 2024 Recycling Grant application award for 2023 has been received.

Parks and Recreation Department - Harcrest Park Phase II

Supervisor Ward advised that Holbein, Inc. has completed the spreading topsoil on finished lawn and slope areas and seeding.

The Penn Township PWD is placing asphalt millings and stone aggregate on the driveways, trails, and parking areas.

Supervisor Roth discussed purchasing additional 20 to 30 hardwood trees from the Go Native Tree Farm for a cost not to exceed \$4,000.00 to plant in other Phase 2A and park areas. Supervisor Roth made the motion, and Supervisor Ward seconded the motion to purchase additional trees from the Go Native Tree Farm for a cost not to exceed \$4,000.00 to plant in other Phase 2A and park areas. The motion was approved.

Parks and Recreation Department - Harcrest Park Phase II continued:

The next Park Committee meeting will be held at Harcrest Park on August 21, 2025, at 6:00 p.m.

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

Supervisor Ward advised that Penn Township has submitted the License Plate Reader cameras grant and Butler County Use Fee grant invoices to Butler County. This project is complete.

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

Supervisor Ward advised that Middlesex and Penn Townships submitted a joint 2025 Automated Red-Light Enforcement (ARLE) grant traffic study and application on June 30, 2025. Approval is anticipated by late December 2025.

Penn Township Community Day update:

The event will be held on August 16, 2025, from 12:00 to 4:00 p.m.

Mrs. Tempalski thanked those who have volunteered their time and those who have donated to our Community Day Event. Mrs. Tempalski stated that she would have a booth at the event to share the Township's upcoming Seasonal Newsletter and to hear from residents on the best way they would like to be communicated with regarding the newsletter.

Future Community Days will be held on the Third Saturday of August. The next Community Day will be held on August 16, 2025.

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Penn Township Impact Fee Committee Update:

Mr. Bonetti advised that this is in a hold position with the engineer.

Southwest Butler Stormwater Planning Committee

The next Southwest Butler Stormwater Planning Committee meeting is to be scheduled.

Old Business:

Mrs. Zerfoss discussed the \$10,245.00 Morgantown security system and cameras for the Public Works Department buildings. Supervisor Ward made the motion, and Supervisor Roth seconded the motion to approve the \$10,245.00 Morgantown security system for the Public Works Department buildings. The motion was approved.

New Business:

Supervisor Ward discussed the of Holbein, Inc. \$10,910.00 Change Order no. 3 for installing the 7" thick 2A limestone subbase in the walking trail around the ellipse. Penn Township did not have the appropriate equipment to place this subbase on the six-foot-wide path. Supervisor Roth made the motion, and Supervisor Ward seconded the motion to approve the of Holbein, Inc. \$10,910.00 Change Order no. 3 for installing the 7" thick 2A limestone subbase in the walking trail around the ellipse. The motion was approved.

Supervisor Ward discussed the of Holbein, Inc. \$28,855.24 Change Order no. 4 for several unit price final quantity adjustments. Supervisor Ward made the motion, and Supervisor Roth seconded the motion to approve the \$28,855.24 Holbein, Inc. Change Order no. 4 for several unit price final quantity adjustments. The motion was approved.

Supervisor Ward discussed the 2'x4' Yard Drain YD-1 located in the stormwater swale along the northern property line. Early in the project, Penn Township changed all the Nyloplast beehive stormwater inlets detailed on the HRG drawings to cast iron flat stormwater inlets to withstand mowing and other equipment loads. However, after the last heavy rain fall, we anticipate plant debris being washed from the adjacent corn field could clog this flat yard drain. Supervisor Roth made a motion and Supervisor Ward seconded the motion to approve the \$910.00 Wine Concrete Products August 5, 2025, proposal to purchase one 2'x4' 5" high beehive cast iron grate for yard drain YD-1. The existing flat grate can be used in Phase 2B for the future yard drain YD-2. The motion was approved.

Mrs. Zerfoss discussed Ordinance no. 180, entitled "Board of Supervisors Annual Salary." Supervisor Ward made the motion, and Supervisor Roth seconded the motion to advertise Ordinance no. 180, entitled "Board of Supervisors Annual Salary." The motion was approved.

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Mrs. Zerfoss discussed the 2025 Community Development Block Grant (CDBG) Allocation. Supervisor Roth made the motion, and Supervisor Ward seconded the motion to approve Community Development Block Grant (CDBG) Allocation. The motion was approved.

Mrs. Zerfoss discussed Resolution No. 588, entitled "Community Development Block Grant (CDBG) Administration." Supervisor Ward made the motion, and Supervisor Roth seconded the motion to approve Resolution No. 588, entitled "Community Development Block Grant (CDBG) Administration." The motion was approved.

Mrs. Zerfoss discussed Resolution No. 589, entitled "Fair Housing." Supervisor Roth made the motion, and Supervisor Ward seconded the motion to approve Resolution No. 589, entitled "Fair Housing." The motion was approved.

Mrs. Zerfoss discussed Resolution No. 590, entitled "2025 CDBG Funds Three Year Community Development Plan." Supervisor Ward made the motion, and Supervisor Roth seconded the motion to approve Resolution No. 590, entitled "2025 CDBG Funds Three Year Community Development Plan." The motion was approved.

Act 537 - Saxonburg Authority

Supervisor Roth stated that the authority acted on general business and discussed the potential service extension to Connoquenessing Township for wastewater treatment. Supervisor Roth noted that the Connoquenessing Township Board of Supervisors have voted to join the SAA for wastewater treatment as a bulk customer.

Adjournment

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

The meeting adjourned at approximately 6:58 p.m.

The next Board of Supervisors meeting will be held on September 9, 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 D. Zerfoss
Township Manager
Penn Township