

Tuesday, July 8, 2025

The Penn Township Board of Supervisors met this evening at 5:45 p.m. for the Woodbrook Builders Conditional Use hearing for the Dodds Road property. 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., Douglas A. Roth, Township Manager Linda D. Zerfoss, Land Use Administrator Clinton A. Bonetti, Administrative Assistant Nicole Tempalski, Sergeant Cheryl Cranmer, Stenographer Heidi Hawk, and 7 township residents and visitors.

The Conditional Use hearing was adjourned 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., Douglas A. Roth, Township Manager Linda D. Zerfoss, Land Use Administrator Clinton A. Bonetti, Administrative Assistant Nicole Tempalski, Sergeant Cheryl Cranmer, and 21 township residents and visitors.

Minutes - June 10, 2025:

Supervisor Ward made the motion, and Supervisor Mowry seconded the motion to approve the Board of Supervisors meeting minutes from Tuesday, June 10, 2025, as presented, with no additions or corrections. The motion was approved.

Executive Session:

The Board of Supervisors met on June 20, 2025, to discuss personnel matters.

Public Comments:

None.

Correspondence:

- o PSATS News Bulletin - June 2025.
- o Wendy Leslie 2025 CDBG Allocations.
- o Thank you, card, from Melissa & Jim Mahan to Officer Zarnick.
- o Thank you, letter from PSATS for our Participation in the Townships Parade of Flags during the 2025 PSATS Conference.

Seminars:

- o PSATS Regional Forums 2025 on October 2, 2025, in Cranberry Township. The cost is \$125.00.

Supervisor Mowry made the motion, and Supervisor Roth 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 June 10, 2025. Fire Tax Fund: \$2,683.09; Capital Savings Fund: \$0.00; Act 13 Fund: \$196,095.12; General Township Fund: \$197,356.39; and State Fund: \$0.00.

Deposits into the various Township Funds totaled \$94,518.37.

The Balances were read: Fire Tax Fund: \$268,449.16; Capital Savings Fund: \$199,385.07; Act 13 Impact Fund: \$696,682.23; General Township Fund: \$665,227.27, and State Fund: \$373,957.38.

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 June Zoning report.

Mr. Bonetti discussed the Conditional Use for the Woodbrook Builders development on Dodds Road. The Planning Commission recommended the Conditional Use approval, including meeting all requirements of the Municipal Planning Code (MPC) Section 18.434. Supervisor Ward made the motion, and Supervisor Mowry seconded the motion to approve the Woodbrook Builders Conditional Use, including meeting all requirements of the Pennsylvania Municipal Planning Code (MPC) Section 18.434, on Dodds Road. The motion was approved.

Mr. Bonetti discussed the site plan for the Woodbrook Builders development on Dodds Road. Supervisor Mowry made the motion, and Supervisor Roth seconded the motion to approve the Woodbrook Builders site plan on Dodds Road. This is the first multi-family home approved in Penn Township. The motion was approved.

Police Department:

Mrs. Zerfoss read the June 2025 Police Report and the semi-annual report.

Public Works Department:

Mrs. Zerfoss read the Public Works Department report.

Mrs. Zerfoss requested a motion to approve hiring Scot Zarnick as the Public Works Department's new employee at \$23.86/hour. Supervisor Roth made the motion, and Supervisor Ward seconded the motion to approve hiring Scot Zarnick, the Public Works Department's new employee, at \$23.86/hour.

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Public Works Department - continued:

Mrs. Zerfoss read the proposed Public Works Department building security systems proposals as follows:

- o Guardian Protection new analog fire alarm panel with two keypads, using the current detection devices with a wi-fi control connection - \$3,461.34 and a \$20.00 monthly service fee.
- o 2Krew Security digital intrusion and fire alarm with one smoke detector and five heat detectors - \$3,522.50 and a \$145.35 quarterly (\$48.45 monthly) service fee.
- o Morgantown Security + Fire - new digital fire alarm panel with two keypads - \$2,312.81 with a \$29.95/month (\$89.95 quarterly service fee).
- o Omega - need quote.

Mrs. Zerfoss recommended tabling action until the Omega proposal is received. Supervisor Ward made the motion, and Supervisor Mowry seconded the motion to table action on the Public Works Department's new security system fire system. The motion was approved.

Public Relations:

No Report.

Butler County Tax Collection Committee (BCTCC) Report:

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

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. Online signup is now live.

Parks and Recreation Department - Harcrest Park Phase II

Supervisor Ward advised that Holbein, Inc. has completed the stormwater retention Basins A and B, including seeding, continued bulk excavation and cut-and-fill operations from the borrow pit, continued the installation of 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. The Penn Township PWD will resume placing asphalt millings and stone aggregate on the driveways, ellipse trail, and parking areas.

Supervisor Roth reviewed the \$7,444.00 Go Native Tree Farm proposal, dated June 19, 2025, and the \$8,210.00 Lake Forest Gardens proposal, dated June 17, 2025, for trees in the ellipse area. Supervisor Roth recommends purchasing the trees from the Go Native Tree Farm. These trees will be available to plant this Fall. Supervisor Mowry made the motion, and Supervisor Roth seconded the motion to approve the Go Native Tree Farm \$7,444.00 proposal, dated June 19, 2025, for trees in the ellipse area. The motion was approved.

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Parks and Recreation Department - Harcrest Park Phase II continued:

The next Park Committee meeting will be held on July 17, 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 already offered to volunteer during the event as well as those who have already provided donations to the event. Mrs. Tempalski is looking for volunteers to encourage their participation this year. If you are interested in helping with a portion of the event, please get in touch with Mrs. Tempalski.

Mrs. Tempalski has one-hour time slots on the Sign-Up Genius platform. It would be a great help if anyone could provide restroom/food breaks for a short period of time for those working in the booths who cannot leave.

Mrs. Tempalski is still looking for business sponsorships. If you own a business and are looking for ways to market it, please contact Mrs. Tempalski for information on how to become a sponsor for the Community Day event.

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:

Mr. Bonetti advised that the Committee met on June 23, 2025.

Southwest Butler Stormwater Planning Committee

The next Southwest Butler Stormwater Planning Committee meeting will be held on August 13, 2025.

Old Business:

Mrs. Zerfoss advised that Penn Township has submitted the final invoice for the ARLE grant for the new Traffic Light at Route 8 and Airport Road.

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New Business:

Mrs. Zerfoss discussed the PennDOT "Open House" meeting for the proposed Renfrew bridge replacement. PennDOT will meet with public officials between 4:00 and 5:00 p.m. and with the general public from 6:00 to 7:00 p.m. on August 5, 2025.

Supervisor Roth made the motion, and Supervisor Ward seconded the motion to approve having the PennDOT "Open House" in the Penn Township Municipal building meeting room on August 5, 2025. The motion was approved.

Mrs. Zerfoss read the Penn Township 2025 paving and sealing bids opened on July 8, 2025.

Supervisor Roth made the motion, and Supervisor Mowry seconded the motion to approve the \$71,960.00 Shields Paving, Inc. bid for the 2025 paving. Supervisors Mowry and Roth voted yes and Supervisor Ward voted no. The motion was approved.

Supervisor Roth made the motion, and Supervisor Ward seconded the motion to approve the \$114,745.99 Russell Standard bid for the 2025 seal coating. The motion was approved.

Act 537 - Saxonburg Authority

Supervisor Roth stated that the authority acted on general business but did not discuss the potential service extension to Connoquenessing Township for wastewater treatment.

Adjournment

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

The meeting adjourned at approximately 6:25 p.m.

The next Board of Supervisors meeting will be held on August 12, 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
Manager,
Penn Township