

Tuesday, September 9, 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 Wilbert J. Mowry, Jr., Supervisor Douglas A. Roth, Township Manager Linda D. Zerfoss, Land Use Administrator Clinton A. Bonetti, Administrative Assistant Nicole Tempalski, and 13 Township residents and visitors.

Minutes - August 12, 2025:

Supervisor Ward made the motion, and Supervisor Mowry seconded the motion to approve the Board of Supervisors meeting minutes from Tuesday, August 12, 2025, as presented, with no additions or corrections. The motion was approved.

Guest:

None.

Executive Session:

The Board of Supervisors met on August 19 and September 2 and 9, 2025, to discuss personnel matters.

Public Comments:

Mrs. Barbara Chapman asked about the items discussed in the Executive Sessions. Supervisor Ward stated that the Supervisors are not permitted to discuss personnel matters in a public meeting. Post meeting note: Refer to the PA Second Class Township Code 65 Pa.C.S.A. § 708 and others. No action is taken in an Executive Session.

Mrs. Barbara Chapman also asked about the removal of a dead animal from Township roads. Supervisor Roth advised her to call the Penn Township Public Works Department. Residents can also call the PA Game Commission for assistance on Township Roads and PENNDOT for assistance on PA State roads.

Mrs. Lorna Gavin provided a petition requesting that Penn Township provide dumpsters twice a year at no cost to residents for cleanup. Supervisor Roth stated that yard waste can be deposited in the yard behind the Penn Township Volunteer Fire Department. Penn Township takes this yard waste to Orlando Pride Nursery in Penn Township. There is no cost to recycle this yard waste.

Mrs. Lorna Gavin provided a petition provide wetland and riparian plants at the Dodds Road stormwater project.

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Mr. Will Burns discussed the Penn Township South Butler Library Board representative, Joan Burn's report as follows: The library took part in the Saxonburg Artisan Market by hosting a quilt display/event, hosting bingo, providing a ballroom artist who made animals, flowers and the like for the children, and hosting a book sale. On September 28 they will hold their 7th annual German Gala to celebrate the area's German Heritage. The Gala will feature an authentic German Meal with Oktoberfest Brews and entertainment by the Barons-Lite German Band. It will be held at the Saxonburg Fire Hall. The Library is also partnering with To The Limit Motor Sports to host a Trunk OR Treat for children to safely collect Halloween candy again this year. It will be October 23rd from 6 - 8 pm at the shop of TTLM in Saxonburg.

Correspondence:

- o PSATS News Bulletin-August 2025.
- o PennDOT LTAP Technical Information Sheet Summer 2025.
- o Letter from Mountain Gathering, LLC notifying the board of their renewal application for the Pennsylvania Department of Environmental Protection's (PADEP) Air Quality Program.
- o Pennsylvania State Employees Credit Union (PSECU) flyer.

Seminars:

- o The Allegheny County Police Academy training class: #5456 Interview and Interrogation- September 8 to 10, 2025 - 8:00 AM - 4:30 PM.
- o BCATO Safety Seminar - Wednesday, October 8, 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 in the last report on August 12, 2025. Fire Tax Fund: \$1,191.54; Act 13 Fund: \$250,849.71; and General Township Fund: \$126,221.70.

Deposits into the various Township Funds totaled \$118,675.86.

The Balances were read: Fire Tax Fund: \$3,415.87; Capital Savings Fund: \$200,844.07; Act 13 Impact Fund: \$353,761.50; General Township Fund: \$744,504.89, and State Fund: \$320,191.70.

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

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Zoning Department:

Mr. Bonetti read the August Zoning report.

Police Department:

Mrs. Zerfoss read the August 2025 Police Report.

Public Works Department:

Mrs. Zerfoss advised that Scot Zarnick has successfully completed his probationary period and recommended that Scot Zarnick be removed from probation, effective September 1, 2025, with a 5% hourly rate increase.

Supervisor Ward made the motion, and Supervisor Mowry seconded the motion to approve that Scot Zarnick be removed from probation, effective September 1, 2025, with a 5% hourly rate increase. The motion was approved.

Public Relations:

Mrs. Tempalski reported that Penn Township is collecting Coats and Winter Apparel Collections for families of the Knoch School District through September 22, 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 23rd.

Recycling:

Mrs. Zerfoss reported on the Noble Environmental Specialty Recycling Penn Township recycling event held September 6, 2025. Approximately 232 residents participated. Details of the total quantities will be available soon.

Mrs. Zerfoss has applied for the 2024 Municipal Recycling Grant.

Parks and Recreation Department - Harcrest Park Phase II

Supervisor Ward advised that Holbein, Inc. contact is substantially complete.

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

Supervisor Roth reported that the Shade Shelter material has been delivered. The Penn Township will begin building this structure in the immediate future.

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Parks and Recreation Department-Harcrest Park Phase II - Continued

Supervisor Roth advised that the Park Committee recommended allowing an 18-hole disc golf course to be added to Harcrest Park at "little or no cost to the Township. Cameron Weber and Cody Winget submitted and discussed a detailed proposal. Supervisor Mowry made the motion, and Supervisor Roth seconded the motion to approve allowing an 18-hole disc golf course to be added to Harcrest Park. This proposal will be at "little or no cost" to the Township. The motion was approved.

The next Park Committee meeting will be held at Harcrest Park on September 25, 2025, at 6:00 p.m.

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

Supervisor Ward advised that Butler County has paid the License Plate Reader cameras grant and Butler County Use Fee grant invoices. This project is fully 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 or early January 2026.

Penn Township Community Day update:

Future Community Days will be held on the Second Saturday of September moving forward. The next Community Day will be held on September 12, 2025.

Mrs. Barbara Chapman offered to help with Community Day.

Penn Township Impact Fee Committee Update:

Mr. Bonetti advised that a public meeting will be scheduled in the immediate future.

Southwest Butler Stormwater Planning Committee

The next Southwest Butler Stormwater Planning Committee meeting is held on September 10, 2025

Old Business:

None.

New Business:

Mrs. Zerfoss discussed the Butler County, Pennsylvania, Polling Place Leasing Agreement. Supervisor Roth made the motion, and Supervisor Ward seconded the motion to approve the Pennsylvania, Polling Place Leasing Agreement. The motion was approved.

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New Business - Continued

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

Mrs. Zerfoss reported on the Police Pension Plan Financial Requirement and Minimum Obligation for the 2026 Municipal Budget. Supervisor Mowry made the motion, and Supervisor Roth seconded the motion to approve the \$63,904.00 Police Pension Plan Financial Requirement and Minimum Obligation for the 2026 Municipal Budget. The motion was approved.

Mrs. Zerfoss reported on the Non-Uniform Pension Plan Financial Requirement and Minimum Obligation for the 2026 Municipal Budget. Supervisor Roth made the motion, and Supervisor Ward seconded the motion to approve the \$48,314.00 Non-Uniform Pension Plan Financial Requirement and Minimum Obligation for the 2026 Municipal Budget. The motion was approved.

Mrs. Tempalski discussed the Eagle Printery first issue Township Newsletter mass mailing proposal not to exceed a cost of \$3,725.00. Supervisor Ward made the motion, and Supervisor Mowry seconded the motion to approve the Eagle Printery first issue Township Newsletter mass mailing proposal not to exceed a cost of \$3,725.00. The motion was approved.

Act 537 - Saxonburg Authority

Supervisor Roth stated that the Authority acted on general business and discussed the SAA 2026 budget.

Supervisor Roth stated that the SAA made a \$500.00 donation to the Penn Township Volunteer Fire Department.

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 6:39 p.m.

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