

**Tuesday, October 14, 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 22 Township residents and visitors.

**Minutes - September 9, 2025:**

Supervisor Ward made the motion, and Supervisor Mowry seconded the motion to approve the Board of Supervisors meeting minutes from Tuesday, September 9, 2025, as presented, with no additions or corrections. The motion was approved.

**Executive Session:**

The Board of Supervisors met on September 15, 2025, to discuss personnel matters.

**Public Comments:**

Mrs. Zerfoss stated that written responses for the wetland and riparian plants at the Dodds Road Stormwater Project and for providing dumpsters for residents' cleanup petitions are available on the table at the back of the Meeting Room. These responses are also on the Penn Township website [www.penntownhsip.org](http://www.penntownhsip.org).

Supervisor Roth stated that ticks are prevalent at this time. Mrs. Barbara Chapman stated that a natural product called Neem oil is effective for warding off ticks.

Mrs. Lorna Gavin asked for the Penn Township Bi-Laws. Supervisor Ward referred Mrs. Gavin to the Pennsylvania Second Class Township Code: <https://www.legis.state.pa.us/WU01/LI/LI/US/HTM/1933/0/0069..htm>.

**Correspondence:**

- o PSATS News Bulletin-September 2025.
- o Audubon Society Fall/Winter 2025 Bulletin.
- o Approval letter from the Department of Environmental Protection (DEP) regarding the Coy Subdivision.
- o PennDOT Newsletter.

**Seminars:**

None.

**Treasurer's Report:**

Mrs. Zerfoss read the disbursement list in the last report on September 9, 2025. Fire Tax Fund: \$21,343.26; Act 13 Fund: \$58,596.10; General Township Fund: 291,924.04; and State Fund: \$114,245.99.

Deposits into the various Township Funds totaled \$340,384.85.

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**Treasurer's Report - continued:**

The Balances were read: Fire Tax Fund: \$254,627.73; Capital Savings Fund: \$202,303.29; Act 13 Impact Fund: \$299,204.14; General Township Fund: \$707,409.94, and State Fund: \$208,136.09.

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

**Zoning Department:**

Mrs. Zerfoss read the September Zoning report.

Mrs. Zerfoss stated that the Butler County Board of Commissioners Planning Department has reviewed and provided comments for the McGuire & Melone Plan LLR.

Mrs. Zerfoss stated that the Butler County Board of Commissioners Planning Department has reviewed and provided comments for the Lighthouse Foundation Plan.

Mrs. Zerfoss stated that the Planning Commission has recommended approving the Lighthouse Foundation waiver request from the Penn Township Stormwater Section 301.F.3.

The Lighthouse Foundation has acknowledged that the stormwater Best Management Practice (BMP's) for the Lighthouse Foundation Post Construction Stormwater Management (PCSM) plan fixtures cannot be altered or removed without the Penn Township prior approval.

The Planning Commission has also recommended the site plan approval for the Lighthouse Foundation on Pittsburgh Road at the old Furniture Galleries Building and meeting the HRG letter, dated October 14, 2025, conditions, which include addressing other regulatory agency requirements, such as the Pennsylvania Department of Environmental Protection (PADEP), the Pennsylvania Department of Transportation (PennDOT), and the Butler County Conservation District. Permits or approval letters from these agencies may be required as a condition of plan approval.

Supervisor Ward made the motion, and Supervisor Mowry seconded the motion to accept the Lighthouse Foundation waiver request from the Penn Township Stormwater Section 301.F.3. and to approve the site plan for the Lighthouse Foundation on Pittsburgh Road at the old Furniture Galleries Building and meet the HRG letter, dated October 14, 2025, conditions. The motion was approved.

**Police Department:**

Mrs. Zerfoss read the September 2025 Police Report.

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**Public Works Department:**

Mrs. Zerfoss discussed the September Public Works report.

Mrs. Zerfoss reported receiving the notification of an estimated \$231,500.14 Pennsylvania State Liquid Fuels (Act 655) allocation and an estimated \$41,080.00 Highway Transfer (Act 32) Transfer Turnback allocation for 2026.

Mrs. Zerfoss discussed the \$9,242.47, revised Morgantown Security and Fire proposal for security cameras at the Public Works building. Supervisor Ward questioned why two hard drives were added to the previous approved proposal. Mrs. Zerfoss will obtain an explanation for the added hard drives. Supervisor Mowry made the motion, and Supervisor Roth seconded the motion to table action on the \$9,242.47, revised Morgantown Security and Fire proposal for security cameras at the Public Works building until the added hard drive question is answered. The motion was approved.

**Public Relations:**

Mrs. Tempalski reported that Penn Township is having a toy drive for Stuff-a-Cruiser starting in November. A drop box will be placed in the Township Building lobby. Additional information will be provided soon.

**Butler County Tax Collection Committee (BCTCC) Report:**

Mrs. Zerfoss reported on the meeting that was held on September 23, 2025. The budget for 2026 was approved and Administrative Services Agreement with Diane Morrow for 2026 was approved. We also discussed whether to advertise for an RFP for a new tax collector to collect our Earned Income and Local Services Tax, as Berkheimer's contract will expire on December 31, 2026. There will be a special meeting on October 15, 2025 to discuss whether to advertise for a new tax collector or to renew Berkheimer's contract.

**Recycling:**

Mrs. Zerfoss reported on the Noble Environmental Specialty Recycling Penn Township recycling event held September 6, 2025. Approximately 244 residents participated, recycling 25,852 pounds of Household Hazardous and electronics waste.

**Parks and Recreation Department - Harcrest Park Phase II**

Supervisor Roth stated that 100 free tree seedlings have been received and will be planted by volunteers in the immediate future.

Supervisor Roth stated that the Go Native Tree Farm trees will be delivered on October 15, 2025, and then planted by volunteers in the immediate future.

Supervisor Roth stated that the Disc Golf sponsors will stake out where they want to have some trees planted in the future Disc Golf course.

Supervisor Ward advised that Holbein, Inc. contact is substantially complete. The final Holbein retention is being held until the grass growth reaches 70% coverage.

Supervisor Roth reported that the Public Works Department will begin building this structure in the immediate future.

Supervisor Roth discussed the purchase of four additional Papa trees from the Go Native Tree Farm at a cost of \$96.00. Supervisor Roth made the motion, and Supervisor Ward seconded the motion to approve the \$96.00 purchase of four additional Papa trees from the Go Native Tree Farm for Harcrest Park. The motion was approved.

The next Park Committee meeting will be held at the Municipal Building at a future date to be announced.

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

Supervisor Ward stated that this project is fully complete, and final payment has been received.

**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:**

The next Community Day will be held on September 12, 2026.

**Penn Township Impact Fee Committee Update:**

No report.

**Southwest Butler Stormwater Planning Committee**

Supervisor Roth stated that the Committee discussed the Butler County Emergency Medical Services (EMS) issues at their last meeting.

The next Southwest Butler Stormwater Planning Committee meeting will be held at future date to be announced.

**Old Business:**

Mrs. Zerfoss stated that a fully executed copy of the Butler County Cooperative Agreement for Resolution no. 588, entitled "Community Development Block Grant (CDBG)" has been received.

**New Business:**

Mrs. Zerfoss discussed the PA State Liquid Fuels Audit. No findings were reported.

Mrs. Zerfoss discussed the \$6,540.00 Westcom Wireless proposal, dated October 10, 2025, for a 50-watt VHF 136-174 Mhz Repeater package to improve radio coverage and allow the Public Works and the Police Departments direct communication for the Public Works Department location. Supervisor Ward made the motion, and Supervisor Mowry seconded the motion to approve the \$6,540.00 Westcom Wireless proposal dated October 10, 2025, for a 50-watt VHF 136-174 Mhz Repeater package to improve radio coverage and allow the Public Works and the Police Departments direct communication for the Public Works Department location. The motion was approved.

Mrs. Zerfoss discussed the \$1,809.00 Bartlett Tree Experts proposal, dated October 10, 2025, for the fungal Spruce tree disease treatment at the Municipal Building. This is the annual treatment for the fungal Spruce tree disease, Rhizosphaera needle cast, which causes the needles to turn brown and fall off. The Supervisors discussed the expense for this treatment and decided not to proceed. Supervisor Mowry made the motion, and Supervisor Roth seconded the motion to not approve the \$1,809.00 Bartlett Tree Experts proposal, dated September 15, 2025, for the fungal Spruce tree disease treatment at the Municipal Building. The motion was approved.

Supervisor Roth discussed the Penn Township Vehicle Use Policy. Supervisor Roth made the motion, and Supervisor Ward seconded the motion to approve the Penn Township Vehicle Use Policy. The motion was approved.

Mrs. Zerfoss discussed the Butler County Bureau of Properties and Revenues letter, dated September 19, 2025, concerning the purchase of an unclaimed property parcel #270-S1-8-000, Lot on Bridge Street in Renfrew for \$620.00. Supervisor Ward made the motion, and Supervisor Mowry seconded the motion to approve the purchase of an unclaimed property parcel #270-S1-8-000, Lot on Bridge Street in Renfrew for \$620.00. The motion was approved.

Mrs. Zerfoss discussed the Penn Township Planning Commission letter, dated September 26, 2025, declaring the Planning Commission member vacancy of Charles McCall. Supervisor Roth thanked Mr. McCall for his many years of service to the community. Supervisor Mowry made the motion and Supervisor Roth seconded the motion to accept the Planning Commission letter, dated September 26, 2025, declaring the Planning Commission member vacancy of Charles McCall. The motion was approved.

Supervisor Ward discussed the TooSober Builders, LLC \$6,000.00 bid, dated October 12, 2025, to provide the Harcrest Park Shade Shelter (form, place, finish, and cure) concrete slab on grade with an alternate for cold weather protection. One other higher bid was received from Holbein, Inc. Three other invited bidders did not submit proposals. Supervisor Ward suggested that the Penn Township Public Works Department perform the cold weather protection, if needed.

Supervisor Ward made the motion, and Supervisor Mowry seconded the motion to accept the TooSober Builders, LLC \$6,000.00 bid, dated October 12, 2025, to provide the Harcrest Park Shade Shelter (form, place, finish, and cure) concrete slab on grade and have the Penn Township Public Works Department complete the Cold Weather Concreting alternate, if necessary. The motion was approved.

**Act 537 - Saxonburg Authority**

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

**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 November 12, 2025, at 6:00 p.m. in the Penn Township Municipal Building meeting room.

Approved:

Respectfully Submitted:

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Samuel M. Ward  
Chairman  
Board of Supervisors

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Linda D. Zerfoss  
Township Manager  
Penn Township