

Tuesday, December 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 30 Township residents and visitors.

Minutes - November 12, 2025:

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

Executive Session:

None.

Public Comments:

Frank Kennedy and Gwilym Price thanked retiring Supervisor Ward for his years of service to Penn Township.

Ed Thaner, Shawn and Jen Kozar discussed their efforts to satisfy the Penn Township Code Official, Code.sys, requirement to prove that the existing, former McCormick's General Store building has a Certificate of Occupancy or proof that it was constructed prior to April 27, 1927, the date that applicable building code was created. Shawn and Jen Kozar intend to renovate this building for the proposed Kozar General Store at the intersection of Brownsdale and Meridian Roads. Supervisor Ward stated that he will investigate this matter and respond.

Correspondence:

- o PSATS News Bulletin-November 2025.
- o PennDOT Fall 2025 Information Sheet.
- o Penn Township letter, dated November 15, 2025, to PennDOT District 10 Maintenance concerning Route 8 & McBride Hill Traffic Safety.
- o Mr. & Mrs. Chapman letter regarding McBride Hill safety.
- o Penn Township letter, dated November 29, 2025, to the Butler County Parks and Recreation (BCPR) requesting a Harcrest Park Grant Extension in Time to complete the Shade Shelter and for achieving the necessary 70% lawn vegetation coverage.
- o PA Department of Community & Economic Development (DCED) email, dated November 25, 2025, advising that the Penn Township Municipal Assistance Program (MAP) \$20,125.00 grant application for updating the Township Zoning Ordinances was not selected for the funding request.
- o Butler County Commissioners' letter regarding the Diehl Route 8 Land Development.
- o PA American Water notice about Water Rate Changes.
- o Armstrong Business Solutions notice regarding rate changes starting in January 2026.

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Correspondence - continued:

- o Innovative Public Safety (IPS) letter, dated December 1, 2025, which provides a Notice of Termination of Managed IT Services, effective December 31, 2025.
- o Audubon Society thank you card.

Seminars:

None.

Treasurer's Report:

Mrs. Zerfoss read the disbursement list in the last report on November 12, 2025. Fire Tax Fund: 3,191.27; Act 13 Fund: \$10,603.93; General Township Fund: \$199,764.27; and State Fund: \$0.

Deposits into the various Township Funds totaled \$114,336.80.

The Balances were read: Fire Tax Fund: \$253,210.10; Capital Savings Fund: \$203,06.54; Act 13 Impact Fund: \$285,569.21; General Township Fund: \$697,490.49, and State Fund: \$130,780.57.

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:

Mr. Bonetti read the November Zoning report.

Mr. Bonetti discussed the Diehl Automotive Site Plan located at 258 Pittsburgh Road. The Planning Commission has reviewed and recommended approval. Supervisor Roth made the motion, and Supervisor Ward seconded the motion to approve the Diehl Automotive Site Plan located at 258 Pittsburgh Road, including the conditions to meet all building code requirements and pay all Traffic Impact Fees. The motion was approved.

Police Department:

Mrs. Zerfoss read the November 2025 Police Report.

Mrs. Zerfoss read the \$28,025.00 Lexipol undated proposal number Q-172441 for the Penn Township Police policy and procedures software. Supervisor Ward made the motion, and Supervisor Mowry seconded the motion to approve Lexipol proposal for the Penn Township Police policy and procedures software. The motion was approved.

Public Works Department:

Mrs. Zerfoss read the November Public Works Department report.

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Public Works Department- continued:

Mrs. Zerfoss read the PA Municipal, Inc. \$360.62/each unit proposal to furnish, dated December 3, 2025, back-up cameras for three Public Works Department vehicles. Installation is not included. Supervisor Mowry made the motion, and Supervisor Roth seconded the motion to approve the PA Municipal, Inc. \$360.62/each unit proposal, dated December 3, 2025, to furnish back-up cameras for three Public Works Department vehicles. The total cost is \$1,081.86. The motion was approved.

Public Relations:

Mrs. Tempalski discussed adding more Penn Township Community Engagement events throughout 2026.

Butler County Tax Collection Committee (BCTCC) Report:

No report.

Recycling:

No report.

Parks and Recreation Department - Harcrest Park Phase II

Supervisor Ward discussed the preparation of the Shade Shelter code requirements documents required for the permit. HRG, the Township Engineer, could not provide these building code requirements. The Township retained an Architectural firm, Entasis, Inc., to prepare and submit the code requirements documents. These documents were completed on November 26, 2025, with additional comments completed on December 8, 2025, and have been submitted to Code.sys for the permit approval. Supervisor Ward made the motion, and Supervisor Mowry seconded the motion to approve the approximately \$3,500.00 Entasis, Inc. proposal, dated November 18, 2025, for professional services to provide the documents to satisfy the Shade Shelter code approval for the permit. 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 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.

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Penn Township Impact Fee Committee Update:

Mr. Bonetti stated the engineer is finishing the analysis and hopes to submit report next month.

Old Business:

None.

New Business:

Mrs. Zerfoss read Resolution no. 591, entitled "2026 Tax Levy." The 2026 Real Estate and Fire Taxes will remain at eight mills. Supervisor Mowry made the motion, and Supervisor Roth seconded the motion to adopt Resolution no. 571, entitled "2026 Tax Levy." The motion was approved.

Mrs. Zerfoss read Resolution no. 592, entitled "2026 Budget." Supervisor Roth made the motion, and Supervisor Ward seconded the motion to adopt Resolution no. 592, entitled "2026 Budget." The motion was approved.

Mrs. Zerfoss read Resolution no. 593, entitled "Deposition of Records." Supervisor Ward made the motion, and Supervisor Mowry seconded the motion to adopt Resolution no. 593, entitled "Deposition of Records." The motion was approved.

Mrs. Zerfoss read Ordinance no. 181, entitled "Penn Township Police Pension Plan." Supervisor Mowry made the motion, and Supervisor Roth seconded the motion to adopt Ordinance no. 181, entitled "Penn Township Police Pension Plan." The motion was approved.

Mrs. Zerfoss read the \$4,000.00/year Fugh Refrigeration quarterly Maintenance Agreement for the eight Municipal and Public Works building HVAC units, dated November 26, 2025. Supervisor Roth made the motion, and Supervisor Ward seconded the motion to approve the \$4,000.00/year Fugh Refrigeration quarterly Maintenance Agreement for the eight Municipal and Public Works building HVAC units, dated November 26, 2025. The motion was approved.

Mrs. Zerfoss read the \$7,350.00 Traffic Control Equipment & Supplies proposal, dated November 24, 2025, to replace the Pedestrian Pedestal for the Route 8 at Airport Road intersection that was damaged by an accident on August 12, 2025. Penn Township will seek reimbursement for this expense from the accident responsible party's insurance company, Erie Insurance. Supervisor Ward made the motion, and Supervisor Mowry seconded the motion to approve the \$7,350.00 Traffic Control Equipment & Supplies proposal, dated November 24, 2025, to replace the Pedestrian Pedestal for the Route 8 at Airport Road intersection that was damaged by an accident on August 12, 2025. The motion was approved.

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New Business - continued:

Mrs. Zerfoss discussed the PA Department of Community & Economic Development (DCED) email, dated November 25, 2025, advising that the Penn Township Municipal Assistance Program (MAP) \$20,125.00 grant application for updating the Township Zoning Ordinances was not selected for the funding request. Mrs. Zerfoss requested approval of the \$40,250.00 HRG proposal, dated January 29, 2025, for the Penn Township Zoning Ordinance update. Supervisor Ward made the motion, and Supervisor Roth seconded the motion to approve the \$40,250.00 HRG proposal, dated January 29, 2025, for the Penn Township Zoning Ordinance update. The motion was approved.

Mrs. Zerfoss read PA State Representative Aaron Bernstine's request to use the Municipal Building meeting room for a Butler Town Hall on May 14, 2026, from 5:30 p.m. to 7:00 p.m. Supervisor Roth made the motion, and Supervisor Ward seconded the motion to approve PA State Representative Aaron Bernstine's request to use the Municipal Building meeting room for a Butler Town Hall on May 14, 2026, from 5:30 p.m. to 7:00 p.m. The motion was approved.

Mrs. Zerfoss discussed the Penn Township Police Association agreement for the period of January 1, 2026, through December 31, 2028. Supervisor Ward made the motion, and Supervisor Mowry seconded the motion to approve the Penn Township Police Association agreement for the period of January 1, 2026, through December 31, 2028. The motion was approved.

Mrs. Zerfoss announced that the Township Organization meeting will be held on January 5, 2026, at 10:00 a.m. in the Penn Township Municipal Building meeting room and the Auditors' Organization meeting will be held on January 6, 2026, at 6:00 p.m. virtually. Supervisor Mowry made the motion, and Supervisor Roth seconded the motion to advertise these meetings. The motion was approved.

Act 537 - Saxonburg Authority

Supervisor Roth stated that the Authority discussed upgrading the pumps at the Davis and McFann Road pump stations. The Pittsburgh - Butler Airport Authority has extended the sanitary sewers on airport property. There was no update from Connoquenessing Township on their intent to tie into the SAA facilities.

Supervisor Roth thanked Supervisor Ward for his thirty-six years of community service beginning June 1, 1989.

Sgt. Cheryl Cranmer presented Supervisor Ward a plaque from the Police Department thanking him for his service.

Township Manager, Linda Zerfoss, presented Supervisor Ward a compass from Clinton, Nicole, Andrew, and herself, thanking him for his service.

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Adjournment

The next Board of Supervisors meeting will be held on January 13, 2026, at 6:00 p.m. in the Penn Township Municipal Building meeting room.

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

The meeting adjourned at approximately 7:00 p.m.

Approved:

Respectfully Submitted:

Samuel M. Ward
Chairman
Board of Supervisors

Linda D. Zerfoss
Township Manager
Penn Township