

# Penn Township

## Butler County

# Newsletter

Fall 2026



## Municipal News

Budgeting, Finance, Grant Proposals, Parks & Recreation

### New Township Updates

There have been many exciting changes taking place in Penn Township, and we want to ensure our residents stay informed every step of the way. As we continue working to improve our services and strengthen communication with the community, we'd like to share a few important updates.

#### **New Township Office Hours**

To better serve our residents, Penn Township has updated its office hours to provide additional availability throughout the week.

**Monday – Thursday:** 8:00 a.m. – 4:30 p.m.

**Friday:** 8:00 a.m. – 1:00 p.m.

We hope these expanded hours make it more convenient for residents to visit the Municipal Building whenever assistance is needed.

#### **Board of Supervisors Meetings:**

The Penn Township Board of Supervisors will now hold **two regular meetings each month**. By meeting more frequently, the Board hopes to improve planning, enhance communication on township projects and municipal business, and provide residents with additional opportunities to attend meetings, stay informed, and share their thoughts and input on matters affecting our community.

Meeting dates, agendas, and minutes are available on the Township website and posted at the Municipal Building. [www.penntownship.org](http://www.penntownship.org)

#### **Preparing for 2027**

The Township has officially begun the early stages of preparing for the **2027 Township Budget**. Throughout the coming months, Township staff and the Board of Supervisors will be reviewing anticipated revenues and expenditures, evaluating the needs of our departments, and planning for the continued maintenance and improvement of Township services and facilities.

Our goal is to develop a responsible and balanced budget that continues to meet the needs of our residents while being mindful of the use of taxpayer dollars.

#### **Grant Opportunities & Community Improvements**

The Township is also actively working toward completing several grant applications that will provide opportunities for improvements within our community.

One of the grants we are pursuing will assist with funding for a **new traffic signal at the intersection of Brownsdale Road and Church Road**, helping to address traffic safety and improve the intersection for residents and motorists.

The Township is also working on a **Community Development Block Grant (CDBG)** opportunity that would provide funding for **housing rehabilitation for eligible low- to moderate-income residents**. This program is intended to help qualifying homeowners make necessary improvements to their homes and maintain safe, decent housing.

**Applications and additional information regarding eligibility and how residents can apply are available on the Township website.** We encourage residents who may qualify to review the information and take advantage of this opportunity.

## Honoring a Legacy & Welcoming a New Chapter

Penn Township is proud to recognize Linda Zerfoss, who recently retired after an incredible 48 years of dedicated service to our community. Throughout nearly five decades of service, Linda played an important role in helping Penn Township grow, evolve, and serve its residents. Her knowledge, dedication, and commitment to the Township have left a lasting impact that will be appreciated for years to come.

We are incredibly grateful for Linda's many years of service and the countless contributions she made to Penn Township. While we will certainly miss having her here, we wish her all the best in this well-deserved next chapter!

At the same time, we are excited to welcome Mary Hess as Penn Township's Interim Township Manager. Mary brings a wealth of knowledge, experience, and dedication to her new role, and we are grateful to have her leadership as we continue moving the Township forward.

As Penn Township enters this new chapter, we are thankful to have a strong team and support system working together to manage the Township and serve our residents. We look forward to building on the strong foundation established over the years while continuing to find new ways to improve our community.

Thank you, Linda, for 48 years of service—and welcome, Mary! We are excited for what the future holds for Penn Township.

**"Strong communities are built by neighbors who care, connect, and come together."**



# Community Engagement

*Community Support and Volunteers Needed*

## **Community Collection Drives**

Penn Township is proud to support our neighbors through several seasonal community collection drives. We invite residents to join us in making a difference for local families in need.

### **Fall Coat Drive**

**September 1 – October 2, 2026**

We will be accepting **new or gently used** winter coats, hats, gloves, and scarves for both children and adults. Donations will help keep local families warm during the upcoming winter season.

### **Toys for Tots Collection**

**November 2 – December 4, 2026**

Help make the holiday season brighter by donating **new, unwrapped toys** for children in need throughout our surrounding communities.

Donation boxes for both collection drives will be located in the lobby of the Penn Township Municipal Building during normal business hours. Thank you for your continued support of Penn Township. Together, we can continue building a stronger, safer, and more connected community.

## **Community Day – September 12**

Join us on **Saturday, September 12, from 12:00 PM to 4:00 PM at Harcrest Community Park** for this wonderful community celebration.

## **Help Us Keep This Tradition Going!**

The Township has been proud to coordinate Community Day in the past, and we have enjoyed watching this event grow into a wonderful community tradition.

Moving forward, however, we are looking for **community volunteers and local groups to step forward and help coordinate the event** starting in 2027.

We want this tradition to continue for many years to come, but **we need our community members to help make that happen.**

The Township will continue to support Community Day by:

- Providing **Harcrest Community Park** as the event location;
- Providing financial support for the event; and
- Supplying tables, chairs, tents, and other available Township resources.

**The remaining event planning and coordination will need to be taken on by community volunteers and participating groups.**

**This transition also creates an exciting opportunity for Community Day to grow in new ways. New volunteers can bring fresh ideas, introduce new activities, involve additional community organizations, and help create an even stronger connection between residents and the Township.**

**If you enjoy planning fun community oriented activities and are interested in volunteering, joining a community group, or helping coordinate future Community Day celebrations, please contact the Township Building for more information.**

Let's work together to keep this wonderful tradition going and make Community Day something our community can continue to enjoy for years to come!

**“Your ideas. Your involvement. Our community.  
Together, we make a difference.”**

# Public Works Department

## Roadways, Stormwater, & Infrastructure



Keeping Our Community Safe, Clean & Ready for Every Season

### 🍁 FALL NEWS & REMINDERS

**Leaf Season Is Here!** Please keep leaves out of roadways, storm drains, ditches, and culverts. Follow township guidelines for leaf and yard-waste disposal.

**Fall Yard Cleanup** Dispose of leaves, brush, and yard waste according to township requirements. Please do not include household trash, rocks, dirt, or construction materials.

**Storm Drain Reminder** Help prevent flooding by keeping leaves and debris away from drainage structures. Report blocked township drains to Public Works.

**Winter Preparation** Our crews are preparing snowplows, equipment, salt, and winter routes. Please keep vehicles and other objects away from the roadway during snow events.

### 🏠 A MESSAGE FROM PUBLIC WORKS

Fall is here, and our Public Works team is busy preparing for the months ahead. Along with routine road and drainage maintenance, our crews are working on several projects throughout the township.

We appreciate your patience when traveling through work zones and ask everyone to **slow down, stay alert, and give our crews plenty of room to work, if a road is closed please obey this closure for everyone's safety.**

### 🚧 WORK ZONE SAFETY

You may see Public Works employees and equipment throughout the township this fall.

### SLOW DOWN • STAY ALERT • GIVE OUR CREWS ROOM

Temporary traffic patterns, construction equipment, and road work can create unexpected hazards. Please follow posted signs and traffic controls. If a road is closed, please do not proceed beyond the closure signage.

### ❄️ WINTER IS COMING!

Our crews are already preparing for winter weather.

Residents can help by:

- Keeping vehicles off the roadway during snow emergencies when requested.
- Keeping trash cans and other objects away from the edge of the road.
- Trimming trees and shrubs that extend into the roadway.
- Staying a safe distance behind snowplows.
- Never passing a snowplow unless it is clearly safe and permitted.

**Please remember:** Snow removal takes time. Our crews work to clear priority routes first before moving to secondary roads.

### 💡 DID YOU KNOW?

Public Works does much more than remove snow!

Our crews help maintain roads, drainage systems, signs, rights-of-way, equipment, public facilities, and other township infrastructure throughout the year.

Much of this work happens behind the scenes, but it plays an important role in keeping our community safe and running smoothly.

### 🙏 THANK YOU FOR SUPPORTING PUBLIC WORKS!

Thank you to our residents for driving safely around work crews, following seasonal guidelines, keeping roadways and drainage areas clear, and reporting maintenance concerns.

Your cooperation helps us serve the community more safely and efficiently.

### 🚧 CURRENT PROJECTS

**Road Improvements** ♀ [Crack sealing] **Status:** [Beginning August 31st.] **Drainage Improvements** ♀ [Old Plank Rd.] **Status:** [95% completion ]

**Paving & Road Maintenance** ♀ [Old Plank Pipe crossing patching] **Expected Completion:** [Sept. 2026]

**Project Updates** Residents may experience temporary road closures, traffic controls, or equipment in work areas. Please slow down and use caution around crews.

**Coming Soon** ♀ [Roadside Mowing] 📅 [Early September ] ✂️ [Final mowing of 2026]



**Public Works Director**

Andrew Rockar

724-285-9317

[arockar@penntownship.org](mailto:arockar@penntownship.org)

Hours: M-F 7 AM -3 PM

# Land Use Department

## Zoning, Subdivision, & Land Development



### Zoning & Building Permits: What Do You Need?

#### When is a Penn Township Zoning Permit Required?

A **Penn Township Zoning Permit** is required for structures over 100 square feet. Under the Township's Zoning Ordinance, a structure is defined as *"any man-made object having an ascertainable stationary location on or in land or water, whether or not affixed to the land."* This includes items such as **sheds, gazebos, garages, and other man-made structures.**

Before beginning your project, it is important to know that **residential zoning districts are limited to a maximum of three accessory structures per property.** However, pools, fences, open gazebos, trellises, cabanas, and similar structures are not counted toward this limit. Agricultural, Commercial, and Industrial zoning districts do not have a limit on the number of accessory structures.

#### What is needed to apply for a zoning permit?

Zoning permit applications and forms are available on the **Township website** or at the Township Building. A complete application must include:

- A completed zoning permit application;
- A detailed design or drawing of the proposed structure;
- The applicable permit fee; and
- A formal plot plan or property survey showing the proposed location of the structure and its distance from all property lines.

#### When is a Penn Township Building Permit Required?

Building permits are required for **new residential and commercial construction**, including additions, pools, and structures **over 1,000 square feet.** Certain other construction or alterations may also require a building permit.

Before obtaining a building permit, applicants must first obtain the required **Penn Township zoning permit** to ensure the proposed project complies with Township zoning requirements.

Building permits are issued through **Code.sys Code Consulting, Inc.**, the Township's designated building inspectors. Code.sys reviews building plans for compliance with Pennsylvania's adopted **Uniform Construction Code (UCC).**

Once your zoning permit has been approved, you may apply for your building permit through the Code.sys website:

[www.Code-Sys.com](http://www.Code-Sys.com)

Questions regarding the building permit process can be directed to Code.sys through their online portal or by calling **412-821-0337.**

#### Planning a project? Start with the Township!

If you are unsure whether your project requires a zoning or building permit, **please contact the Township before beginning construction.** Our staff can help you determine which permits may be required and direct you to the appropriate application and resources.



**Land Use Administrator**  
Philip Mangis III  
724-586-1165 Option: 2  
[pmangis@penntownship.org](mailto:pmangis@penntownship.org)

# Police Department

*Public Safety, Traffic Laws, Crime Protection*



## Penn Township Police Department Update

Penn Township Police would like to welcome **Officer Christopher Scalise** to the Department! Officer Scalise joined the Department in June and has quickly become a valuable member of our team. If you see Chris out and about in the community, please take a moment to introduce yourself and welcome him to Penn Township!

## School Bus Safety Reminder

As we say goodbye to summer and move into fall, we all know what that means—the return of school buses! **Patience and safety should be a priority for all drivers.**

Drivers are required to stop when a school bus has its **flashing red lights activated and stop arm extended**. It is also important to remember that you must stop when a school bus is displaying flashing red lights at an intersection, whether you are traveling in the same direction as the bus or approaching from the cross street.

Drivers are required to remain **at least 10 feet away from a stopped school bus.**

**Pittsburgh Road can be particularly difficult for both school bus drivers and motorists.** Bus drivers will often activate their yellow warning lights well in advance to provide motorists with as much warning as possible. Once the **red lights are activated, both northbound and southbound traffic must stop.**

Passing a stopped school bus is a serious violation. A conviction carries a **60-day driver's license suspension, a \$250 fine, and 5 points on your driver's license.**

Safety also begins at the bus stop. Parents and caregivers are encouraged to make sure children are at their bus stop **on time and ready to safely board the bus.**

For additional information regarding Pennsylvania school bus safety laws, please visit [Pennsylvania Department of Motor Vehicles](#).



## Alarm Permit Reminder

The Penn Township Police Department would also like to remind residents that **fire and burglar alarms require a permit.**

There is a reason you have an alarm system installed, so it is important to keep your alarm in good working order and ensure that all **key holder and contact information remains current**. This is especially important for businesses throughout the Township.

Providing accurate and up-to-date information on your alarm permit helps our police and fire personnel better understand what is normal for your residence or business and allows them to respond more effectively when an alarm is activated.

A copy of the applicable ordinance and additional information can be found on the **Penn Township website**.

Thank you to all of our Township residents for doing your part to help our first responders as we work together to keep **Penn Township safe!**



**Penn Township OIC**  
**Sergeant Cheryl Cranmer**  
**724-586-1169 Option: 4**  
[ccranmer@penntownship.org](mailto:ccranmer@penntownship.org)

# Mark Your Calendars!

*What's happening around our community*



| Fall 2026- September |    |                                                               |    |                             |    |                              | Fall 2026 October |    |                                       |    |                                                 |    |    |
|----------------------|----|---------------------------------------------------------------|----|-----------------------------|----|------------------------------|-------------------|----|---------------------------------------|----|-------------------------------------------------|----|----|
|                      |    | 1<br>Fall Coat Drive Begins                                   | 2  | 3<br>Penns Men Meeting 7PM  | 4  | 5                            |                   |    |                                       |    | 1<br>Fall Coat Drive Ends Penns Men Meeting 7PM | 2  | 3  |
| 6                    | 7  | 8<br>Board of Supervisor Meeting 6PM                          | 9  | 10                          | 11 | 12<br>Community Day 12PM-4PM | 4                 | 5  | 6                                     | 7  | 8                                               | 9  | 10 |
| 13                   | 14 | 15<br>Planning Commission Meeting 6PM                         | 16 | 17<br>Penns Men Meeting 7PM | 18 | 19                           | 11                | 12 | 13<br>Board of Supervisor Meeting 6PM | 14 | 15<br>Penns Men Meeting 7PM                     | 16 | 17 |
| 20                   | 21 | 22<br>Board of Supervisor Meeting 6PM<br>Blood Drive 10AM-3PM | 23 | 24                          | 25 | 26                           | 18                | 19 | 20<br>Planning Commission Meeting 6PM | 21 | 22<br>Penn Twp Halloween Parade                 | 23 | 24 |
| 27                   | 28 | 29                                                            | 30 |                             |    |                              | 25                | 26 | 27<br>Board of Supervisor Meeting 6PM | 28 | 29                                              | 30 | 31 |

| Fall 2026 November |                                 |                                       |    |                             |    |    |
|--------------------|---------------------------------|---------------------------------------|----|-----------------------------|----|----|
| 1                  | 2<br>Toys for Tots Drive Begins | 3                                     | 4  | 5<br>Penns Men Meeting 7PM  | 6  | 7  |
| 8                  | 9                               | 10<br>Board of Supervisor Meeting 6PM | 11 | 12                          | 13 | 14 |
| 15                 | 16                              | 17<br>Planning Commission Meeting 6PM | 18 | 19<br>Penns Men Meeting 7PM | 20 | 21 |
| 22                 | 23                              | 24<br>Board of Supervisor Meeting 6PM | 25 | 26                          | 27 | 28 |
| 29                 | 30                              |                                       |    |                             |    |    |
|                    |                                 |                                       |    |                             |    |    |

The Penn Township Newsletter is published seasonally for the residents of Penn Township. All comments/questions should be sent to: Penn Township, 157 E. Airport Road, Butler, PA 16002.

## **Administrative Staff**

Township Manager: Mary Hess

Land Use Administrator: Phillip Mangis

Finance Administrator: Nicole Tempalski

## **Board of Supervisors**

Douglas A. Roth- Chairman

Wilbert J. Mowry Jr.- Vice Chairman

Matthew Salina- Supervisor

## **Tax office**

Andraya Gealey

**724-256-8222**

**penntwptx@gmail.com**

Face to Face Tax collectors' hours is posted on your tax cards.

**Most up to date hours are recorded on her voicemail.**

