

Monday, January 6, 2004

The Penn Township Board of Supervisors met this evening at the Penn Township Municipal Building, 157 East Airport Road, Butler, PA 16002 with the Interim Chairman, Samuel M. Ward, presiding. Also present were Supervisors, Douglas A. Roth and Jason L. Campagna.

Township Manager, Gregory A. Primm and 7 township residents were also present.

Organizational Meeting

Chairman Pro Tem

Motion by Supervisor Ward and seconded by Supervisor Roth that Gregory A. Primm be nominated for Chairman Pro Tem. There being no further nominations, questions or comments from the audience, the motion carried and the Chairman assumed his duties.

Chairman

Chairman Pro Tem, Gregory A. Primm asked for a nomination for Chairman for the year 2004. Motion by Supervisor Roth and seconded by Supervisor Campagna that Samuel M. Ward be nominated for Chairman. There being no questions or comments from the floor, the motion carried. There being no further nominations, Mr. Ward was elected Chairman for the year 2004.

At this point in the meeting, Supervisor Ward assumed the duties of Chairman.

Vice Chairman

Motion by Supervisor Campagna and seconded by Supervisor Ward that Douglas A. Roth be nominated Vice Chairman. There being no questions or comments from the floor, the motion carried. There being no further nominations, Mr. Roth was elected Vice Chairman for the year 2004.

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Township Manager

Motion by Supervisor Ward and seconded by Supervisor Roth that Gregory A. Primm be reappointed Township Manager for the year 2004 resolving his salary be set at \$55,994.00. There being no questions or comments from the audience, the motion carried.

Treasurer's Bond

Motion by Supervisor Roth and seconded by Supervisor Campagna that the Board of Supervisors set the Treasurer's Bond at \$850,000.00 for the year 2004 plus approval to renew the Fidelity and Position Bond in the amount of \$100,000.00. There being no questions or comments from the audience, the motion carried.

Vacancy Board Chairman

Motion by Supervisor Campagna and seconded by Supervisor Ward that John B. Sirkoch be reappointed Chairman of the Vacancy Board for the year 2004. There being no questions or comments from the audience, the motion carried.

Solicitor

Motion by Supervisor Ward and seconded by Supervisor Roth that the Lope Law Office, Philip P. Lope, Esquire be reappointed as Township Solicitor for the year 2004. There being no questions or comments from the audience, the motion carried.

Depository

Motion by Supervisor Roth and seconded by Supervisor Campagna that Citizens National Bank, Saxonburg Office, be reappointed depository for township funds including interest-bearing accounts in the PA Local Government Investment Trust for the year 2004. There being no questions or comments from the audience, the motion carried.

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Sewage Enforcement Officer

Motion by Supervisor Campagna and seconded by Supervisor Ward that Michael K. Corle be reappointed Sewage Enforcement Officer for the year 2004. There being no questions or comments from the audience, the motion carried.

Alternate Sewage Enforcement Officer

Motion by Supervisor Ward and seconded by Supervisor Roth that Kim Corle be reappointed as Alternate Sewage Enforcement Officer for the year 2004. There being no questions or comments from the audience, the motion carried.

Animal Control Officer

Motion by Supervisor Roth and seconded by Supervisor Campagna that Dennis B. Sybert be reappointed as Animal Control Officer for Penn Township for the year 2004. The contract of \$300.00 per month will be in effect. There being no questions or comments from the audience, the motion carried.

Planning Commission

Motion by Supervisor Campagna and seconded by Supervisor Ward to reappoint Bob Noah and William Gass to the Penn Township Planning Commission for a four-year term. There being no questions or comments from the audience, the motion carried.

Hearing Board

Motion by Supervisor Ward and seconded by Supervisor Roth that Betty Krepinevich be reappointed to the Penn Township Zoning Hearing Board for a three-year term. There being no questions or comments from the audience, the motion carried.

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Resolution #309 - POLICE PENSION FUND

The Township Manager read Resolution #309 POLICE PENSION FUND to suspend for 2004 any deduction of police officer's compensation for payment to the police pension fund. Motion by Supervisor Roth and seconded by Supervisor Campagna that Resolution #309 POLICE PENSION FUND be approved. There being no questions or comments from the audience, the motion carried.

Alternate Hearing Board Member

Motion by Supervisor Campagna and seconded by Supervisor Ward that John Sirkoch be reappointed as a voting alternate member of the Penn Township Zoning Hearing Board. There being no questions or comments from the audience, the motion carried.

Zoning Hearing Board Attorney

Motion by Supervisor Ward and seconded by Supervisor Roth that Springer, Bush & Perry be reappointed Attorney for the Zoning Hearing Board for the year 2004. There being no questions or comments from the audience, the motion carried.

Tax Rate

Motion by Supervisor Roth and seconded by Supervisor Campagna the Tax Rate for general purposes be set at 5.0 Mills and the Tax Rate for fire purposes be set at 2.0 Mills for the year 2004. There being no questions or comments from the audience, the motion carried.

Per Capita Tax

Motion by Supervisor Campagna and seconded by Supervisor Ward the \$5.00 Per Capita Tax under Act 511 be eliminated for the year 2004. There being no questions or comments from the audience, the motion carried.

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Real Estate Transfer Tax

Motion by Supervisor Ward and seconded by Supervisor Roth the Penn Township 1% Real Estate Transfer Tax be reenacted under Act 511 for the year 2004. There being no questions or comments from the audience, the motion carried.

Wages - Salaries - Police Department

Motion by Supervisor Ward and seconded by Supervisor Roth that compensation for the police department be increased 3% until contract negotiations are completed. There being no questions or comments from the audience, the motion carried.

Wages - Salaries - Administrative Employees

Motion by Supervisor Roth and seconded by Supervisor Campagna that compensation for the administrative employees be set as follows for the year 2004:

Linda D. Furka, Administrative Assistant - \$16.52/hr
Clinton A. Bonetti, Land Use Administrator - \$17.68/hr
Clinton A. Bonetti, Snow Removal - \$15.45/hr

There being no questions or comments from the audience, the motion carried.

Wages - Salaries - Road Department

Motion by Supervisor Campagna and seconded by Supervisor Ward that compensation for the road department employees be set as follows for the year 2004:

Rodney R. Myers, Laborer - \$17.95/hr
Dennis J. Bogan, Laborer - \$16.32/hr

There being no questions or comments from the audience, the motion carried.

The Board of Auditors will set the compensation for Road Superintendent, Douglas A. Roth at their organizational meeting for 2004.

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Payroll

Motion by Supervisor Ward and seconded by Supervisor Roth that the payroll period end on Saturday and be paid bi-weekly. There being no questions or comments from the audience, the motion carried.

Resolution #310 "FEE SCHEDULE FOR PENN TOWNSHIP SERVICES"

The Township Manager read Resolution #310 FEE SCHEDULE FOR PENN TOWNSHIP SERVICES FOR THE YEAR 2004 which include the following:

- a. Building Permit Fees
- b. Grading Permit Fees
- c. Site Plan Review Fees
- d. Septic Permit Application Fees
- e. Sign Permit Fees
- f. Highway Occupancy Permit Fees
- g. Soliciting Permit Fees
- h. Lien Letter Fees
- i. Faxed Lien Letter Fees
- j. Police Reports
- k. Xerox Copies
- l. Staff Research Fees
- m. Zoning Hearing Fees
- n. Conditional Use Hearing Fees
- o. Amendments to the Zoning Ordinance Fees
- p. Zoning Ordinance Books
- q. Subdivision and Land Development Regulations
- r. Stormwater Management Books
- s. Tax Certifications (to be paid directly to the tax collector)
- t. Zoning Certifications
- u. Subdivision Filing Fees
- v. Floodplain Verification Letters

Motion by Supervisor Roth and seconded by Supervisor Campagna that Resolution #310 FEE SCHEDULE FOR PENN TOWNSHIP SERVICES be approved. There being no questions or comments from the audience, the motion carried.

Monday, January 20, 2004

Meeting Nights

Motion by Supervisor Campagna and seconded by Supervisor Ward to set the meeting nights to be the first and third Tuesday of every month with the exception of Election Days, May and November 2. Times for the meeting will be 7:00 p.m. workshop, 7:30 p.m. regular meeting and post-workshops after the meeting. There being no questions or comments from the audience, the motion carried.

Purchase of Supplies and Equipment - Road Department

Motion by Supervisor Ward and seconded by Supervisor Roth that department head, Douglas A. Roth, be authorized to spend up to \$400.00 per month for the purchase of supplies and equipment for the Road Department. There being no questions or comments from the audience, the motion carried.

Police Uniforms

Motion by Supervisor Roth and seconded by Supervisor Campagna to set the uniform allotment at \$450.00 to each full-time officer and \$250.00 to each part-time officer according to their respective collective bargaining agreements. There being no questions or comments from the audience, the motion carried.

Auto Expense

Motion by Supervisor Campagna and seconded by Supervisor Ward to set the mileage expense for travel at \$.375 per mile for the year 2004. There being no questions or comments from the audience, the motion carried.

Budgeting Line Item

Motion by Supervisor Ward and seconded by Supervisor Roth to require approval by the Board of Supervisors to exceed individual budgeted line items. There being no questions or comments from the audience, the motion carried.

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State Association of Township Supervisors

Motion by Supervisor Roth and seconded by Supervisor Campagna to authorize attendance at the annual PSATS Convention in Hershey, PA and to have Jason L. Campagna as the voting delegate. There being no questions or comments from the audience, the motion carried.

Closing of the Books for 2003

There being no other business, motion by Supervisor Campagna and seconded by Supervisor Ward the books for 2003 be closed and presented for audit. There being no questions or comments from the audience, the motion carried.

Advertise Meetings for the Year 2004

Motion by Supervisor Ward and seconded by Supervisor Roth that the Township Manager be authorized to advertise meetings for the year 2004 for the Board of Supervisors, Planning Commission and Committee Meetings. There being no questions or comments from the audience, the motion carried.

Township Engineer

Motion by Supervisor Roth and seconded by Supervisor Campagna that Keller Engineers of Hollidaysburg be reappointed as township engineers for the year 2004. There being no questions or comments from the audience, the motion carried.

Adjournment - Organizational Meeting

Motion by Supervisor Campagna and seconded by Supervisor Ward that the Organizational Meeting be adjourned and the regular meeting of the Board of Supervisors be called to order. There being no questions or comments from the audience, the motion carried.

The Organizational Meeting adjourned at approximately 8:10 p.m. At this time, the regular meeting of the Penn Township Board of Supervisors was called to order with the Pledge of Allegiance.

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Regular Meeting - Continued

After the Pledge of Allegiance, Supervisor Roth called for a moment of silence in memory of Tom Whitling, Manager of the Port-O-Call trailer park who passed away Christmas Eve.

Minutes - 12-16-03

Motion by Supervisor Ward and seconded by Supervisor Roth that there being no additions or corrections to the minutes of the meeting Tuesday, December 16, 2003 be unanimously approved as presented. There being no questions or comments from the audience, the motion carried.

Correspondence

PSATS Letter

Butler County Arts Council - Invitation to attend a Wine & Cheese Reception celebrating the launch of The Butler Cultural Village Project, Thursday, January 15.

Pennsylvania Infrastructure Investment Authority & Department of Environmental Protection - Notification that they have amended the combined federal fiscal year 2002/2003 Clean Water State Revolving Fund Project Priority List of municipal sewage construction projects.

Councils of Governments of Beaver & Butler Counties - Notice that the next meeting will be Tuesday, January 13 at 7:00 p.m. at the Cranberry Township Municipal Building.

PSATS - Copy of a letter from PSATS and the various Townships of Pennsylvania to Governor Ed Rendell thanking him for

Allegheny Institute for Public Policy - A copy of their policy brief dated December 29.

Butler Area Public Library - Letter dated December 16 thanking the Board of Supervisors for their \$5,000.00 appropriation to the library.

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Seminars

The following seminars have been scheduled:

Emergency Response to Domestic Biological Incidents
from 02/03 - 02/05, Allegheny County EOC
The Municipal Secretary's Desktop Reference Manual,
05/06, Mountain View Inn, Greensburg
Developing and Managing your Municipal Budget, 04/18,
Annual State Convention, Hershey
It's All Downhill, Proper Drainage Techniques, 04/18,
Annual State Convention, Hershey
Spring Road Maintenance, 04/18, Annual State
Convention, Hershey
Communication and Conflict: "Learning to be Assertive
and not Aggressive, 03/03, Holiday Inn Express,
Cranberry
Municipal Road Maintenance, 04/18 - 20, Annual State
Convention, Hershey
Building Code Official Certification Course and Exam,
03/25, Four Points Sheraton Pittsburgh North

Motion by Supervisor Roth and seconded by Supervisor
Campagna that all involved be authorized to attend. There
being no questions or comments from the audience, the
motion carried.

Treasurer's Report

The Township Manager read the list of invoices paid since
the last report was read on December 16, 2003. Township
Fund: \$51,999.93, Fire Tax Fund: \$8,112.76. Deposits into
the Township Fund totaled \$36,471.72. Balances were read
as follows: Township Fund: \$78,223.80, Fire Tax Fund:
\$23,961.18, State Fund: \$5,167.46, Municipal Pension Fund:
\$142,970.05, Police Pension Fund: \$627,692.07. Motion by
Supervisor Campagna and seconded by Supervisor Roth that
the Treasurer's Report be approved. There being no
questions or comments from the audience, the motion
carried.

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Zoning Department

Clinton Bonetti, Land Use Administrator, read his zoning report for December 2003. 6 Building Permits were issued totaling \$210.00, 7 Septic Applications were filed totaling \$2,100.00, 10 Lien Letters were issued totaling \$100.00. Total zoning fees for December 2003 were \$2,410.00.

Police Department

The Township Manager advised that Dennis Crawford has satisfactorily completed his 1-year probationary period and is doing a great job and should be promoted to 2nd year patrolman status per the Collective Bargaining Agreement. Motion by Supervisor Ward and seconded by Supervisor Roth that Dennis Crawford be promoted to 2nd year patrolman. There being no questions or comments from the audience, the motion carried.

Mr. Primm also presented to the Board the Animal Control report for November and December as presented by Dennis B. Sybert, Animal Control Officer.

Road Department

Supervisor/Road Superintendent Roth motioned that the ditcher needs to be repaired and seconded by Supervisor Ward. There being no questions or comments from the audience, the motion carried.

Recycling Report

Supervisor Roth advised that Christmas trees could be dropped off at the road department or fire department.

Public Relations Department

No report.

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Old Business

Supervisor Roth asked about getting the newsletter done in order to inform the residents what is going on with the sewage project. The Township Manager stated that he was aware that this has been on our plate since October and he assured Supervisor Roth it would be completed. Supervisor Roth asked how soon it could be done. The Township Manager asked for a 2-week period of time to complete it.

New Business

Motion by Supervisor Roth and seconded by Supervisor Campagna that Jason L. Campagna be the Penn Township representative to the Councils of Government of Beaver and Butler Counties. There being no questions or comments from the audience, the motion carried.

Act 537

The Township Manager announced that Supervisor Ward's appointment to the Saxonburg Area Authority will take place next week. He further announced that the updated Act 537 Plan is on public display.

Audience Participation

Doug Sober - Asked when the Uniform Construction Code would begin? He was informed that it would begin mid year 2004.

Erma Mowry of Robinson Run Road and the at-large member of the Earned Income Tax Committee reminded the board that an appointment needed to be made for someone to attend the EITC meeting at the school district the following week to vote on 2 municipal members who will be representatives on the EITC for the next year. Motion by Supervisor Roth to appoint Sam Ward the Township Delegate to vote on our behalf, seconded by Supervisor Campagna and the motion carried.

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Supervisor Ward seeing no further audience participation requested a motion to adjourn. Motion offered by Supervisor Campagna and seconded by Supervisor Roth. There being no questions or comments from the audience, the motion carried.

The meeting adjourned at approximately 8:25 p.m.

Approved:

Respectfully Submitted:

Samuel M. Ward
Chairman
Board of Supervisors

Gregory A. Primm
Township Manager
Township of Penn