

**LANCASTER TOWNSHIP BOARD OF SUPERVISORS
MEETING MINUTES**

December 17, 2018

The Lancaster Township Board of Supervisors meeting was called to order by Chairman Plesniak at 6:02 pm. Those in attendance were Chairman Plesniak, Supervisor Kristopher Kniess, Supervisor Kerr, Secretary-Treasurer, Chrissy Senft, Township Manager, Ben Kramer, Township Solicitor Chris Reese, Township Engineer Tom Thompson, Randy Anno, Connie Domhoff, Jay Wack, Kathy Ligday, Mary Ann Brill, Howard Duer, Debbie Scott, Bonnie Sitler, Tamara Ranalli, Erik Cable, Frank Noland, Daniel Cox and Mark Jeffries.

MEETING MINUTES and TREASUER’S REPORT

Supervisor Kniess made a motion to approve meeting minutes from the November 19, 2018 Regular Meeting Minutes. Motion was seconded by Supervisor Kerr and passed by a majority vote. VOTE: Kniess, Kerr, Plesniak – YES.

Motion was made by Supervisor Kniess to approve the treasurer’s report November 20 – December 13, 2018, motion was seconded by Supervisor Kerr and passed by a majority vote. VOTE: Kniess, Kerr Plesniak. - YES

VISITORS & PUBLIC COMMENT

Connie Domhoff addressed the Board of Supervisors with questions about the new Township Municipal Building. Township Manager Ben Kramer and Chairman Plesniak explained that while plans are in process, meetings will be open to the Public, and that Lancaster Township is currently gathering information, nothing has been confirmed, decided or expensed. Mr. Kramer further expressed that at this time, the process being conducted is to simply request proposals for a detailed study and analysis of the Townships current building versus its future needs and that ideally this first stage would conclude with a possible conceptual drawing that could then lead to a second stage in which proposals would be requested seeking detailed bids for architectural blue prints, which would then allow the Township to solicit bids for a projected cost.

Connie also discussed the difficulty in finding legal advertisements online with the Butler Eagle Website. Township Manager Ben Kramer offered assistance in locating this information and explained that while it is cumbersome, the Township cannot control a 3rd party website, but, explained how to locate it. Connie expressed interest in having this information available on the Lancaster Township Website, however per PA 2nd class township code, legal ads may only be placed on the municipality website for information purposes and doing this would not satisfy the advertising requirement. Mr. Kramer offered to meet with Ms. Domhoff at her convenience to review the process on the Butler Eagle website in person if necessary.

Jay Wack commented on the removal of a shed structure from Four Springs Park. As part of the original Four Springs Park project, this structure was to be removed and the township did not find it cost effective to change or rehabilitate this building.

Daniel Cox had several questions relating to the 2019 Lancaster Township Budget, all questions were answered by Township Manager Ben Kramer, Chairman Plesniak and Secretary Treasurer Chrissy Senft also offered to provide additional information to Mr. Cox if needed.

SUBDIVISIONS AND LAND DEVELOPMENTS

The Planning Commission met on December 13, 2018 and reviewed the proposed McNulty/Strawberry Ridge subdivision. A motion was made by Supervisor Kniess to approve the proposed 2 lot subdivision, one parcel consisting of a 5 +/- acre tract and a 133 +/- residual tract contingent upon final approval by the DEP for the Planning Module. Motion was seconded by Supervisor Kerr and passed by a majority vote. VOTE: Kniess, Kerr, Plesniak – YES

COMMITTEE REPORTS

Zoning & Land Use: Township Manager/Zoning Officer Ben Kramer discussed the increases in residential growth in 2018 in the area.

Police Department: See copy of UCR reports and vital statistics. THROUGH DECEMBER 16, 2018

YTD 2018: 1714

YTD 2017: 1608

Month to Date: 60

November 2018: 125

Officer Altman discussed the increase in weather and deer related accidents in the past month, and the decrease in crime. Also discussed was parking on Rt. 19 for the Log Cabin Restaurant and the importance of safety while parking in the designated areas.

Road Department: Roadmaster Mike Spiker discussed winter safety while driving, and the completed retaining wall along Camp Run Road.

Historical Records Committee: At this time, no information to report.

OLD BUSINESS

1. **Four Springs Park** - A motion was made by Supervisor Kniess to approve DemEx payment #4 as approved by Gannett Fleming. Work completed on this invoice totals, \$12,155.22. Motion was seconded by Chairman Plesniak and passed by a majority vote. VOTE: Kniess, Plesniak, Kerr – YES

NEW BUSINESS

1. **Elected Auditor Position**– A motion was made by Supervisor Kniess to accept the resignation of Mrs. Pat Stirling from the elected position of Lancaster Township Auditor. Motion was seconded by Supervisor Kerr and passed by a majority vote. VOTE – Kniess, Kerr, Plesniak – YES

A motion was made by Supervisor Kniess to appoint Vi Jezovnik, to the position of auditor for the 2019 term. Motion was seconded by Supervisor Kerr and passed by a majority vote. VOTE: Kniess, Kerr, Plesniak

2. **Butler County Association of Township Officials**– A motion was made by Supervisor Kniess to appoint Township Manager Ben Kramer to serve on committees of the Butler County Association of Township Officials. Motion was seconded by Supervisor Kerr and passed by majority vote. VOTE: Kniess, Kerr, Plesniak - YES
3. **BCO Update Training:** A motion was made by Supervisor Kerr to approve Township Manager Ben Kramer’s attendance at a State required training for all Building Code Officials in Pittsburgh on January 9, 2019 at a cost of \$125.00. Motion was seconded by Supervisor Kniess and passed by a majority vote. VOTE: Kerr, Kniess, Plesniak - YES
4. **Police Department Weapon:** A motion was made by Supervisor Kniess to approve purchase of (9) Glock Model 19, from Markl Supply at a cost of \$657.28/EA, a total cost of \$5,915.50. This assumes a \$200 credit for trading in the current Township owned Glock. This includes the cost of a holster and Streamlight to be outfitted on each. Per the approved SOP, the weapons will be owned and property of Lancaster Township, to be issued to each officer and are to remain on Township property outside of working hours. Motion was seconded by Supervisor Kerr and passed by a majority vote. VOTE: Kniess, Kerr, Plesniak – YES
5. **2019 Meeting Schedule** A motion was made by Supervisor Kniess to advertise the 2019 meeting schedules, including the 2019 Organizational Meeting, the 2019 regularly scheduled Board of Supervisors meetings, the 2019 Planning Commission meetings, and the 2019 meeting of the Lancaster Township Elected Auditors. Motion was seconded by Supervisor Kerr and passed by a majority vote. VOTE: Kniess, Kerr, Plesniak – YES
6. **Maher Duessel Audit** – A motion was made by Supervisor Kerr to appoint Maher Duessel as to audit all accounts for the fiscal year 2018 as previously advertised. Motion was seconded by Supervisor Kniess and passed by a majority vote. VOTE: Kerr, Kniess, Plesniak

Motion was made to adjourn to executive session for personnel matters at 6:42 pm by Chairman Plesniak.

Chairman Plesniak made a motion to resume the regular Board of Supervisors meeting at 7:21 pm.

A motion was made by Supervisor Kniess to hire Sean Murphy as a part-time patrolman at the probationary rate of \$15.00 pending approval of all medical and psychiatric evaluations required. Motion was seconded by Supervisor Kerr and passed by a majority vote. VOTE: Kniess, Kerr, Plesniak – YES

With no additional business to be brought before the Board, a motion was made to adjourn at 7:23 pm by Supervisor Kniess and passed by a majority vote. VOTE: Kniess, Plesniak, Kerr – YES

Respectfully submitted:

Christina M. Senft
Secretary/Treasurer

DRAFT - NOT APPROVED