

**LANCASTER TOWNSHIP BOARD OF SUPERVISORS
DECEMBER 21, 2020 MEETING MINUTES**

The Lancaster Township Board of Supervisors meeting was called to order by Chairman Plesniak at 6:00 pm. Those in attendance were Supervisor Kris Kniess, Supervisor Tim Zinkham, Township Manager, Danielle Rich, Secretary-Treasurer, Chrissy Senft, Township Solicitor Chris Reese, Township Engineer Tom Thompson, Mike Marburger, Amanda Petersen, Dina, Connie Domhoff, Sergeant Mike Cornell, Doug Marshall, Barb Hutchinson, Dan Cox, Nick Hitchan, Alex Weidenhof, Don Rodgers, Fred Bowser, and Roadmaster Mike Spiker. The December 2020 meeting was duly advertised in the Butler Eagle, a newspaper of general circulation indicating the meeting would be held through the Zoom Video-Audio conferencing program.

The meeting began with the Pledge of Allegiance.

MEETING MINUTES & TREASURER'S REPORT

A motion was made by Supervisor Kniess to approve the November 16, 2020 Board of Supervisors Meeting minutes, motion was seconded by Supervisor Zinkham. VOTE: Kniess, Zinkham, Plesniak – YES

A motion was made by Supervisor Zinkham to approve the November 23, 2020 Board of Supervisors Budget Meeting, motion was seconded by Supervisor Kniess and passed by a majority vote. VOTE: Zinkham, Kniess, Plesniak – YES

A motion was made by Supervisor Zinkham to approve the Treasurer's Report dated November 16, 2020-December 17, 2020, motion was seconded by Supervisor Kniess and passed by a majority vote. VOTE: Zinkham, Kniess, Plesniak – YES

COMMITTEE REPORTS

Zoning & Planning Use:

1. Planning Commission for December 2020 was held virtually and public log in information was published on the Township website.

A motion was made by Supervisor Zinkham for approval to the Arden Wood, Letter of Credit Release Request #13, in the amount of \$122,987.20. This release was reviewed and approved for release by Gannett Fleming. Motion was seconded by Supervisor Kniess and passed by a majority vote. VOTE: Zinkham, Kniess, Plesniak – YES

A motion was made by Supervisor Zinkham for approval of Arden Development Phase 2 as approved by the Butler and Lancaster Planning Commissions. Motion was seconded by Supervisor Kniess and passed by a majority vote. VOTE: Zinkham, Kniess, Plesniak – YES

A discussion was held amongst the Board of Supervisors and Township Engineer Tom Thompson about the WBCA 537 Plan. Further discussions are to be held in January after the township Planning Commission has reviewed and provided comments

2. 10 Building Permits were issued during the current time period (11/16-12/15/20) – permits were issued for projects at the following addresses:

- a. 9 dwellings
 - i. 310 Vidalia Drive- Single Family Home
 - ii. 107 Touchstone Court – Single Family Home
 - iii. 127 Touchstone Court – Single Family Home
 - iv. 122 Touchstone Court – Single Family Home
 - v. 302 Vidalia Drive – Single Family Home
 - vi. 775 Oliver Way – Duplex
 - vii. 773 Oliver Way – Duplex
 - viii. 405 Northview Drive – Single Family Home

- b. Other
 - i. 202 St. Andrews Drive – shed

3. 2020 Building Permit Year in review

115 building permits issued year to date

47 Single Family Units

32 permits issued for either quad or duplex style buildings

Road Department: Roadmaster Mike Spiker discussed the winter weather events that have occurred, and a discussion was held amongst the Township Supervisors, Solicitor and Township Engineer about taking over a portion of the Scenic Ridge development.

The Township Supervisors also discussed the installation of speed signs for the Plantations Development. Solicitor Chris Reese will begin preparation of the ordinance to be approved upon completion of the needed advertising requirements.

Police Department: Monthly reports were submitted to the Board of Supervisors prior to the meeting, call volume is still decreased from 2019 due to COVID-19, and shutdowns earlier in 2020.

A motion was made by Supervisor Zinkham to permit Officer Magness to carryover 16 hours of vacation time in 2021 to be used prior to April 1, 2021. Motion was seconded by Supervisor Kniess and passed by a majority vote. VOTE: Zinkham, Kniess, Plesniak - YES

Historical Society: The Board of Supervisors discussed the plowing of the parking lot at the Tom Davis Cider Press where the Historical Society meets. The Historical Group has not met for several months, and Roadmaster Spiker discussed managing the priorities of township roads during winter storm events.

ORDINANCES & RESOLUTIONS

NEW BUSINESS

1. **Resolution 2020-12 -2021 Budget** – A motion was made by Supervisor Zinkham to approve Resolution 2020-12 formally approving the 2021 budget. The proposed budget has been available for public review on the township website since November 24, 2020, fulfilling the required advertising. Motion was seconded by Supervisor Kniess and passed by a majority vote. VOTE: Zinkham, Kniess, Plesniak – YES
2. **Maher Duessel Appointment** - A motion was made by Supervisor Kniess to approve appointment of Maher Duessel to conduct the 2020 annual audit. Motion was seconded by Supervisor Zinkham and passed by a majority vote. VOTE: Kniess, Zinkham, Plesniak – YES
3. **Harmony Volunteer Fire District** – A discussion was held amongst the Board of Supervisors about the requested Fire Tax increase for 2021 in the amount of 1.5 mils. The Harmony Fire District is reviewing plans for a potential new station, with consideration for a different location. No increase will be passed onto to the residents for 2021. This decision is consistent with the other partnering municipalities, Jackson, Harmony Borough & Zelenople.
4. **Extension of Building Permit – Ted Crea** – Resident Ted Crea has asked for an extension to a building permit previously issued. Secretary-Treasurer Chrissy Senft will contact MDIA to verify no code changes have taken place since the permit was issued in 2018.

PUBLIC COMMENT

1. Scenic Ridge resident Barb Hutchinson addressed the Board of Supervisors about winter snow maintenance in their community and the obstacles faced by the Homeowners' Association.

2. Residents Doug Marshall discussed information provided to the Board of Supervisors prior to the meeting about grant funding for fire departments.
3. Resident and business owner Mike Marburger thanked all Lancaster staff for their support in different ways in the past few months and is looking forward to working with new Township Manager, Danielle Rich.
4. Resident Daniel Cox also welcomed Danielle aboard as the new township manager and spoke about the comment time period at the public meetings and availability of agendas.

Chairman Plesniak made the following announcements:

Board of Supervisors Organizational Meeting will be held at 6PM, Monday, Jan 4th will be held online via Zoom.
Lancaster Township Auditors Meeting will be held at 3PM, Tuesday, Jan 5th
The administrative office of Lancaster Township will be closed from December 23, 2020 – January 4th, 2021.

The Lancaster Township Board of Supervisors wishes all a Merry Christmas and happy holiday season.

A motion was made by Supervisor Zinkham to adjourn the public meeting at 7:00, was seconded by Supervisor Kniess and passed by a majority vote.

Respectfully submitted:

Christina M. Senft
Secretary/Treasurer

Draft Minutes - NOT APPROVED