



LANCASTER TOWNSHIP

BUTLER COUNTY, PA

Lancaster Township Board of Supervisors

Monday, June 30, 2021 – Special Meeting Minutes

- I. Call to Order** – June 30, 2021, Board of Supervisors Special Meeting Called to Order at 6:02 pm by Chairman Plesniak.
- II. Pledge of Allegiance**
- III. Agenda Additions and/or Revisions**
 - Tim Zinkham made a motion to add a motion to hire Stotler Law Firm as Interim Solicitor, with a term to be held until the end of 2021.
 - Kris Kniess seconded the motion.
 - Motion passed unanimously.
 - Tim Zinkham made a motion to hire Campbell Durant as Special Counsel to the Township for labor matters.
 - Kris Kniess seconded the motion.
 - Motion passed unanimously.
- IV. Public Comment on Agenda Items**
 - Dale Barton - Comments on Fieldstone Development.
 - David Lucci – Victor Wetzel & Associates - Comments on stormwater management at Fieldstone.
 - Dave McDonald – Heatherfield Court – Comments on tree removal for Arden Woods Development.
 - Claire Dorsch – Salt Works Road – Comments on tree removal for Arden Woods Development.
- V. Administration**
 - Executive Sessions
 - June 2, 2021, at 3:00 pm – Discussion of personnel and legal matters.
 - May 26, 2021, at 3:45 – Discussion of personnel and legal matters.
 - Approval of Prior Meeting Minutes
 - Tim Zinkham made a motion to approve minutes of the May 17, 2021, Board of Supervisors Meeting.



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- Kris Kniess seconded the motion.
- Motion passed unanimously.
- Interim Management Update
 - Interim Manager John Trant gave the Board of Supervisors an update on progress made during the interim management period, including assessments and recommendations for both the Department of Public Works and the Police Department, streamlining front office procedures, and the hiring timeline for the new Township Manager.
 - Kris Kniess made a motion to amend contract for interim management services with Strategic Solutions to eliminate not-to-exceed limit to accommodate a condensed timeframe and allow for provision of additional services during for the months of May, June, and July of 2021.
 - Tim Zinkham seconded the motion.
 - Motion passed unanimously.
 - Tim Zinkham made a motion to approve Organizational Chart dated June 30, 2021
 - Kris Kniess seconded the motion.
 - Motion passed unanimously.
- Township Manager Job Advertisement
 - 1) Tim Zinkham made a motion to approve the job description and authorize the advertisement for Township Manager with a salary range of \$55,000 to \$70,000.
 - Kris Kniess seconded the motion.
 - Motion passed unanimously.

VI. Finance

A. Transitional Financial Services

- 1) Kris Kniess made a motion to approve hiring Trinity Financial Services for temporary accounting services at \$100 per hour.
 - Tim Zinkham seconded the motion.
 - Motion passed unanimously.

B. Financial Reports

- Kris Kniess made a motion to approve the June Treasurer's Report.
- Tim Zinkham seconded the motion.



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- Motion passed unanimously.
- Kris Kniess made a motion to approve the Bill List for payment of invoices from May 18th through June 30th, 2021.
 - Tim Zinkham seconded the motion.
 - Motion passed unanimously.
- C. Maher Duessel Full Accrual Audit
 - 1) Tim Zinkham made a motion to approve amendment to the November 20, 2019, Engagement Letter with Maher Duessel, the Township Auditor, to conduct a full accrual audit and financial statements for 2020, pursuant to the Engagement Letter dated June 4, 2021.
 - Kris Kniess seconded the motion.
 - Motion passed unanimously.

VII. Planning, Land Use, and Zoning

- Planning Commission met virtually on Thursday, June 10, 2021, to review multiple subdivision and land development applications. The next meeting is currently scheduled for Thursday, July 8, 2021, at 7:30pm.
 - Metarko Land Development – Preliminary and Final
 - Kris Kniess made a motion to table preliminary and final land development approval.
 - Tim Zinkham seconded the motion.
 - Motion passed unanimously.
 - Fieldstone Development – Preliminary and Final
 - a. Tim Zinkham made a motion to approve Fieldstone Preliminary Land Development conditioned upon PADEP sewage approval and the Butler County Planning review.
 - Kris Kniess seconded the motion.
 - Motion passed unanimously.
 - b. Tim Zinkham made a motion to table Fieldstone Final Land Development approval until the Board of Supervisors' August 16, 2021, meeting.
 - Kris Kniess seconded the motion.
 - Motion passed unanimously.
 - Arden Duplex 12 – Preliminary and Final Land Development



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- a. Kris Kniess made a motion to approve Arden Woods Duplex 12 preliminary and final land development.
 - o Tim Zinkham seconded the motion.
 - o Motion passed unanimously.
- o Arden Duplex 13 – Preliminary and Final Land Development
 - a. Kris Kniess made a motion to approve Arden Woods Duplex 13 preliminary and final land development.
 - o Tim Zinkham seconded the motion.
 - o Motion passed unanimously.
- o Arden Phase 2 Letter of Credit Release No. 1
 - a. Tim Zinkham made a motion to approve Arden Woods Phase 2 Letter of Credit Release No. 1.
 - o Kris Kniess seconded the motion.
 - o Motion passed unanimously.
- o Arden Phase 1 Stormwater Easement Extinguishment
 - a. Kris Kniess made a motion to approve Arden Woods Phase 1 Stormwater Easement Extinguishment.
 - o Tim Zinkham seconded the motion.
 - o Motion passed unanimously.
- o Welle Property, 445 Whitestown Road, Ag Security proposal
 - a. Tim Zinkham made a motion to accept Ag Security Proposal for 445 Whitestown Road.
 - o Kris Kniess seconded the motion.
 - o Motion passed unanimously.
- o PennEnergy Resources, LLC bond release request for Salt Works Road
 - a. Tim Zinkham made a motion to approve PennEnergy Resources, LLC bond release request for Salt Works Road.
 - o Kris Kniess seconded the motion.
 - o Motion passed unanimously.
- 9) Timber Ridge Maintenance Bond
 - a. Tim Zinkham made a motion to approve the return of the letter of credit to Dollar Bank for the Timber Ridge Plan of Lots Road Dedication Maintenance Agreement.
 - o Kris Kniess seconded.



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- Motion passed unanimously.

10) Conditional Use Hearings for Application CU-21-01 – Metarko Storage Facility and Application CU-21-02 Inman Motocross Track are scheduled for Wednesday, July 14 at 6:00 pm.

- Building Permits Issued - For the building permits issued from 5/13/21 –6/24/2021:
 - 411 Northview Drive – home
 - 108 Savannah Drive – home
 - 445 Whitestown Road – shed
 - 150 Whitestown Road – house demo
 - 785 Oliver Street – deck
 - 1126 West Lancaster Road – pole building
 - 787 Oliver Street – deck
 - 112 Touchstone Court – deck
 - 109 Touchstone Court – deck
 - 720 Celia Way – addition
 - 203 Pfeiffer Road – home
 - 124 Touchstone Court – home
 - 206 Buckeye Drive – pool
 - 591 Scott Ridge Road – addition

C. Extension of Building Permit #2018-20 for 592 Perry Highway

- 1) Tim Zinkham made a motion to extend Permit #2018-20 for a pole building at 592 Perry Highway to April 26, 2022.
 - Kris Kniess seconded.
 - Motion passed unanimously.

VIII. Public Works

- Township Roadmaster Mike Spiker gave an update on recent Township road maintenance projects.

IX. Police

- Sgt. Mike Cornell gave an update on calls for service in June.

X. Community Outreach

- Historical Records Committee representatives discussed the upcoming Heritage Day on the first Sunday in November. The also discussed the former Lancaster Link newsletter.

XI. New Business

- Lancaster Township Boy Scout troops are holding an upcoming auction in the parking lot of the Township's Community Center.



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XII. Old Business

- Discuss WBCA Act 537 Plan
 - Dave Weber, the Township's representative on the WBCA gave an update on the status of the proposed Act 537 Plan.

XIII. Public Comment for Non-Agenda Items

Dave McDonald – Salt Works Road – Comment regarding Township finances.

Jeff Cable – Whitestown Road – Comment regarding Township finances.

Dave Weber – Southview Drive – Question regarding the costs of the department assessment recommendations.

Andrew Metarko – Perry Highway – Comment on the timeline for hiring the new Township Manager.

Frank Nolan – A&B Salvage – Comment regarding invoices.

Connie Domhoff – Community Center Road – Comment on hydrant tax, comment on stormwater management, and truck hitting neighbor's retaining wall.

Jay Wack – Swain Hill Road – Question regarding Township road paving.

Brian Domhoff – Question regarding stop sign.

Dennis Kerr – Scott Ridge Road – Comment regarding Clean Up Days, Arden Woods Development, Scott Ridge Road paving, and comments on the recent Butler Eagle article.

Sgt. Cornell – Questions regarding building security, camera identifying people coming into the building.

Pete ____ – Comment regarding Board of Supervisors meeting minutes.

XIV. Adjournment

- Tim Zinkham made a motion to adjourn the meeting at 8:13 pm.
 - Kris Kniess seconded the motion.
 - Motion passed unanimously.