



# LANCASTER TOWNSHIP

## BUTLER COUNTY, PA

### Lancaster Township Board of Supervisors

#### Monday, July 19, 2021 – Regular Meeting Minutes

- I. **Call to Order** – July 19, 2021, Board of Supervisors Special Meeting. Chairman Joe Plesniak called the Board of Supervisors meeting to order.
- II. **Pledge of Allegiance**
- III. **Agenda Additions and/or Revisions**
- IV. **Public Comment on Agenda Items**

**John Meyer** – 335 Camp Run Road - Comments regarding the need for third-party bookkeeping services.
- V. **Administration**
  - A. Executive Sessions
    - 1) July 14, 2021, at 4:30 pm – Discussion of personnel and lawsuit filed by the Butler Eagle in the Court of Common Pleas, Butler County regarding A Right to Know request.
    - 2) July 19, 2021, at 5:00 pm – Discussion of personnel matters related to the hiring of the new Township Manager.
  - B. Approval of Prior Meeting Minutes
    - 1) Tim Zinkham made a motion to approve minutes of the June 30, 2021, Board of Supervisors Special Meeting. Kris Kniess seconded the motion. Motion carried unanimously.
  - C. Right to Know Officer
    - 1) Tim Zinkham made a motion to appoint John Trant as the Township’s Right to Know Officer, per §502 of the Commonwealth’s Right to Know Law. Kris Kniess seconded the motion. Motion carried unanimously.
- VI. **Finance**
  - A. Financial Reports
    - 1) Kris Kniess made a motion to approve the June Treasurer’s Report. Tim Zinkham seconded the motion. Motion carried unanimously.



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- 2) Kris Kniess made a motion to approve the Bill List for payment of invoices from June 21, 2021, through July 13, 2021, totaling \$64,335.05. Tim Zinkham seconded motion. The motion carried unanimously.
- 3) Kris Kniess made a motion to table the Recurring Bill List for automatic and/or scheduled payments by the Township prior to approval of the monthly bill list to avoid late payments. Tim Zinkham seconded the motion. Motion carried unanimously.

### B. Third-Party Bookkeeping Service

- 1) Kris Kniess made a motion to approve a contract with Supporting Strategies to provide third-party bookkeeping services to Lancaster Township pursuant to the terms of the proposal dated June 14, 2021. Tim Zinkham seconded motion. The motion carried unanimously.

### C. Update on American Rescue Plan Act of 2021 (ARPA) Grant Application

Chelsea Puff gave an update on the Township's funding request to the Department of Community and Economic Development for funding issued to municipalities through the Federal American Rescue Plan Act of 2021. The Township received its first installment of the grant funds - \$145, 176.20 – on July 15, 2021.

## VII. Planning, Land Use, and Zoning

- A. Planning Commission did not meet on July 8, 2021, as scheduled due to no new submittals ahead of session.
  - 1) Metarko Land Development – Preliminary and Final
    - a. Kris Kniess made a motion to table preliminary and final land development approval. Tim Zinkham seconded motion. Motion carried unanimously.
  - 2) Fieldstone Development – Final Land Development
    - a. Tim Zinkham made a motion to approve Fieldstone Final Land Development conditioned upon PADEP sewage approval and the Butler County Planning review, as well as items outlined on July 14 Gannett Fleming review letter. Kris Kniess seconded the motion. Motion carried unanimously.
  - 3) Arden Duplex # 14 – Preliminary and Final Approval
    - a. Tim Zinkham made motion to approve Arden Woods Duplex 14 preliminary and final land development. Kris Kniess seconded the motion. Motion carried unanimously.



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- 4) Arden Phase 2 Letter of Credit Release No. 2
  - a. Tim Zinkham made a motion to approve Arden Woods Phase 2 Letter of Credit Release No. 2. Kris Kniess seconded the motion. Motion carried unanimously.
- 5) Conditional Use Public Hearings
  - a. CU-21-01 – Metarko Storage Facility continued to August 16, 2021, at 6:00 pm, or as soon thereafter as the Board desires.
  - b. CU-21-02 – Inman Motocross Track continued to August 18, 2021, at 6:00 pm.

**B. Building Permits Issued - For the building permits issued from 5/13/21 –6/24/2021:**

- 1) 280 Stone Church Road – addition
- 2) 102 Southview Drive – garage
- 3) 100 Tranquility Lane – pool
- 4) Lot 203 Pfeiffer Road – home
- 5) 465 Scott Ridge Road – pool & addition
- 6) 771 Oliver Street – home
- 7) 769 Oliver Street – home
- 8) 130 Touchstone Court – home
- 9) 753 Oliver Street – home
- 10) 755 Oliver Street – home
- 11) 203 Pfeiffer Road – home
- 12) 124 Touchstone Court – home
- 13) 206 Buckeye Drive – pool
- 14) 591 Scott Ridge Road – addition

**Total of 108 building permit applications submitted to date for 2021.**

### **VIII. Public Works**

**A. Township Roadway Maintenance**

- 1) Kris Kniess made a motion to approve payment of Invoice #005461 in the cost of \$97,064.09 to Suit-Kote Corporation for completion of roadway seal coating projects. Tim Zinkham seconded the motion. Motion carried unanimously.
- 2) Roadmaster Mike Spiker gave an update on the department's efforts to clear damage from recent storms.



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### IX. Police

- A. Call Report – Sgt. Mike Cornell gave an update to the Board of Supervisors on the increased call volumes the department is experiencing this year and detailed recent outreach efforts for children in the community.

Kris Kniess made a motion to remove Officer Drake from his probationary period. Tim Zinkham seconded the motion. Motion carried unanimously.

### X. Community Outreach

- A. Historical Records Committee – Kathy Ligday gave the community an update on obtaining items from the Boy Scout group that is disbanding.
- B. Township did reach out to the community’s WBCA representative. He did not have an update to give the Board of Supervisors at this time.

### XI. New Business

### XII. Old Business

### XIII. Public Comment for Non-Agenda Items

- A. **Mitchell Kerr** – Auctioneer at upcoming Boy Scouts auction – Questions regarding parking for the upcoming event.
- B. **Dennis Kerr** – Comments regarding security measures for the Administrative office.
- C. **Claire Dorsch** – 132 Salt Works Road – Comments on stormwater runoff from Arden Woods; Question regarding Planning Commission membership.
- D. **Veronica Vezzani** – 154 Salt Works Road – Shared a report from Fahringer, McCarty, and Grey, Inc. regarding stormwater runoff on their property from the Arden Woods Development.
- E. **Don Rodgers** – Developer of Arden Woods – Commented on Arden Woods stormwater mitigation efforts.
- F. **Connie Domhoff** – 105 Community Center Road; 203, 305, 207 Salt Works Road - Commented on stormwater runoff from Arden Woods; Requests that the Arden Woods developer replant trees that were removed; Recommended the Township explore ADT as a security system; Requested traffic control during Boy Scouts Auction.
- G. **Josh Inman** – 595 Scott Ridge Road – Comments regarding Conditional Use process for the motocross track at his home.
- H. **John Meyer** – 335 Camp Run Road – Comment regarding previous vote on Arden Woods line of credit release.



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#### **XIV. Adjournment**

Tim Zinkham made a motion to adjourn the meeting at 7:22 pm. Kris Kniess seconded the motion. Motion carried unanimously.