

RESOLUTION 2022-04

**LANCASTER TOWNSHIP
BUTLER COUNTY, PENNSYLVANIA**

**A RESOLUTION OF THE GOVERNING BOARD OF LANCASTER TOWNSHIP,
BUTLER, COUNTY, PENNSYLVANIA, ESTABLISHING AND ADOPTING
POLICY TO ADDRESS PUBLIC COMMENT PROCEDURES AND GUIDELINES
WHICH ALLOWS A REASONABLE OPPORTUNITY AT EACH PUBLIC
MEETING FOR COMMUNITY RESIDENTS AND/OR TAXPAYERS OF
LANCASTER TOWNSHIP TO COMMENT ON MATTERS OF CONCERN,
OFFICIAL ACTIONS OR DELIBERATIONS WHICH ARE OR MAY BE BEFORE
THE BOARD OF SUPERVISORS OF LANCASTER TOWNSHIP**

WHEREAS, public meetings are where the business of the community is conducted, and orderly civil proceedings promote the business interests of the community and opportunities for interested residents and taxpayers of Lancaster Township to participate in the process as required by the Pennsylvania Sunshine Law;

WHEREAS, the Pennsylvania Sunshine Act, 65 Pa. Cons. Stat. § 710.1 (the “Sunshine Act”) authorizes the Township to adopt and implement reasonable rules and regulations for the orderly conduct of Township business;

WHEREAS, the Lancaster Township Board of Supervisors wishes to adopt reasonable rules and guidelines for public comment periods during public meetings.

NOW, THEREFORE, Lancaster Township adopts following reasonable rules and guidelines for public comment periods during public meetings and hearings:

1. An initial public comment period limited to comment or questions on items listed on a prepared agenda shall be provided at all public meetings prior to the Board of Supervisors voting on such agenda items.
 2. A second public comment period shall be at the end of all public meetings to give residents and/or taxpayers the ability to comment on non-agenda issues and concerns.
 3. Only one public comment period shall be provided for public meetings where no official action will be taken or at public hearings.
- A. The following guidelines are established for each public comment period referenced above:
1. No person attending a public meeting shall engage in disorderly or boisterous

conduct—including but not limited to applause, whistling, stamping of feet, booing, or making any loud, threatening, profane, abusive, personal, impertinent, or slanderous utterance—that disturbs, disrupts, or otherwise impedes the orderly conduct of the meeting.

2. Comments from the attending public shall be limited to the comment periods unless specifically on the agenda or recognized by the Board Chairperson.
3. Each public comment portion of the public meeting will be allotted approximately 30 minutes. This period may be extended at the discretion of the Board Chair, or may be continued to the next regularly scheduled meeting or an intervening special meeting
4. Any community resident and/or taxpayer of the Township wishing to address the Board should first sign his or her name to a sign-in sheet to be provided by the Township and must first be recognized by the Chair prior to speaking.
5. The speaker must step to the podium, identify him/herself by name and address, and use a microphone, if provided.
6. The speaker must direct all comments to the Board of Supervisors Chair, not to staff or other members of the public.
7. The Board of Supervisors and staff are not required to respond, answer, discuss, or formally address any comments or questions posed during the public comment period. Staff will record questions that require follow up, or make arrangements for follow up, if necessary.
8. Each speaker recognized by the Board Chair will be given five (5) minutes to comment during the public comment period.
9. In the interest of preserving time, speakers should limit repetitious comments and, where appropriate, acknowledge agreement with a previous speaker's comment or position.
10. Other than during public comment periods, community residents and/or taxpayers of Lancaster Township should refrain from calling out and may only comment on issues being discussed during the meeting under the Public Comment Period.
11. The above procedures may be modified at any time by a majority vote of the Board of Supervisors.
12. These procedures are to be posted in the meeting room and on the Township website.

THEREFORE, it is hereby resolved by the Board of Supervisors of Lancaster Township that the above public comment and meeting decorum guideline resolution supersedes all other related documents, whether adopted by resolution, ordinance, or ordinance amendment.

REVISED AND ENACTED this 17th day of January, 2022.

LANCASTER TOWNSHIP
BOARD OF SUPERVISORS

By: _____

Joseph D. Plesniak, Supervisor

By: _____

Timothy S. Zinkham, Supervisor

By: _____

Greg Kessler, Supervisor

ATTEST:

C. Michael Foote
Township Manager, Secretary, Treasurer

Butler County 2021 Hazard Mitigation Plan

Municipal Adoption Resolution

Resolution No. 2022-05

Lancaster Township, Butler County, Pennsylvania

WHEREAS, the Lancaster Township, Butler County, Pennsylvania is most vulnerable to natural and human-made hazards which may result in loss of life and property, economic hardship, and threats to public health and safety, and

WHEREAS, Section 322 of the Disaster Mitigation Act of 2000 (DMA 2000) requires state and local governments to develop and submit for approval to the President a mitigation plan that outlines processes for identifying their respective natural hazards, risks, and vulnerabilities, and

WHEREAS, the Lancaster Township acknowledges the requirements of Section 322 of DMA 2000 to have an approved Hazard Mitigation Plan as a prerequisite to receiving post-disaster Hazard Mitigation Grant Program funds, and

WHEREAS, the Butler County 2021 Hazard Mitigation Plan has been developed by the Butler County Planning Commission Office and the Butler County Emergency Services Department in cooperation with other county departments, and officials and citizens of Lancaster Township, and

WHEREAS, a public involvement process consistent with the requirements of DMA 2000 was conducted to develop the Butler County 2021 Hazard Mitigation Plan, and

WHEREAS, the Butler County 2021 Hazard Mitigation Plan recommends mitigation activities that will reduce losses to life and property affected by both natural and human-made hazards that face the County and its municipal governments,

NOW THEREFORE BE IT RESOLVED by the governing body for the Lancaster Township:

- The Butler County 2021 Hazard Mitigation Plan is hereby adopted as the official Hazard Mitigation Plan of Lancaster Township and
- The respective officials and agencies identified in the implementation strategy of the Butler County 2021 Hazard Mitigation Plan are hereby directed to implement the recommended activities assigned to them.

ADOPTED, this 17th day of January, 2022.

LANCASTER TOWNSHIP
BOARD OF SUPERVISORS

By: _____

Joseph D. Plesniak, Supervisor

By: _____

Timothy S. Zinkham, Supervisor

By: _____

Greg Kessler, Supervisor

ATTEST:

C. Michael Foote

Township Manager, Secretary, Treasurer

RESOLUTION 2022-06

**LANCASTER TOWNSHIP BUTLER
COUNTY, PENNSYLVANIA**

**A RESOLUTION OF THE GOVERNING BOARD OF LANCASTER TOWNSHIP, BUTLER,
COUNTY, PENNSYLVANIA, TO ADOPT RULES OF DECORUM DURING PUBLIC
MEETINGS**

WHEREAS, the Board of Supervisors of Lancaster Township (the “Board”) embraces, supports and protects open government and the public’s right to be fully informed of the actions of the Board; and

WHEREAS, meetings of the Board constitute a government process with important government purposes; and

WHEREAS, the Board has an agenda that must be addressed and dealt with in order to make decisions on important matters affecting the community and members of the public; and

WHEREAS, conduct that disturbs, disrupts or otherwise impedes the orderly conduct of meetings may prevent the Board from accomplishing the peoples’ business in a reasonably efficient manner and may interfere with the rights of the public to observe the functioning of their government; and

WHEREAS, the Board believes it is important to the orderly conduct of the business and affairs of Lancaster Township that the Board establish rules of decorum for citizens, representatives of the media, and other visitors to ensure order is maintained and the deliberative process of the Board is encouraged.

NOW THEREFORE, BE IT RESOLVED, by the Board of Supervisors of Lancaster Township, Butler County, Pennsylvania as follows:

The Board adopts the following rules of decorum during public meetings to assist in the orderly deliberation of matters affecting the Township and its citizens.

PROVISIONS:

A. General Guidelines

The Township has numerous public meetings such as Board of Supervisor Business Meetings, Board of Supervisor Agenda Preparation Meetings, Special Meetings, etc. (hereinafter “Public Meetings”). In order to safeguard participatory democracy in the Lancaster Township, all persons attending Public Meetings in Lancaster Township should strive to:

- Treat everyone courteously
- Listen to others respectfully
- Exercise self-control
- Give open-minded consideration to all viewpoints
- Focus on the issues and avoid personalizing debate

B. Rules of Decorum

1. Public participation should be limited to the designated comments periods, before or after the meeting, or if specifically called upon by the Board Chair.
2. No person attending Public Meetings shall engage in disorderly or boisterous conduct—including but not limited to applause, whistling, stamping of feet, booing, or making any loud, threatening, profane, abusive, personal, impertinent, or slanderous utterance—that disturbs, disrupts, or otherwise impedes the orderly conduct of the meeting.
3. All remarks by members of the public shall be addressed to the Chair of the Board and not to any other member of the public or to any single Board Member, or Staff Member unless in response to a question from that Member.
4. Speakers shall not make personal, impertinent, slanderous, or profane remarks to any member of the Board, staff, or general public. Any person who makes such remarks, or who utters loud, threatening, personal, or abusive language or engages in any other disorderly conduct which disrupts, disturbs, or otherwise impedes the orderly conduct of any Board meeting shall, at the discretion of the Chair of the Board or a majority of the Board, be cautioned or ejected and barred from further audience before the Board during that meeting.
5. All persons attending Public Meetings shall remain seated in the seats provided, unless addressing the body at the podium or entering or leaving the meeting.
6. All persons attending Public Meetings shall obey any lawful order of the Chair of the Board to enforce the Rules of Decorum.

C. Enforcement of the Rules of Decorum

1. The Chair of the Board shall be responsible for maintaining the decorum at the Public Meeting and uniformly enforcing the Rules of Decorum.
2. In the event that any person breaches the Rules of Decorum in a manner that disturbs, disrupts, or otherwise impedes the orderly conduct of the meeting, the Chair of the Board shall request that person to cease the offending conduct.
3. If any person continues to breach the Rules of Decorum in a manner that disturbs, disrupts, or otherwise impedes the orderly conduct of the meeting following an order from the Presiding Officer to cease the offending conduct, the Chair of the Board may order that person to leave the Public Meeting.
4. If any person refuses to leave the Public Meeting following an order from the Chair of the Board to do so, the Presiding Officer may order any law enforcement officer on duty to remove that person from the Public Meeting.

D. Media Presence in Meetings

1. Video recording devices and any related equipment and still photography equipment may be set up only in designated areas. In order to limit disruptions, the operator must have completed setup of a videotape recorder and any related equipment or still photography equipment by no less than 10 minutes prior to the official start time of the public meeting.
2. The operator may not disrupt the public meeting with recording equipment. The operator may not set up or use the videotape recorder or equipment in such a way as to block or obstruct the view or access of other members of the public. The operator may not continually exit and re-enter the meeting room, or move around within the meeting room, during the public meeting. The operator must remain with the videotape recorder

and equipment while operating the equipment.

3. Microphones or other pickup devices shall be integrated into the recording device. No microphones or audio recording devices are permitted to be placed on a table utilized by the Board.
4. Supplemental lighting for video recording devices is not permitted.
5. Audio recording devices may be used in any of the rows of chairs provided for use by the public; however, the owner or user of such devices shall keep the devices at the seat they occupy or an adjacent chair if sufficient space is available to accommodate all members of the public attending the meeting. Operators of audio recording devices and equipment must remain seated while operating their equipment.

THEREFORE, it is hereby resolved by the Board of Supervisors of Lancaster Township that the above meeting decorum guideline resolution supersedes all other related documents, whether adopted by resolution, ordinance, or ordinance amendment.

REVISED AND ENACTED this 17th day of January, 2022.

LANCASTER TOWNSHIP
BOARD OF SUPERVISORS

By: _____
Joseph D. Plesniak, Supervisor

By: _____
Timothy S. Zinkham, Supervisor

By: _____
Greg Kessler, Supervisor

ATTEST:

C. Michael Foote
Township Manager, Secretary, Treasure

RESOLUTION 2022-07

**LANCASTER TOWNSHIP
BUTLER COUNTY, PENNSYLVANIA**

**A RESOLUTION OF THE GOVERNING BOARD OF
LANCASTER TOWNSHIP, BUTLER, COUNTY,
PENNSYLVANIA, ACCEPTING SPRINGFIELD DRIVE,
HEATHERFIELD COURT, LAUREL COURT,
NORTHVIEW DRIVE AND WEDGEWOOD COURT AS
PUBLIC ROADS IN LANCASTER TOWNSHIP**

WHEREAS, Scenic Ridge Partners, LP, has offered to the Township of Lancaster as public roadways, a new section of Heatherfield Court, Laurel Court, Northview Drive and Wedgewood Court in the Scenic Ridge Plan of Lots; and

WHEREAS, the Township of Lancaster, by this Resolution and accompanying Deed of Dedication does hereby accept the new section of Heatherfield Court, Laurel Court, Northview Drive and Wedgewood Court in the Scenic Ridge Phase III Plan of Lots as depicted on the surveys of Sheffler & Company, Inc. dated July 27, 2021 and July 30, 2021, attached hereto, as public roadways in the Township of Lancaster, all as provided in Section 2316 of the Second Class Township Code, 53 P.S. 67316.

THEREFORE, it is hereby resolved by the Board of Supervisors of Lancaster Township that the above resolution supersedes all other documents, whether adopted by resolution, ordinance, or ordinance amendment.

RESOLVED AND ENACTED this 17th day of January, 2022.

LANCASTER TOWNSHIP
BOARD OF SUPERVISORS

By: _____

Joseph D. Plesniak, Supervisor

By: _____

Timothy S. Zinkham, Supervisor

By: _____
Greg Kessler, Supervisor

ATTEST:

C. Michael Foote
Township Manager, Secretary, Treasurer

RESOLUTION 2022-08

**LANCASTER TOWNSHIP
BUTLER COUNTY, PENNSYLVANIA**

**A RESOLUTION OF THE GOVERNING BOARD OF
LANCASTER TOWNSHIP, BUTLER, COUNTY,
PENNSYLVANIA, ACCEPTING VISTA COURT AS A
PUBLIC ROAD IN LANCASTER TOWNSHIP**

WHEREAS, C.B. Development Group, Co. has offered to the Township of Lancaster as a public roadway, Vista Court in the Harmony Ridge Phase 2 Plan of Lots; and

WHEREAS, the Township of Lancaster, by this Resolution and accompanying Deed of Dedication does hereby accept the Vista Court in the Harmony Ridge Phase 2 Plan of Lots as depicted on the survey of Sheffler & Company, Inc. dated November 18, 2021, attached hereto, as a public roadway in the Township of Lancaster, all as provided in Section 2316 of the Second Class Township Code, 53 P.S. 67316.

THEREFORE, it is hereby resolved by the Board of Supervisors of Lancaster Township that the above resolution supersedes all other documents, whether adopted by resolution, ordinance, or ordinance amendment.

RESOLVED AND ENACTED this 17th day of January, 2022.

LANCASTER TOWNSHIP
BOARD OF SUPERVISORS

By: _____

Joseph D. Plesniak, Supervisor

By: _____

Timothy S. Zinkham, Supervisor

By: _____
Greg Kessler, Supervisor

ATTEST:

C. Michael Foote
Township Manager, Secretary, Treasurer

RESOLUTION 2022-09

**LANCASTER TOWNSHIP
BUTLER COUNTY, PENNSYLVANIA**

**A RESOLUTION OF THE GOVERNING BOARD OF
LANCASTER TOWNSHIP, BUTLER, COUNTY,
PENNSYLVANIA, ACCEPTING ARDEN DRIVE AND
TOUCHSTONE COURT AS PUBLIC ROADS IN
LANCASTER TOWNSHIP**

WHEREAS, Arden Development Partners, has offered to the Township of Lancaster as public roadways, a new section of Arden Drive and Touchstone Court, in the Arden Wood Plan of Lots; and

WHEREAS, the Township of Lancaster, by this Resolution and accompanying Deed of Dedication does hereby accept Arden Drive and Touchstone Court in the Arden Wood Plan of Lots as depicted on the survey of Sheffler & Company, Inc. dated April 13, 2021, attached hereto, as public roadways in the Township of Lancaster, all as provided in Section 2316 of the Second Class Township Code, 53 P.S. 67316.

THEREFORE, it is hereby resolved by the Board of Supervisors of Lancaster Township that the above resolution supersedes all other documents, whether adopted by resolution, ordinance, or ordinance amendment.

RESOLVED AND ENACTED this 17th day of January, 2022.

LANCASTER TOWNSHIP
BOARD OF SUPERVISORS

By: _____

Joseph D. Plesniak, Supervisor

By: _____

Timothy S. Zinkham, Supervisor

By: _____
Greg Kessler, Supervisor

ATTEST:

C. Michael Foote
Township Manager, Secretary, Treasurer

RESOLUTION NO. 2022-10

**LANCASTER TOWNSHIP
BUTLER COUNTY, PENNSYLVANIA**

A RESOLUTION OF THE GOVERNING BOARD OF LANCASTER TOWNSHIP, BUTLER, COUNTY, PENNSYLVANIA, APPOINTING A CERTIFIED OR COMPETENT PUBLIC ACCOUNTANT OR A FIRM OF CERTIFIED OR COMPETENT PUBLIC ACCOUNTANTS, REGISTERED IN THE COMMONWEALTH OF PENNSYLVANIA, TO MAKE AN EXAMINATION OF ALL THE ACCOUNTS OF LANCASTER TOWNSHIP FOR THE FISCAL YEAR 2021 AND ESTABLISHING THE COMPENSATION THEREOF.

WHEREAS, pursuant to Section 917(b)(1) of The Second Class Township Code, 53 P.S. § 65917(b)(1), the Board of Supervisors of Lancaster Township is permitted to appoint a certified or competent public accountant or firm of certified or competent public accountants, registered in the Commonwealth of Pennsylvania, to make an examination of all of the accounts of Lancaster Township for fiscal year 2021; and

WHEREAS, pursuant to Section 917(b)(2) of The Second Class Township Code, 53 P.S. § 65917(b)(2), the Board of Supervisors of Lancaster Township is required to advertise in a newspaper of general circulation within the Township its intent to appoint a certified or competent public accountant or firm of certified or competent public accountants, registered in the Commonwealth of Pennsylvania, to replace the elected auditors at least thirty (30) days prior to any vote on the appointment; and

WHEREAS, the required advertisement was published in The Butler Eagle on December 17, 2021; and

NOW THEREFORE, BE IT RESOLVED that the Board of Supervisors of Lancaster Township, Butler County, Pennsylvania, hereby appoints the accounting firm of Maher Duessel to audit all the accounts of the Township for fiscal year 2021, not to exceed a compensation of \$6,500.00.

RESOLVED AND ENACTED this 17th day of January, 2022.

LANCASTER TOWNSHIP
BOARD OF SUPERVISORS

By: _____

Joseph D. Plesniak, Supervisor

By: _____

Timothy S. Zinkham, Supervisor

By: _____

Greg Kessler, Supervisor

ATTEST:

C. Michael Foote
Township Manager, Secretary, Treasurer