



# LANCASTER TOWNSHIP

## BUTLER COUNTY, PA

### **Board of Supervisors – Meeting Summary**

- I. Call to Order** – Chairman Plesniak called the January 3, 2022 Board of Supervisors Organization and Agenda Prep Meeting to order at 6:02 PM.

Members present:     Joe Plesniak: Chairman  
                              Greg Kessler: Vice-Chairman  
                              Tim Zinkham: Supervisor

Staff and Appointed   Michael Foote, Manager  
Officials:                Neva Stotler, Solicitor  
                              Tom Thompson, Engineer  
                              Mike Cornell, Police Sgt.  
                              Mike Spiker, Road Department Foreman

- II. Pledge of Allegiance** – Chairman Plesniak led the attendees in the Pledge of Allegiance

**III. Recognize**

- A. Newly elected supervisor Greg Kessler was recognized.
- B. Outgoing supervisor Kris Kniess was recognized.

**IV. Organize**

- A. Supervisor Zinkham moved to nominate Supervisor Plesniak as the temporary chairman. Supervisor Kessler seconded the motion. Motion carried unanimously.
- B. Supervisor Zinkham moved to nominate Manager Foote as the temporary secretary. Supervisor Kessler seconded the motion. Motion carried unanimously.
- C. Supervisor Zinkham moved to nominate Temporary Chairman Plesniak as the chairman. Supervisor Kessler seconded the motion. Motion carried unanimously.
- D. Temporary Chairman Plesniak accepted the nomination for chair.

**V. Nominations**

- A. Supervisor Zinkham moved to nominate Supervisor Kessler as vice chair of the Board of Supervisors.
- B. Chairman Plesniak seconded the motion. Motion carried unanimously.
- C. Supervisor Kessler accepted the nomination for vice chair.
- D. Supervisor Zinkham moved to nominate Manager Foote as the secretary of the township. Vice-Chairman Kessler seconded the motion. Motion carried unanimously.



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- E. Vice-Chairman Kessler moved to nominate Manager Foote as the treasurer of the township. Supervisor Zinkham seconded the motion. Motion carried unanimously.
- F. Vice-Chairman Kessler moved to incorporate the salary of secretary-treasurer into the manager's salary with the salary remaining as it currently is. Supervisor Zinkham seconded the motion. Motion carried unanimously.

### **VI. Appointments**

#### A. Township's Legal Counsel, Engineer, and Sewage Enforcement Officers

- 1. Supervisor Zinkham moved to appoint Neva Stotler of N. Stotler Law as legal counsel for the township. Vice-Chairman Kessler seconded the motion. Motion carried unanimously.
- 2. Supervisor Zinkham moved to appoint Tom Thompson of Gannet Fleming as township engineer. Vice-Chairman Kessler seconded the motion. Motion carried unanimously.
- 3. Supervisor Zinkham moved to appoint John (Jake) Vagias as Sewage Enforcement Officer. Vice-Chairman Kessler seconded the motion. Motion carried unanimously.

#### B. Registered Elector

- 1. Because the supervisors did not have a candidate for the position, the appointment of registered elector of the township to serve as the chair of the vacancy board was not completed. The appointment of registered elector was postponed until the January 17, 2022 meeting.

#### C. Additional Appointments

- 1. Vice-Chairman Kessler moved to adopt Resolution number 2022-2 appointing Christopher Zoelle and Sylvia Wack to serve a four-year term on the Planning Commission. Supervisor Zinkham seconded the motion. Motion carried unanimously.
- 2. Vice-Chairman Kessler moved to adopt Resolution 2022-3 appointing Mark Nicely and Mike Semmler to serve a five-year term on the Zoning Hearing Board. Supervisor Zinkham seconded the motion. Motion carried



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unanimously.

3. Supervisor Zinkham moved to appoint Seneca Area Emergency Management Agency to serve a one-year term as emergency management coordinator for the township. Vice-Chairman Kessler seconded the motion. Motion carried unanimously.
4. Supervisor Zinkham moved to appoint C. Michael Foote to serve a one-year term as floodplain manager for the township. Vice-Chairman Kessler seconded the motion. Motion carried unanimously.
5. Supervisor Zinkham moved to re-appoint Mark Butler to the WBCA Board. Vice-Chairman Kessler seconded the motion. Motion carried unanimously.

### **VII. Amended 2022 Fee Schedule**

- A. Vice-Chairman Kessler moved to adopt Resolution Number 2022-01 establishing the Township 2022 Fee schedule. Supervisor Zinkham seconded the motion. Motion carried unanimously.

### **VIII. Certification of Delegates to PSATS Annual Meeting**

1. Supervisor Zinkham moved to certify Vice-Chairman Kessler as delegate to the PSATS Annual meeting. Chairman Plesniak seconded the motion. Motion carried unanimously.

### **IX. Establishment of Treasurer's Bond**

- A. Vice-Chairman Kessler moved to set treasurer's bond at \$ 800,000.00. Supervisor Zinkham seconded the motion. Motion carried unanimously.

### **X. Meeting Schedule**

- A. Supervisor Zinkham moved approve the proposed meeting schedule for the Board of Supervisors and Planning Commission. Vice-Chairman Kessler seconded the motion. Motion carried unanimously.
- B. Supervisor Zinkham moved to approve advertising the 2022 Board of Supervisor and Planning Commission Meeting Schedule. Vice-Chairman Kessler seconded the motion. Motion carried unanimously.



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### **XI. Depositories for Township's Fund**

- A. Vice-Chairman Kessler moved to maintain General Fund, Capital Reserves, Four Springs Park, New Building Fund, ACT 13, and ARPA funds with NexTier Bank. Supervisor Zinkham seconded the motion. Motion carried unanimously.
- B. Supervisor Zinkham moved to maintain Capital Reserves Highway Aid funds with Pennsylvania Local Government Investment Trust. Vice-Chairman Kessler seconded the motion. Motion carried unanimously.

### **XII. Adjournment of Organization Meeting**

- A. Chairman Plesniak moved to adjourn the Organization Meeting at 6:13 PM. Supervisor Zinkham seconded the motion. Motion carried unanimously.

### **XIII. Call to Order** – Chairman Plesniak called the January 3, 2022 Board of Supervisors Agenda Preparation Meeting to order at 6:13 PM.

### **XIV. Agenda Revisions or Additions**

- a. None.

### **XV. Public Comment on Agenda Items**

1. Mr. Andrew Metarko asked to be put on the agenda for the January 17, 2022 meeting to discuss his self-storage facility.

### **XVI. Administrative Business**

#### **A. Executive Session**

1. Chairman Plesniak announced that an Executive Session was held after the December 13, 2021 meeting adjourned to address personnel matters.
2. Chairman Plesniak announced that an Executive Session was held on December 20, 2021 to address personnel matters.

B. Chairman Plesniak announced the following resolutions for the board's consideration to adopt:

1. Resolution number 2022-4 Public Comment Period Guidelines
2. Resolution number 2022-5 Butler County 2021 Hazard Mitigation Plan
3. Resolution number 2022-6 Public Meeting Decorum Guidelines



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No voting took place on the resolutions and no comments were made by any of the Supervisors.

### **XVII. Finance**

- A. Manager Foote announced that the Financial Report will be addressed at the January 17, 2022 meeting.
- B. Manager Foote announced that the Bill Pay List will be addressed at the January 17, 2022 meeting.
- C. Vice-Chairman Kessler moved to adopt Resolution 2022-10 appointing Maher Duessel to perform the annual audit for fiscal year 2021 and establishing the compensation of said audit. Supervisor Zinkham seconded the motion. Motion carried unanimously.

### **XVIII. Planning, Land Use, and Zoning**

- A. Manager Foote announced the following Resolutions for the Board's consideration to adopt:
  - 1. Resolution number 2022-7 Scenic Ridge
  - 2. Resolution number 2022-8 Harmony Ridge
  - 3. Resolution number 2022-9 Arden Wood

No voting took place on the resolutions and no comments were made by any of the Supervisors.

- B. Manager Foote announced the following requests and ordinances for the Board's consideration:
  - 1. Harmony Ridge II (Vista Court): Operation and Maintenance Agreement for Stormwater Management Best Practices- Staff requests approval to execute document putting in place stormwater management plan and related infrastructure at Harmony Ridge.
  - 2. Ordinance 2022-01: Amendment to Ordinance 112 to add traffic signs to the Scenic Ridge Plan of Lots and the Arden Woods Plan of Lots and to modify the Speed Limit on Salt Works Road.

No voting took place on the resolutions and no comments were made by any of the Supervisors.



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### C. Building Permits

1. Chairman Plesniak announced that PDFs of all building permits issued by the township will be published on the township's web site. Supervisor Zinkham requested that paper copies of building permits be placed at the table at the January 17, 2022 meeting.

### XIX. Police Department

- A. Staff recommended transitioning Adam Drake from a part-time position to a full-time officer position. Article XIX Section 1902 of the Second Class Township Code provides for the appointment of police officers by township supervisors. Effective transition date was Saturday, January 1, 2022. Salary and benefits will follow the police union contract.

1. Supervisor Zinkham moved to appoint Adam Drake to a full-time officer position with compensation and benefits following the police union contract and an effective start date of January, 1, 2022. Vice-Chairman Kessler seconded the motion. Motion carried unanimously.

- B. Manager Foote informed the supervisors that the police reports would be given at the January 17, 2022 meeting.

### XX. Road Department

- A. Manager Foote informed the supervisors that the road department report would be given at the January 17, 2022 meeting.

### XXI. New Business

- a. None.

### XXII. Old Business

- a. None.

### XXIII. Public Comment for Non-Agenda Item

- 1) John Meyer of 335 Camp Run Road complained about new construction at 160 Whitestown Rd. The manager offered to research the situation and respond at a later date.

### XXIV. Adjournment

- a. Supervisor Tim Zinkham made a motion to adjourn the meeting at 6:24 PM. Vice-Chairman Kessler seconded the motion. Motion carried unanimously.