



# LANCASTER TOWNSHIP

## BUTLER COUNTY, PA

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

- I. Call to order** — Chairman Plesniak called the February 7, 2022 Board of Supervisors Agenda Preparation Meeting to order at 6:00pm via the virtual Zoom platform.

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

Staff and Appointed Officials: C. Michael Foote, Manager  
Neva Stotler, Solicitor  
Tom Thompson, Engineer  
Jean Ignatuk, Office Administrator

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

- III. Agenda Revisions or Additions** – Manager Foote stated that there was a typo on the January 24 meeting agenda and an incorrect dollar amount was read aloud and voted upon. Upon the advice of Solicitor Stotler it was decided that the February 21<sup>st</sup> Business Meeting agenda will contain the corrected amount and the motion will be voted upon again at the February meeting.

**Public Comment on Agenda Items** – Connie Domhoff asked what the supervisors were trying to accomplish with the Professional Services Agreement with Downtown Redevelopment Services, LLC. Ms. Domhoff asked whether the township had received bids for the project. Ms. Domhoff asked whether money was being wasted on this project.

Ms. Domhoff then asked whether the staff request for approval of \$7,000 for a new front door for the administrative office building was sent out for bid. Chairman Plesniak stated that the old door cannot be repaired since the hardware for it is not available. A new metal frame is needed, in addition to a door, and it is expensive. Manager Foote



# LANCASTER TOWNSHIP

## BUTLER COUNTY, PA

stated that he would discuss the estimates he received at the time that the agenda item is addressed in the meeting.

#### IV. Agenda Prep Discussion Items

A. Chairman Plesniak introduced for discussion the topic of the Lower Connoquenessing Creek Group. Mr. Thompson stated that 10 municipalities attended the recent meeting of the group and that the group is requesting that each of the 10 participating municipalities contribute \$2,000 to fund a study. Mr. Thompson added that Harmony has allocated \$2,000 to fund the study and that Zelenople will address the issue at its meeting on February 15.

Vice-Chairman Kessler asked what the Township receives for the \$2,000 amount.

Mr. Thompson stated that the Township would receive a favorable nod for working with the other municipalities as a group. The township would also receive a study that would determine whether implementing a stormwater fee assessment would be beneficial to the Township or not.

Mr. Thompson stated that stormwater fees are assessed based upon the amount of pervious and impervious areas on a property, which determines how much stormwater a property creates. Mr. Thompson stated that a large tract of land with a single family home would pay a small fee, but a church with a large parking lot would pay a substantial fee. Mr. Thompson stated that Cranberry Township has implemented a stormwater management fee and they receive significant revenues from it, but that Cranberry Township has a lot more commercial properties than Lancaster Township has.

Supervisor Zinkham stated that it is important to attack this as a regional undertaking with the municipalities around us, but that he is not in favor of in implementing any new fees per household.

Chairman Plesniak stated that he is concerned about implementing new fees, as well.

Supervisor Zinkham stated that moving forward with the study does not mean that the Township will implement any fees. Supervisor Zinkham stated that the study gives the Township the ability to understand more moving forward.

Vice-Chairman Kessler stated that funding the study was no risk / no obligation to the Township.



# LANCASTER TOWNSHIP

## BUTLER COUNTY, PA

Chairman Plesniak stated that joining a regional authority opens the Township up to future supervisors implementing new fees.

Supervisor Zinkham stated that the \$2,000 investment doesn't mean the Township is joining the authority.

Vice-Chairman Kessler said he sees the \$2,000 investment as the Township doing its due diligence.

Chairman Plesniak stated that the \$2,000 was not even a first step, it's just a partial step so that the Township can have a better understanding of stormwater management issues moving forward. Vice-Chairman Kessler stated that he agreed. Supervisor Zinkham stated that he agreed.

- B. Chairman Plesniak introduced for discussion the topic of the Professional Services Agreement with Downtown Redevelopment Services, LLC (DRS) for scope of work including Comprehensive Plan, Code Work, Land Use, and Economic Development with a proposed budget of \$30,000.00.

Manager Foote stated that staff put out an RFP on Tuesday, November 2 to a list of area consultants. The deadline for proposals was November 30. Manager Foote stated that the Township had allocated \$50,000 for these professional services during the 2021 Budget meetings, but that he had brought the budget down to \$30,000 by working with Ben Levinger, the owner of DRS. That amount would provide DRS's assistance in facilitating one or two Comprehensive Plan meetings, as well as DRS's assistance in helping the Township complete the Comprehensive Plan. The Scope of Work would also include in-field code compliance, code enforcement, land use and economic development. DRS would also assist the Township in submitting grant proposals.

Chairman Plesniak thanked Manager Foote for trimming the budget down and asked whether any supervisors had any questions or comments.

Solicitor Stotler stated that \$30,000 is a budgeting number, but DRS will bill the Township for their time and materials for work they complete. Ms. Stotler stated that most of the complaints that she hears from the public surround land development and code enforcement issues and that agreement with DRS is an effort to address at a very reasonable hourly rate the issues that have been raised by the public.

Chairman Plesniak stated that we can't afford to have someone learning as they go and that he agrees with Ms. Stotler and that there are areas of the Township that need a professional company to help.



# LANCASTER TOWNSHIP

## BUTLER COUNTY, PA

Supervisor Zinkham asked for a specific number of how many RFPs were sent out. Manager Foote stated that 8-10 RFPs were sent and one quote was received in return.

Supervisor Zinkham stated that under the Second Class Township Code utilizing a professional service is not required to have an official bidding process, so he is comfortable with the process that the Township went through to obtain proposals. Chairman Plesniak stated that he agreed.

- C. Chairman Plesniak introduced for discussion the topic of hiring a seasonal employee for the Public Works department who would possess a CDL and have sufficient equipment operation experience with wage rate of \$18.00 per hour for hours worked with an anticipated start date of March 1, 2022 and a suggested orientation and training period consisting of four (4) hours per week for three (3) weeks: March 1, March 7, March 14.

Manager Foote stated he and the foreman had interviewed an individual who was being considered for the position and that with a sufficient background check Mr. Foote would feel comfortable hiring him as a seasonal, part-time employee.

Vice-Chairman Kessler asked whether the union contract will allow for part-time employees.

Solicitor Stotler stated that the motion has to be conditional upon the fact that it is consistent with the union contract.

Manager Foote stated that the vote on the union contract will happen on February 21<sup>st</sup>. Solicitor Stotler said she will review the union contract prior to the February 21 meeting to be sure hiring a seasonal employee will be permitted under the contract.

Supervisor Zinkham asked Roadmaster Mike Spiker how many hours of overtime his crew had put in in recent weeks.

Mr. Spiker stated that they had each worked a total of 40 hours of overtime on top of their 80 regular hours. Supervisor Zinkham, Chairman Plesniak and Vice-Chair Kessler all thanked the road crew for their efforts.

Supervisor Zinkham asked whether the seasonal part-time employee would receive medical benefits or vacation time. Manager Foote stated that they would not.



# LANCASTER TOWNSHIP

## BUTLER COUNTY, PA

### V. Administrative Business (no voting to take place on items B, C, D, or E)

- A. Chairman Plesniak introduced for discussion the topic of Advertising Ordinance 2022-01 amending Ordinance Number 112 for traffic signs at Scenic Ridge Plan of Lots, Arden Wood Plan of Lots, Harmony Ridge Plan of Lots, and to modify the speed limit on Salt Works Road, and to post weight limits and No Outlet signs on designated streets.

Manager Foote asked for a vote on the suggested motion to allow staff to advertise the Ordinance so that it can be voted on at the next meeting.

Chairman Plesniak requested a motion on Ordinance 2022-01. Vice-Chairman Kessler made a motion to approve advertising Ordinance 2022-01 amending Ordinance Number 112. Supervisor Zinkham seconded the motion. Motion carried unanimously.

- B. Chairman Plesniak stated that an Executive Session will be held on 2/21/2022 regarding Labor and Personnel matters.
- C. Chairman Plesniak stated that Manager Foote would send the Supervisors a copy of the agreement between Lancaster Township and International Union of Operating Engineers Local Number 66, 66A, B, C, D, O & R Affiliated with the AFL-CIO with an effective date of January 1, 2021 and an expiration date of December 31, 2024 so that Supervisors could review the contract before the February 21, 2022 meeting.
- D. Chairman Plesniak introduced for discussion the appointment of registered elector of the township to serve as the chair of the vacancy board.

Vice-Chairman Kessler stated that the individual who is being considered for the position of registered elector will let Vice-Chairman Kessler know on February 8 whether he will accept the position or not and, if not, the supervisors will seek other candidates.

### VI. Finance

- A. Chairman Plesniak stated that the Treasurer's Finance Report and the Bill Pay list will be announced on February 21, 2022.



# LANCASTER TOWNSHIP

## BUTLER COUNTY, PA

### **VII Planning, Land Use, and Zoning**

- A. Chairman Plesniak stated that there are no resolutions for the board's consideration at this time.
- B. Chairman Plesniak stated that Arden Duplex Amendment 24- Lot 706- Preliminary and Final Subdivision Plan and Arden Duplex Amendment 25- Lot 706- Preliminary and Final Subdivision Plan need to be considered. Mr. Thompson stated that these are straightforward duplex lot line revisions.

Chairman Plesniak introduced for discussion the topic of the Ball-Rocha-CL Holdings Lot Line Revision Plan- Revision of three lot lines. Mr. Thompson stated that the application is under review and that a review letter will be issued later in the week.

- C. Chairman Plesniak stated that 13 building permits were issued in January, 2022 and that a PDF with the list of building permits will be provided on the township's web site on February 21, 2022.

### **VIII Police Department**

- A. Chairman Plesniak stated that the Police Department report will be announced on February 21, 2022.

### **IX Road Department**

- A. Chairman Plesniak asked Roadmaster Spiker for any comments on the recent winter weather. Mr. Spiker stated that he was appreciative that most residents stayed home and did not try to drive on the roads during the recent snow and ice events. Mr. Spiker stated that he has used 500 tons of salt so far and that he had budgeted for 700 tons.

### **X Community Outreach**

- A. Chairman Plesniak stated that the Historical Records Committee would give an update on February 21, 2022 if they are in attendance at that time.

### **XI Administration Reports**

- A. Chairman Plesniak asked if there were any Administration Reports. Manager Foote stated that Office Administrator Jean Ignatuk had been updating the Township's Web site with recently passed resolutions and that the administration office plans to have



# LANCASTER TOWNSHIP

## BUTLER COUNTY, PA

all resolutions, minutes and agendas archived on the Web site for the public to access them. Manager Foote stated that he has been working with a web developer to refresh the Web site and improve navigation. Mr. Foote also echoed the earlier comments the supervisors made about the exemplary job the road crew had done during recent winter storms.

- B. Chairman Plesniak asked Solicitor Stotler if she had anything to report. Ms. Stotler stated that she would give the supervisors a better perspective on the union contract at the February 21, 2022 meeting. She also stated that she would have an update for the supervisors at the February 21, 2022 executive session regarding the outstanding litigation with the Butler Eagle.
- C. Chairman Plesniak asked for the Engineer's Report. Mr. Thompson stated that he had nothing to report.
- D. Chairman Plesniak stated that he did not have anything to report for the chairman's report.

### **XII New Business**

- A. Chairman Plesniak requested a motion to approve submission of Parks Grant application to Butler County in the amount of \$7,500.00 with the Township's contribution not to exceed \$2,500.00. Supervisor Zinkham moved to approve the motion. Chairman Plesniak seconded the motion. Motion carried unanimously.

### **XIII Old Business**

- A. Chairman Plesniak introduced for discussion the staff request to appropriate \$7,000.00 to purchase a new front door and make minor renovations to the administration offices and front lobby. Manager Foote stated that no formal bids for the project had been received, however, for purchases under the amount of \$11,800 only quotes are needed.

Manager Foote stated that \$3,800 of the funds would be used for a new steel front door and steel frame for the door. Other renovations include a new door for the administration offices and a security wall to partition off the police and road crew section of the administrative complex.

Supervisor Zinkham mentioned that the public restrooms should not be closed off from access to the public.



# LANCASTER TOWNSHIP

## BUTLER COUNTY, PA

Vice-Chairman Kessler moved to appropriate \$7,000.00 from the General Fund for improvements to the Township's offices. Supervisor Zinkham seconded the motion. Motion carried unanimously.

### **XIV Public Comment for Non-Agenda Items**

A. Chairman Plesniak asked if there was any public comment for non-agenda items. A member of the public asked to speak on agenda items, but it was requested that they submit their questions to Manager Foote in writing.

### **XV Adjournment**

A. Chairman Plesniak moved to adjourn the meeting at 7:06pm. Vice-Chairman Kessler seconded the motion. Motion to adjourn was carried unanimously.