



# LANCASTER TOWNSHIP

## BUTLER COUNTY, PA

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

- I. Call to Order** – Chairman Plesniak called the **rescheduled** January 24, 2022, Board of Supervisors Regular Meeting to order at 6:00 PM.

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

Staff and Appointed Officials: Jean Ignatuk, Office Administrator  
Neva Stotler, Solicitor  
Tom Thompson, Engineer  
Mike Cornell, Police Sgt.

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

**III. Recognize**

A. Chairman Plesniak recognized that Township Manager Michael Foote was not in attendance, but that the new Office Administrator Jean Ignatuk was in attendance.

- IV. Agenda Additions and/or Revisions** – No agenda additions or revisions were presented.

- V. Public Comment on Agenda Items** – No comments were made.

**VI. Administrative Business**

A. Approval of Prior Meeting Minutes

1. Supervisor Zinkham moved to approve minutes of the January 3, 2022, Board of Supervisors Organization and Agenda Prep Meeting. Chairman Plesniak seconded the motion. Motion carried unanimously.
2. Supervisor Zinkham moved to approve the minutes of the December 13, 2021, Board of Supervisors Regular Meeting. Vice-Chairman Kessler seconded the motion. Motion carried unanimously.

- B. Because the supervisors did not have a candidate for the position of registered elector of the township to serve as the chair of the vacancy board Supervisor Zinkham moved to table the motion until the February 21, 2022 meeting. Vice-Chairman Kessler seconded the motion. Motion carried unanimously.



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### C. Resolutions

- a. A motion was made by Vice-Chairman Kessler to approve Resolution number 2022-4 Public Comment Period Guidelines. Supervisor Zinkham seconded the motion. Motion carried unanimously.
- b. A motion was made by Vice-Chairman Kessler to adopt Resolution number 2022-5 Butler County 2021 Hazard Mitigation Plan. Supervisor Zinkham seconded the motion. Motion carried unanimously.
- c. A motion was made by Vice-Chairman Kessler to adopt Resolution number 2022-6 Public Meeting Decorum Guidelines. Supervisor Zinkham seconded the motion. Motion carried unanimously.

## VII. Finance

### A. Financial Report

Supervisor Zinkham moved to approve the January Treasurer's Report. Vice-Chairman Kessler seconded the motion. Motion carried unanimously.

### B. Bill Pay List

Supervisor Zinkham moved to approve the Bill List for payment of invoices from December 8, 2021, through January 11, 2022, totaling \$17,302.76 from the General Fund. Vice-Chairman Kessler seconded the motion. Motion carried unanimously.

### C. Appointment of Maher Duessel

Supervisor Zinkham moved to adopt Resolution 2022-10 appointing Maher Duessel to perform the annual audit for FY 2021 at a price not to exceed \$6,500.00. Vice-Chairman Kessler seconded the motion. Motion carried unanimously.

### D. Board of Auditors

Vice-Chairman Kessler moved to appoint Mike Doban to the Board of Auditors for a six-year term. Supervisor Zinkham seconded the motion. Motion carried unanimously.



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### VIII. Planning, Land Use, and Zoning

Chairman Plesniak noted that the January 13, 2022 Planning Commission meeting was cancelled.

#### A. Resolutions

1. Vice-Chairman Kessler moved to adopt Resolution number 2022-07 Scenic Ridge, accepting the new section of Heatherfield Court, Laurel Court, Northview Drive and Wedgewood Court in the Scenic Ridge Phase III Plan of Lots as public roadways in Lancaster Township, all as provided in Section 2316 of the Second Class Township Code, 53 P.S. 67316. Supervisor Zinkham asked Tom Thompson if everything was in order with the Resolution. Mr. Thompson stated that it was. Supervisor Zinkham seconded the motion. Motion carried unanimously.
2. Vice-Chairman Kessler moved to adopt Resolution number 2022-08 Harmony Ridge- accepting Vista Court in the Harmony Ridge Phase 2 Plan of Lots 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. Supervisor Zinkham asked Tom Thompson if everything was in order with the Resolution. Mr. Thompson stated that it was. Supervisor Zinkham seconded the motion. Motion carried unanimously.
3. Vice-Chairman Kessler moved to adopt Resolution number 2022-09 Arden Wood-accepting Arden Drive and Touchstone Court in the Arden Wood Plan of Lots as public roadways in the Township of Lancaster, all as provided in Section 2316 of the Second Class Township Code, 53 P.S. 67316. Supervisor Zinkham asked Tom Thompson if everything was in order. Mr. Thompson stated that it should be noted that the public portion of Arden Drive, per the Deed of Dedication, is only the section of Arden Drive that goes up to the cul de sac at Touchstone Court. Mr. Thompson mentioned that there were complaints from builders that the portion of Arden Dr. beyond the cul de sac were not plowed. Chairman Plesniak asked Mr. Thompson if the developer could compensate the Township for plowing the additional portion of Arden Drive. Mr. Thompson said that was not possible and that the builder and the developer have worked this issue out between them. Supervisor Zinkham seconded the motion to adopt the resolution. Motion carried unanimously.



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### B. Other business

1. Supervisor Zinkham moved to approve Operation and Maintenance Agreement for Stormwater Management Best Practices at Harmony Ridge II and authorize the Chairman to execute the same. Vice-Chairman Kessler seconded the motion. Motion approved unanimously.

2. Supervisor Zinkham made a motion to approve the Developer Agreement, Financial Security, and Operation and Maintenance Agreement for Stormwater Management Best Practices for Metarko Storage Units. Solicitor Neva Stotler stated that she still has not received the physical bond from Metarko because there were delays that occurred. Supervisor Zinkham noted that the motion was made contingent upon the receipt of the financial security and approval of the cost estimate. Vice-Chairman Kessler seconded the motion. Motion approved unanimously.

3. Vice-Chairman Kessler moved to approve Arden Wood Phase III Letter of Credit Release #3 in the amount of \$109,264.03. Chairman Plesniak asked Mr. Thompson if the checklist was complete. Mr. Thompson said he recommends release. Supervisor Zinkham seconded the motion. Motion approved unanimously.

4. Supervisor Zinkham moved to approve Arden Duplex Amendment 23- Lot 736- Preliminary and Final Subdivision Plan. Vice-Chairman Kessler seconded the motion. Motion approved unanimously.

C. Chairman Plesniak announced that there were 10 building permits issued by the Township in December 2021. He stated that there were a total of 182 building permit applications submitted in 2021. Chairman Plesniak added that a PDF list of all the building permits issued in December has been provided to the public on the Township's Web site and is also available in print form at the front table to any attendees of the meeting.

### IX. Police Department

A. Police Sgt. Mike Cornell stated that the overall number of calls in 2021 have gone up and that serious cases have gone up significantly in the last year. The number of calls were listed as follows:



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1. Number of calls December 2021: 86
2. December 2020/2021 comparison: 98/86
3. YTD (2020/2021) comparison: 1,817/2,068

Police Sgt. Mike Cornell stated that cases of fraud were up in 2021, as were cases of driving under the influence of alcohol. He stated that there were nine DOAs in 2021, which is a significant increase over previous years. Mental health calls have increased, as have family abuse cases. There was one very serious case of child abuse investigated by Township police in 2021. The number of medical calls increased to 140 in 2021 whereas in 2020 that number was 87. Sgt. Cornell stated that because the ambulances are short staffed sometimes the police can arrive faster than the ambulances. Calls about suspicious individuals and suspicious parked cars were also up in 2021 over 2020.

### **X.** Road Department

- A. Chairman Plesniak stated that Roadmaster Mike Spiker was not in attendance so the Road Report would not be given.

### **XI.** Community Outreach

- A. Chairman Plesniak stated that no one from the Historical Records Committee was in attendance so no report would be given.

### **XII.** Administration Report

- A. Chairman Plesniak noted that the Township Manager was not in attendance so his report would not be given.
- B. Solicitor Neva Stotler stated that she had nothing to report.
- C. Engineer Tom Thompson stated that the Lower Connoquenessing Watershed group met and they are looking for next steps if the Township would like to participate.
- D. Chairman Plesniak reported that the new resolutions were an attempt to clarify things for the public. He stated that once a resolution is in effect it is a standard for conduct for everyone moving forward. Chairman Plesniak stated that the resolutions would be a step toward transparency.

### **XIII.** New Business

- A. Tom Thompson stated that the Township is looking into procuring a \$10,000 grant from Butler County to make improvements to Four Springs Park. He stated that it would be nice to be able to improve the park by paving currently unpaved sections of the walking trail or by adding benches or trees. He stated that the grant requires a 25% match from the Township and the County provides 75% of the funds.



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#### **XIV. Old Business**

A. Sgt. Mike Cornell stated that Township Manager Michael Foote had gotten some quotes for the Township offices, including a new wall, signage and doors. Chairman Plesniak asked Ms. Ignatuk to remind Mr. Foote to add the issue to the February meeting agenda.

#### **XV. Public Comment for Non-Agenda Items**

A. Connie Domhoff asked about Ordinance 2022-1 about the speed limit on Salt Works Rd. She stated that she noticed it was missing from the agenda. Tom Thompson stated that it will be on the agenda in February. Ms. Domhoff then asked why permission had been given to the developers of Arden Woods to put a large sign advertising Arden Woods at the bottom of Salt Works Rd. Ms. Domhoff stated that people who are trying to find the new homes are driving up Salt Works Rd. and the road cannot handle the extra traffic. Tom Thompson stated that he would speak to the Township Manager to see if permission was given for placement of the sign, and that the reason for the sign is that construction is beginning on Phase III of the project, which can be accessed via Salt Works Rd. Ms. Domhoff asked why people can't access those new homes via Arden Dr instead of via Salt Works Rd. Mr. Thompson stated that by the time the model homes are open that the developer will direct the public to access them via Arden Dr. Chairman Plesniak reminded Ms. Domhoff that she should direct her questions to the supervisors and not directly to Mr. Thompson.

**XVI.** Chairman Plesniak made a motion to adjourn the meeting at 6:30 PM. Vice-Chairman Kessler seconded the motion. Motion to adjourn was approved unanimously.