



LANCASTER TOWNSHIP

BUTLER COUNTY, PA

Board of Supervisors – Business Meeting Summary

- I. Call to order** — Chairman Plesniak called the February 21, 2022 Board of Supervisors Business Meeting to order at 6:02pm.

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
Mike Spiker, Roadmaster
Christopher Altman, Township Police Officer
Jean Ignatuk, Office Administrator

- II. Pledge of Allegiance** – Chairman Plesniak led the attendees in the Pledge of Allegiance.
- III. Agenda Revisions or Additions** – Chairman Plesniak asked whether there were any revisions or additions to the agenda. Manager Foote stated that no, there were not.
- IV. Public Comment on Agenda Items** -- Chairman Plesniak asked whether there was any public comment on agenda items. No members of the public spoke.
- V. Administrative Business**
1. Executive Session
 1. Labor and Personnel matters – Chairman Plesniak stated that the supervisors held an executive session prior to the Business Meeting in which they discussed labor and personnel matters, as well as litigation with the Butler Eagle.
 2. Chairman Plesniak stated that the Supervisors needed clarification on some of the



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language in 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. Chairman Plesniak requested to a motion to table the vote on the agreement until the March 21, 2022 Board of Supervisors meeting.

1. Supervisor Zinkham moved to table the motion. Vice-Chairman Kessler seconded the motion. Motion carried unanimously.

3. Approval of Prior Meeting Minutes

1. Chairman Plesniak asked whether there were any additions or corrections to the minutes of the January 24, 2022, Board of Supervisors rescheduled Business Meeting. No one gave any additions or corrections.

a. Supervisor Zinkham moved to approve the minutes of the January 24, 2022 Board of Supervisors rescheduled Business Meeting. Vice-Chairman Kessler seconded the motion. Motion carried unanimously.

2. Chairman Plesniak asked whether there were any additions or corrections to the minutes of the February 7, 2022, Board of Supervisors Agenda Preparation Meeting. No one gave any additions or corrections.

a. Supervisor Zinkham moved to approve the minutes of the February 7, 2022, Board of Supervisors Agenda Preparation Meeting. Vice-Chairman Kessler seconded the motion. Motion carried unanimously.

4. Chairman Plesniak announced that there is a candidate for the position of registered elector of the township to serve as the chair of the vacancy board.

1. Vice-Chairman Kessler moved to appoint Lisa Wylie as registered elector of the township. Supervisor Zinkham seconded the motion. Motion carried unanimously.

5. Chairman Plesniak asked Manager Foote to speak about the Professional Services Agreement with Downtown Redevelopment Services, LLC (DRS). Manager Foote stated that the working budget for the agreement is \$30,000, but the township will only be billed for the hours that DRS works on projects for the township. Manager Foote stated that DRS will assist the township with the more complex zoning, code enforcement and long-term planning issues related to larger projects. Chairman Plesniak asked whether anyone else had any further comments. No other comments were made. Chairman Plesniak requested a motion to approve the Professional



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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.

1. Supervisor Zinkham moved to approve the agreement. Vice-Chairman Kessler seconded the motion. Motion carried unanimously.

6. Chairman Plesniak stated that more information and clarification will be needed regarding how the collective bargaining agreement will affect hiring a part-time seasonal employee to assist with winter maintenance tasks on an “as needed/on-call” basis. Chairman Plesniak requested a motion to table the hiring of a part-time seasonal employee for winter maintenance.
 1. Vice-Chairman Kessler moved to table to motion. Supervisor Zinkham seconded the motion. The motion was carried unanimously.

VI. Finance

- A. Financial Report - Chairman Plesniak asked if everyone had had a chance to review the February Treasurer’s Report. No comments were made.
 1. Supervisor Zinkham moved to approve the February Treasurer’s Report. Vice-Chairman Kessler seconded the motion. Motion carried unanimously.

- B. Chairman Plesniak requested a motion to approve the Bill Pay List for payment of invoices from January 12, 2022, through February 15, 2022, totaling \$56,362.01 from the General Fund.
 1. Vice-Chairman Kessler moved to approve the Bill Pay List. Supervisor Zinkham seconded the motion. Motion carried unanimously.

VII. Planning, Land Use, and Zoning

- A. Chairman Plesniak stated that there were no resolutions for the board’s consideration to adopt at this time.

- B. Other business
 1. Chairman Plesniak asked Engineer Tom Thompson to comment on Arden Wood Phase III Letter of Credit Release #3. Mr. Thompson stated that this was a correction on the dollar amount from last month’s meeting.



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- a. Supervisor Zinkham moved to approve Arden Woods Phase III Letter of Credit Release #3 in the amount of \$190,264.03. Vice-Chairman Kessler seconded the motion. Motion carried unanimously.
2. Chairman Plesniak asked Engineer Tom Thompson to comment on Arden Wood Phase III Letter of Credit Release #4. Mr. Thompson stated that he recommended approval.
 - a. Supervisor Zinkham moved to approve Arden Woods Phase III Letter of Credit Release #4 in the amount of \$223,642.10. Vice-Chairman Kessler seconded the motion. Motion carried unanimously.
3. Chairman Plesniak announced discussion on Arden Wood - Arden Drive Letter of Credit Release # 10. Supervisor Zinkham asked Mr. Thompson if this was a partial release. Mr. Thompson stated that it was. Supervisor Zinkham asked Mr. Thompson how much money was left. Mr. Thompson stated that approximately \$18,500 was left. Supervisor Zinkham asked Mr. Thompson if he was comfortable with that amount. Mr. Thompson stated that he was.
 - a. Supervisor Zinkham moved to approve Arden Drive Letter of Credit Release # 10 in the amount of \$124,504.39. Vice-Chairman Kessler seconded the motion. Motion carried unanimously.
4. Chairman Plesniak asked Mr. Thompson to comment on Arden Duplex Amendment 24- Lot 706- Preliminary and Final Subdivision Plan and Arden Duplex Amendment 25- Lot 716- Preliminary and Final Subdivision Plan. Mr. Thompson stated that they are both duplex lines and there are no issues with them.
 - a. Supervisor Zinkham moved to approve Arden Duplex 24- Lot 706- Preliminary and Final Subdivision Plan. Vice-Chairman Kessler seconded the motion. Motion carried unanimously.
 - b. Supervisor Zinkham moved to approve Arden Duplex 25- Lot 716- Preliminary and Final Subdivision Plan. Vice-Chairman Kessler seconded the motion. Motion carried unanimously.
5. Chairman Plesniak asked Mr. Thomspon to comment on the Ball-Rocha-CL Holdings Lot Line Revision Plan- Revision of three lot lines. Mr. Thompson stated that the applicants wanted to incorporate the property around a newly-built pole building into the main lot along Whitestown Rd. Mr. Thompson stated that the applicants had met all the requirements of the ordinance and he recommends



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approval with the contingency that the agreement pertaining to maintenance of the private road undergo legal review before final approval.

a. Vice-Chairman Kessler moved to approve the Ball-Rocha-CL Holdings Lot Line Revision Plan- Revision contingent upon Solicitor Stotler's review of the private road maintenance agreement. Supervisor Zinkham seconded the motion. Motion carried unanimously.

6. Chairman Plesniak asked for a motion to adopt Ordinance 2022-01: Amendment to Ordinance 112 to add traffic signs to the Scenic Ridge Plan of Lots, Arden Woods Plan of Lots and Harmony Ridge Plan of Lots and to modify the Speed Limit on Salt Works Road.

a. Supervisor Zinkham moved to adopt Ordinance 2022-01 amending 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. Vice-Chairman Kessler seconded the motion. Motion carried unanimously.

C. Chairman Plesniak announced that the number of building permits issued in January was 13. The number of building permits issued so far in 2022 was also 13. Chairman Plesniak announced that a PDF of the list of building permits issued can be found on the township's web site and at the front sign-in table.

VIII. Police Department

A. Chairman Plesniak asked Officer Altman for the month's police report. Mr. Altman stated that the total number of calls in January 2022 increased by 18 calls over the previous year. There were 176 calls in January of 2022 while there were 158 calls in January 2021. Mr. Altman also stated that the number of citations issued in January 2022 is up by 45 over the previous year.

IX. Road Department

A. Report – Mr. Spiker stated that he had nothing to report at this time. Manager Foote asked for permission to speak. Chairman Plesniak granted permission. Manager Foote stated that his office had provided a written Roads Report to the supervisors in the packet of information provided to them for the meeting. Supervisor Zinkham said that he wanted to reiterate that the Public Works employees' efforts to keep township roads clear during the recent winter storms were appreciated. Chairman Plesniak also thanked Mr. Spiker and his team for their efforts in keeping township roads clear. Chairman Plesniak also thanked the Police Department for their efforts



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communicating with the Public Works department to notify them where the roads were slippery.

X. Community Outreach

A. Historical Records Committee – Kathy Ligday stated that she had nothing to report at this time.

XI. Administration Reports

A. Chairman Plesniak asked Manager Foote if he had anything to report.

- Manager Foote stated that the tax collector reported that around \$3,000 is still owed to the township for property taxes. Mr. Foote stated that the township has about a 99% collection rate, and it is wonderful that the community is paying its taxes.
- Mr. Foote stated that the 2021 Audit is in process and staff has been working with auditors and hopes to have an Auditor's Report for the Supervisors in April.
- Mr. Foote stated that it should be noted that in the Financial Report the ARPA account is at a zero level. Mr. Foote stated that after some tax dollars are received, staff will request a transfer of the ARPA money out of the General Fund and into the ARPA account.
- Mr. Foote stated that he recently attended the Lower Connoquenessing Creek Group and it appears that most of the municipalities are on board to contribute the \$2,000 toward the study. The group would like to meet once a month. Mr. Foote stated that he and Mr. Thompson plan to bring documentation to the Supervisors at the March 7 Agenda Preparation Meeting.

B. Solicitor's Report – Solicitor Stotler stated that there is a zoning review on the Ball-Rocha lot line revision that is still ongoing which does not impact the lot line revision.

C. Engineers Report – Mr. Thompson stated that he had nothing to add at this time.

D. Chair's Report – Chairman Plesniak stated he had nothing to add at this time.

XII. New Business – none

XIII. Old Business

A. Township Offices – Chairman Plesniak asked Manager Foote if he had an update. Mr. Foote stated that he did not have an update.

XIV. **Public Comment for Non-Agenda Items** – Jay Wack of 866 Perry Highway stated that parts of Swain Hill Rd. are coming apart in the travel lanes. Mr. Wack stated that the road is only six months old and, despite the fact that we had a harsh winter, the road should last longer than six months. Mr. Wack asked the supervisors to keep an eye on the



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condition of the road.

- XV. Adjournment** -- Chairman Plesniak moved to adjourn the meeting at 6:23pm. Vice-Chairman Kessler seconded the motion. Motion to adjourn was carried unanimously.