



LANCASTER TOWNSHIP

BUTLER COUNTY, PA

Board of Supervisors – Agenda Prep Meeting Summary

- I. Call to order**— Chairman Plesniak called the March 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
Mike Spiker, Roadmaster
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 if there were any agenda revisions or additions. Manager Foote requested to add one item to New Business.
- IV. Public Comment on Agenda Items** – Chairman Plesniak asked if there was any public comment on agenda items. No one spoke.
- V. Agenda Prep Discussion Items** –
- A. Lower Connoquenessing Creek Group -- Chairman Plesniak asked Manager Foote and Engineer Tom Thompson to speak about the Lower Connoquenessing Creek Group reduction of release rate by 10% as addressed in Ordinance 2022-02.

Mr. Thompson stated that the group has done a review of how to lessen the impact of stormwater runoff. The recommendation was to alter the release rates, holding 10% of a storm event back to slow down the water outflow from basins. This would apply to any new construction within the township. Mr. Thompson stated that a few other municipalities in the group have already adopted this recommended change.



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Vice-Chairman Kessler asked Mr. Thompson to define “new.” Vice-Chairman Kessler asked whether developments that were put in the past couple of years would be affected. Mr. Thompson said that developments such as Arden Woods that already have their stormwater systems installed would not fall under this ordinance. Only new developments that have not installed their systems yet would fall under this ordinance.

Supervisor Zinkham stated that this is something that we should do regardless of what other municipalities are doing. Supervisor Zinkham asked Mr. Thompson to comment on whether this Lancaster Township should adopt the ordinance regardless of what Jackson Township or Harmony Borough or any other municipality decides to do.

Mr. Thompson stated that he agrees that it makes sense for Lancaster Township to do something to control the amount of stormwater coming off of new developments. Chairman Plesniak asked if there were any other questions for Mr. Thompson. No other questions were asked.

B. Seasonal Employee – Chairman Plesniak asked for a motion to approve the hiring of a seasonal part-time employee to assist with winter maintenance tasks on an “as needed/on-call” basis. The seasonal employee would possess a CDL and have sufficient equipment operation experience. Wage rate would be \$18.00 per hour for hours worked. Anticipated start date would be March 9, 2022. Staff suggests an orientation and training period consisting of four (4) hours per week for three (3) weeks: March 14, March 21, March 28.

Vice-Chairman Kessler moved to approve the hiring of a seasonal part-time employee to assist with winter maintenance tasks on an “as needed/on-call” basis with the caveat that the MOU allowing part-time employees under the collective bargaining agreement is executed.

Supervisor Zinkham seconded the motion. Motion carried unanimously.

Solicitor Stotler stated that the offer of employment is conditioned upon the union signing the MOU. If the union does not sign the MOU then the offer of employment will not go through.



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Administrative Business (no voting to take place on item D, E OR F)

- A. Chairman Plesniak introduced for discussion 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. Vice-Chairman Kessler and Supervisor Zinkham stated that they did not have any questions or comments.
1. Chairman Plesniak requested a motion to approve the agreement. Supervisor Zinkham made a motion to approve 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 and authorize execution of the same. Vice-Chairman Kessler seconded the motion. Motion carried unanimously.
- B. Chairman Plesniak introduced for discussion the advertising of Ordinance 2022-02 amendment to the Code of Lancaster Township modifying the current release rates and providing for severance and repeal of prior inconsistent ordinances. The ordinance memorializes the Township's commitment to stormwater management in support of the Lower Connoquenessing Group's work to reduce impacts to regional communities. Chairman Plesniak stated that Mr. Thompson already spoke about the ordinance.
1. Chairman Plesniak requested a motion to approve advertising Ordinance 2022-02. Vice-Chairman Kessler made a motion to approve the advertisement of Ordinance 2022-02 Amendment to the Code of Lancaster Township modifying the current release rates and providing for severance and repeal of prior inconsistent ordinances. Supervisor Zinkham seconded the motion. Motion carried unanimously.
- C. Chairman Plesniak requested a motion to approve Resolution 2022-11 for Annual Parks Grant from Butler County for park improvements and renovations. Manager Foote stated that this was just a formality in terms of paperwork because the Board had already approved applying for this grant.

Supervisor Zinkham asked what we identified as the projects that will be completed for the amount of \$4,466.33. Manager Foote stated that we will be replacing engineered wood fiber fall surfacing under the children's equipment at Bauder Park and sandblasting and rubber coating areas of the equipment that have become rust-damaged. Manager Foote asked Office Administrator Jean Ignatuk whether there was



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anything other work that will be done. Ms. Ignatuk stated that two signs will also be replaced.

1. Supervisor Zinkham moved to adopt Resolution 2022-11 applying for a Park Grant for Butler County for a total project cost of \$4,466.33 and a Township match of \$1,116.58. Vice-Chairman Kessler seconded the motion. Motion carried unanimously.
- D. Chairman Plesniak introduced for discussion Resolution 2022-12. Western Butler County Authority has proposed, per the Pennsylvania Sewage Facilities Act, the development of a parcel of land identified as Harmony Pump Station Infrastructure Improvements. The Sewage Facilities Planning Module is for pump station upgrades and sewer improvements. Chairman Plesniak asked if anyone had any comments on the resolution. Vice-Chairman Kessler and Supervisor Zinkham stated that they did not have any comments.
- E. Chairman Plesniak stated that there was not to be any voting at this time on Ordinance 2022-02.
- F. Chairman Plesniak stated that voting on the approval of prior meeting minutes will occur at the Business meeting on March 21, 2022.
- VI. Chairman Plesniak stated that voting on the Financial Report and Bill Pay List will take place at the Business meeting on March 21, 2022.
- VII. Planning, Land Use, and Zoning
- A. Chairman Plesniak stated that there are no resolutions for the board's consideration to adopt at this time.
 - B. Chairman Plesniak stated that the Arden Duplex Amendment 26- Lot 735- Preliminary and Final Subdivision Plan will be discussed at the Business meeting on March 21, 2022.
 - C. Chairman Plesniak stated that three building permits were issued in February of 2022, for a total of 16 permits issued so far in 2022. Chairman Plesniak stated that the list of permits will be on the township's Web site for the public to view and they will be made available at the meeting on the 21st.



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VIII. Chairman Plesniak asked if Sgt. Cornell was with us this evening to give the Police Report. Manager Foote stated that Sgt. Cornell would be giving his report at the meeting on March, 21, 2022 and the Roads Report would also be given at that time.

IX. Community Outreach

A. Chairman Plesniak stated that there was no Historical Records Committee report.

X. Chairman Plesniak asked if there was an Administration Report.

A. Township Manager's Report -- Manager Foote stated that as of March 1 the township received its PennDOT Roads Turnback annual maintenance payment of \$39,000. The Township was also awarded the Liquid Fuels Payment just under \$134,000.

Mr. Foote stated that renovations in the Township office are on budget. Installing the front door may need to be contracted out.

Mr. Foote stated that he has begun the process of exploring options for moving the administrative offices at the direction of the Board and that he hopes to provide an update to the board next month.

Mr. Foote recommends that the township shift its healthcare broker from NFP to MBS, Municipal Benefits Services. Mr. Foote stated in the long term, this change should help the Township manage annual healthcare cost increases. Mr. Foote stated that he has met with both unions and they are supportive of making the change. Mr. Foote stated that he plans to change the broker on April 1 unless the board is opposed. Chairman Plesniak asked if anyone has any questions. Supervisor Zinkham stated that he appreciates Mr. Foote looking into bringing down the healthcare cost increases.

B. Solicitor's Report -- Chairman Plesniak asked if Solicitor Stotler had anything to report. Ms. Stotler stated that she did not.

C. Engineer's Report -- Chairman Plesniak asked if Tom Thompson had anything to report for the Engineers Report. Mr. Thompson stated that he wanted to warn the Board that paving costs are expected to be high this year. Chairman Plesniak stated that the harsh winter has caused a lot of cracking in the roads. Chairman Plesniak asked Roadmaster Mike Spiker what he thought about renting a unit to crack seal the roads that have significant larger cracks. Mr. Spiker stated that on the lower-traffic roads as long as his team has flaggers to keep everyone safe that he was in favor of the idea. Chairman Plesniak asked Mr. Spiker to comment on the deterioration of Swain Hill Rd. that was brought up at the February 21 meeting. Mr. Spiker stated that he in contact with Youngblood to get it fixed. Chairman Plesniak thanked Mr. Spiker.



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- D. Chairman Plesniak stated that he had nothing for the Chair's Report
- XI. New Business – Chairman Plesniak asked Manager Foote to address New Business. Manager Foote stated that Roadmaster Spiker has been working with Cory Shaffer with PennDOT to identify areas that they wanted to work on this year. Manager Foote stated that he and Cory have the bid packages prepared for a materials bid and a tar-and-chipping bid. PennDOT has given the Township an estimate of costs. Manager Foote stated that he would bring this as an item on the agenda on the 21st. The opening of the bids will take place on April 18, 2022.
- XII. Chairman Plesniak stated that some old business was covered in the discussion of Swain Hill Rd. Chairman Plesniak asked if anyone had any old business to discuss. Roadmaster Spiker stated that the new 25 MPH signs were installed on Salt Works Rd.
- XIII. Chairman Plesniak asked if there was any public comment for non-agenda items. No one spoke.
- XIV. Chairman Plesniak asked for a motion to adjourn the meeting at 6:28pm. Vice-Chairman Kessler moved to adjourn the meeting. Supervisor Zinkham seconded the motion. Motion carried unanimously.