



LANCASTER TOWNSHIP

BUTLER COUNTY, PA

Board of Supervisors – Agenda Prep Meeting Summary

- I. Call to order** — Chairman Kessler called the April 4, 2022 Board of Supervisors Agenda Preparation Meeting to order at 6:05pm via the virtual Zoom platform.

Members present: Greg Kessler, Chairman
 Joe Plesniak, 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

Special Guest: Katie Yates, Maher Duessel

- II. Pledge of Allegiance** — Chairman Kessler led the attendees in the Pledge of Allegiance.
- III. Agenda Revisions or Additions** — Manager Foote stated that the parcel number owned by Debbie and Charles Scott which will be discussed under Planning, Land Use and Zoning was listed incorrectly in the agenda and should be 200-4F98-38D-0000.
- IV. Public Comment on Agenda Items --** Chairman Kessler asked if there was any public comment on agenda items. No comments were received.
- V. Agenda Prep Discussion Items**
- A. Chairman Kessler asked Manager Foote to discuss the Fiscal Year 2021 Audit. Manager Foote stated that Katie Yates from Maher Duessel would be making the presentation of the 2021 Audit by Maher Duessel.



LANCASTER TOWNSHIP

BUTLER COUNTY, PA

Ms. Yates stated that Maher Duessel has performed their audit for 2021 in accordance with generally accepted auditing standards. Maher Duessel noted that they did not have any difficulties in dealing with management in performing and completing their audit. Ms. Yates stated that her team appreciated all the help they received from Manager Foote in completing their auditing procedures.

Total assets for the year were almost \$1.8 million. Total revenues for the year were almost \$2.2 million, the majority of which is in the General Fund. Total expenditures were almost \$1.8 million. No debt to report.

Chairman Kessler stated that he did not have any questions for Ms. Yates and he asked the other supervisors if they had questions. Vice-Chairman Plesniak and Supervisor Zinkham stated that they did not have questions. Chairman Kessler thanked Ms. Yates for her presentation.

- B. Chairman Kessler asked Manager Foote to speak about the use of ARPA funds. Manager Foote stated that the Township is in the process of receiving two payments from the federal government in the amount of \$145,000 each for a total of \$290,000. Manager Foote stated that staff recommends that the township take the standard deduction which would allow the township to count the full \$290,000 toward revenue loss. This would allow the township to have flexibility on how it wishes to spend the funds. Manager Foote stated that it appears that we need to elect the standard deduction on April 30, 2022. Doing this will allow the township until December of 2024 to determine how it wishes to use the funds and to spend the funds by December of 2026. Staff would like to have at least one or two public town hall meetings to have our residents weigh in on what they think we should spend the money on. Staff has posted the information on the Web site so that the community has the opportunity to easily find the guidance documentation provided by the US Treasury.

Supervisor Zinkham moved to take the standard deduction for the reporting of the use of ARPA funds to the US Treasury. Vice-Chairman Plesniak seconded the motion. Motion carried unanimously.

VI. Administrative Business

- A. Chairman Kessler stated that there would be no voting taking place on Administrative Business tonight and that these items were listed for discussion only. Chairman Kessler introduced for discussion Ordinance 2022-02 Amendment to the Code of



LANCASTER TOWNSHIP

BUTLER COUNTY, PA

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 Kessler asked Engineer Tom Thompson and Manager Michael Foote to comment.

Mr. Thompson stated that this ordinance is consistent with the other nine municipalities that are looking to modify their release rate to be consistent in the Lower Connoquenessing watershed to make up for some past issues that all the communities had with stormwater issues.

Manager Foote stated that the ordinance has been advertised and it is ready to be voted on at the next meeting.

- B. Chairman Kessler introduced for discussion the Southwest Butler County Church Softball League Agreement to use municipal fields for the 2022 Softball Season. Chairman Kessler asked if anyone had any comments. Manager Foote stated that staff added Item 9 to the agreement requesting a certificate of insurance in the amount of \$1 million to protect the township from any possible lawsuits.
- C. Chairman Kessler stated that the meeting minutes would be discussed and voted upon at the next meeting.

VII. Finance

- A. Chairman Kessler stated that we would not be voting on the Financial Report which would be announced at the next meeting.
- B. Chairman Kessler stated that we would not be voting on the Bill Pay List which would be announced at the next meeting.
- C. Chairman Kessler stated that voting will take place on the Revised Bill Pay amount for March 2022. The request is revised from \$49,586.67 to \$49,836.04.

Vice-Chairman Joe Plesniak moved to approve the revised Bill List for payment of invoices from February 16, 2022, through March 15, 2022, totaling \$49,836.04 from the General Fund. Supervisor Zinkham seconded the motion. Motion carried unanimously.



LANCASTER TOWNSHIP

BUTLER COUNTY, PA

VIII. Planning, Land Use, and Zoning

Chairman Kessler stated that there were no resolutions for the Board's consideration to adopt at this time.

Chairman Kessler introduced for discussion the subdivision of parcel 200-4F98-38D-0000 owned by Charles and Debbie Scott. Chairman Kessler stated that Charles and Debbie Scott have requested to subdivide their property in order to add one additional single-family home for their daughter. Chairman Kessler requested that Manager Foote and Engineer Tom Thompson discuss the subdivision.

Engineer Tom Thompson stated that the 2010 Kristophel Plan of Lots #3 contains a restriction limiting any further subdivision of properties coming off of Community Center Drive. Township ordinance allows only two homes on a private road. When the Kristophel Plan of Lots #3 was approved the Township had placed a note on the recorded plan allowing the subdivision to occur, but they noted that if any further subdivisions were to occur that they would be required to update Community Center Drive to Township specifications. All of the property owners and the Township agreed, and the plan was recorded in the Butler County Courthouse. Charles and Debbie Scott are now looking to create a new parcel, which would require improvements to Community Center Drive.

Charles Scott stated that at the time of the original agreement the family was required to agree to the plan in order to keep the farm that their family had passed down to them. Mr. Scott stated that he and his wife now wish to subdivide one acre of their property so that their daughter can build a single-family home on it. Mr. Scott stated that the current Community Center Drive measures approximately 18 feet wide. Mr. Scott stated that the current Township codes require a 27-foot road. Mr. Scott stated that if he were required to add an additional 470 feet of roadway to Community Center Drive it would cost around \$288,000. Mr. Scott asked if the supervisors could consider allowing him to improve the roadway to the current standard of Community Center Drive.

Mr. Scott stated that the Township Engineer had also suggested that he look into requesting an easement from the Warners to use the well pad road that was created by the oil and gas company. Mr. Scott stated that he wasn't sure if that was possible to do or not.

Engineer Tom Thompson stated that if the one-acre parcel had access from a different road, such as the Warner Well Pad road, that might be an exception that the Supervisors could allow because it's not creating any more additional vehicles on



LANCASTER TOWNSHIP

BUTLER COUNTY, PA

Community Center Drive. If the Warners were in agreement to allow a 50-foot easement, Mr. Thompson stated that he would recommend that the supervisors approve that.

Solicitor Stotler and Chairman Kessler asked the Scotts if they have talked to the Warners to explore that option. Charles Scott stated that no, he had not talked to the Warners.

Vice-Chairman Plesniak asked where the township portion of Community Center Drive ends. Mr. Scott stated that it ends 748.3 feet from Rt. 19 which is at the end of his driveway. Vice-Chairman Plesniak asked whether the township was maintaining the road up to his driveway. Mr. Scott stated that yes, it was. Mr. Scott stated that one of the scenarios he had considered was to do a partial extension of Community Center Drive that would go past his driveway, which would exclude his driveway as a Township road, thus turning his driveway into a private lane off of a public road. Supervisor Zinkham asked whether the road leading up to the Scott's property is up to current Township standards. Engineer Thompson stated that it was not. Supervisor Zinkham stated that it doesn't make sense for the Scotts to bring their section of Community Center Drive up to current Township standards when the portion leading up to it is not up to current standards. Supervisor Zinkham stated that the purpose of the ordinance restricting only two homes on a private lane is about emergency access and the Supervisors needed to make sure that whatever solution is reached will allow emergency vehicle access.

Supervisor Zinkham stated that there is more work to be done, but that hopefully a solution can be reached that works for all parties involved and that meets the intent of the recorded plan from years ago.

Chairman Kessler stated that the supervisors would look further into the issue.

- A. Chairman Kessler introduced for discussion Other Business and stated that no voting was to take place.
 1. Chairman Kessler introduced for discussion Heather & Paul Meyer/Edwin Eckstein Lot Line Revision- Preliminary and Final Subdivision Plan for 311 Perry Hwy. (200-S2-AA & 200-S2-AB).

Engineer Tom Thompson stated that the Meyers are demolishing a house on the property and building a new house that will be located over the property line. The Township has asked the Meyers to consolidate the lots so that the new lot will be in compliance with the ordinance. Mr. Thompson stated that he has reviewed the plan and there are a couple of corrections that need to be made and that he



LANCASTER TOWNSHIP

BUTLER COUNTY, PA

anticipates that they will be made prior to the next meeting. Chairman Kessler stated that as long as the corrections are made and are acceptable prior to the next meeting that the supervisors should be able to move forward.

2. Chairman Kessler introduced for discussion CL Holdings, LLC March 29, 2022 request for a Letter of Credit release in the amount of \$54,919.68 from their financial security. Chairman Kessler asked Engineer Tom Thompson to comment. Mr. Thompson stated that this was in regard to the Graf building on East Lancaster Rd. Mr. Thompson stated that the inspection of the property showed that the majority of stormwater facilities are complete and the facilities meet the specifications of the plans that were submitted. Mr. Thompson stated that at the regular meeting he will recommend that the funds be released.

C. Chairman Kessler introduced for discussion the building permits that were issued by the Township in March.

1. Chairman Kessler stated that the number of permits issued in March 2022 was 18.
2. Chairman Kessler stated that the number of permits issued so far in 2022 was 34.
3. Chairman Kessler stated that a PDF of the details of the building permits will be provided on the township's Web site before the April 18 meeting.

IX. Chairman Kessler asked whether Sergeant Mike Cornell was available to give the Police Department Report. Manager Foote stated that Sergeant Cornell was not in attendance and that he would give his March report at the next meeting.

X. Chairman Kessler asked whether Roadmaster Mike Spiker had anything to report regarding the Road Department. Mr. Spiker stated that he was glad that the weather was finally breaking and that he hopes he can keep the salt spreaders off the trucks. Mr. Spiker stated that on the agenda for tonight is discussion of the purchase of a previously-owned mower for the Township which he hopes the Supervisors will consider.

XI. Chairman Kessler asked whether Kathy Ligday was available to give the Historical Records Committee Report. Ms. Ligday was not in attendance.

XII. Chairman Kessler introduced for discussion the Administration Reports.

- A. Chairman Kessler asked Manager Foote to give the Township Manager's Report. Manager Foote stated that the Township was awarded a grant in the amount of \$3,349.75 with a \$1,100 match from the Township. This grant was awarded from



LANCASTER TOWNSHIP

BUTLER COUNTY, PA

Butler County for our Bauder Park improvement project. Mr. Foote's staff would like to start planning to execute the project with the support of the Board.

Mr. Foote stated that he had met with Connie Domhoff regarding shrubs and signs. Mr. Foote stated that some of the shrubbery work is underway. Mr. Foote is working with Mike Spiker to finalize plans for Ms. Domhoff's concerns regarding the directional signs.

Mr. Foote stated that he had two phone meetings with his contacts with Arden Wood regarding late-night construction. Arden Wood agreed to erect two signs letting construction workers know that construction hours are 7am-7pm. Mr. Foote spoke with Sergeant Cornell and his department will add additional patrols in Arden Wood. Mr. Foote stated that he would like to look at some pre-owned modular office space units in the next 2-3 weeks.

- B. Chairman Kessler asked Solicitor Stotler if she had anything to report for the Solicitor's Report. Ms. Stotler stated that the litigation that is being discussed in Executive Session was Weidenhof v. the Township of Lancaster, Civil Action 21-10207.

Ms. Stotler stated that the proper version of the ordinance was the one that was advertised.

- C. Chairman Kessler asked Engineer Tom Thompson if he had anything to report for the Engineers Report. Mr. Thompson stated that he did not have anything to report.
- D. Chairman Kessler stated that he did not have anything to report for the Chairman's Report.

- XIII.** Chairman Kessler asked whether there was any New Business to discuss. No comments were received.
- XIV.** Chairman Kessler asked whether there was any Old Business to discuss. No comments were received.
- XV.** Chairman Kessler asked whether there was any Public Comment for Non-Agenda Items. No comments were received.
- XVI.** Chairman Kessler called for a motion to adjourn the meeting at 6:50pm. Supervisor Zinkham moved to adjourn the meeting. Vice-Chairman Plesniak seconded the motion. Motion carried unanimously.