



LANCASTER TOWNSHIP

BUTLER COUNTY, PA

Board of Supervisors – Agenda Prep Meeting

Note: The meeting was held virtually over Zoom

- I. Call to order**— Chairman Kessler called the May 2, 2022, Board of Supervisor Agenda Preparation Meeting to order at 6:00pm.

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

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

III. Agenda Revisions or Additions

1. Manager Foote requested the Board add, under Administrative Business, the consideration of Resolution 2022-14, a resolution supporting America 250PA. Language for this document was received by the PA Commission for the United States Semi quincentennial via PSATS.

IV. Public Comment on Agenda Items

1. None

V. Agenda Prep Discussion Items

A. Western Butler County Authority- Steering Committee Report

1. Manager Foote referred the Board to the Steering Committee Letter and steering Committee Report that was included in their packet. Unfortunately, Dennis Blakley nor Chris Zoelle could attend the meeting. Tom Thompson,



LANCASTER TOWNSHIP

BUTLER COUNTY, PA

Township Engineer, reviewed the progress of the 537 Plan. Mr. Foote alerted the Board that representatives from WBCA and HRG will present information at the May 16th meeting.

VI. Administrative Business

- A. Note: An Executive Session was held at 5:00 PM, prior to the Agenda Preparation Meeting to discuss legal matters
- B. Approval to advertise the Office Administrator position
 1. Chairman Kessler asked for a motion to approve the advertisement for the Office Administrator position. Vice-Chair Plesniak made the motion, Supervisor Zinkham seconded the motion. Motion passed unanimously.
- C. Approval of Prior Meeting Minutes (**no voting to take place**)
 1. Chairman Kessler informed attendees that no voting will take place this evening for the items listed under this the agenda topic. Upcoming motions will take place at the May 16, 2022 Regular Meeting.
 2. Move to approve minutes of the April 18, 2022, Board of Supervisors Business Meeting.
 3. Move to approve minutes of the May 2, 2022, Board of Supervisors Agenda preparation Meeting.

VII. Finance Business

Note: Chairman Kessler informed attendees that no voting will take place this evening for the items listed under this the agenda topic. Upcoming motions will take place at the May 16, 2022 Regular Meeting

- A. Financial Report-TBA
 1. **Suggested Motion:** Move to approve the May Treasurer's Report.
- B. Bill Pay List- TBA
 1. **Suggested Motion:** Move to approve the Bill List for payment of invoices from April 13, 2022, through May 10, 2022, totaling \$XXX from the General Fund.



LANCASTER TOWNSHIP

BUTLER COUNTY, PA

VIII. Planning, Land Use, and Zoning Business

A. Resolutions for the Board's consideration to adopt

1. Chairman Kessler informed attendees there were no Resolutions for consideration at this time.

B. Other business

Note: Chairman Kessler informed attendees that no voting will take place this evening for the items listed under this the agenda topic. Upcoming motions will take place at the May 16, 2022 Regular Meeting

1. Arden Wood Phase III April 4, 2022 request for a Letter of Credit release #5 in the amount of \$49,359.33 from their financial security.
 - a. **Suggested Motion:** Move to approve Arden Wood Phase III Letter of Credit release #5 in the amount of \$49,359.33.
2. Arden Duplex Amendment 27- Lot 708- Preliminary and Final Subdivision Plan.
 - a. **Suggested Motion:** Move to approve Arden Duplex 27– Lot 708- Preliminary and Final Subdivision Plan.
3. JAMAC, LLC Subdivision Plan- Property is located on Scott Ridge Road (200-4F100-A2-0000).
 - a. **Suggested Motion:** Move to approve JAMAC, LLC Plan of Lots- Preliminary and Final Subdivision Plan.
4. McCoy Plan of Lots- Preliminary and Final Subdivision Plan. Properties are located at 104 Deerfield Lane and 191 Metcalf Road (200-4F100-A28-0000 & 200-4F100-A28A).
 - a. **Suggested Motion:** Move to approve McCoy Plan of Lots- Preliminary and Final Subdivision Plan.



LANCASTER TOWNSHIP

BUTLER COUNTY, PA

C. Building Permits

Note: Chairman Kessler informed attendees that those interested could go to the township's website to obtain a copy of the April Report. Print outs will be available at the May 16, 2022 Regular Meeting.

1. Number of Permits: 12 permits issued in April 2022
2. YTD (46)
3. PDF will be provided on the township's web site

IX. Police Department

A. Police Report-Will be given at the May 16th meeting.

1. Number of calls April 2022
2. YTD comparison

X. Road Department

A. Report- Will be given at the May 16th meeting

XI. Community Outreach

A. Historical Records Committee- Kathy Ligday was not present to give a report.

XII. Administration Reports:

A. Township Manager's Report

1. Manager reported to the Board that the newsletter should be printed this week and mailed out within two weeks. Volunteers from the Historical Society will help place labels on the newsletters.

B. Solicitor's Report

1. Nothing to report

C. Engineers Report

1. Review, discussion, and resolution of the Scott's lot line revision should conclude this week and staff will review with the Board.

D. Chair's Report

1. Nothing to report

XIII. New Business—None

XIV. Old Business—None



LANCASTER TOWNSHIP

BUTLER COUNTY, PA

XV. Public Comment for Non-Agenda Items

1. There was no public comment from attendees
2. Manager Foote reported to the Board he received an email from Joyce Mastrilli informing the township that 32 residents of Scenic Ridge Condominium Association signed a petition informing the developers of their dissatisfaction with noise and other related issues related to the on\going construction at Scenic Ridge.
3. Manager Foote shared with the Board he received an email from Kevin Mortimer with PA American Water. He informs the township that PA American Water has filed a rate adjustment request with the PUC. Any rate changes would not go into effect until 2023.

XVI. Adjournment

1. Chairman Kessler asked for a motion to adjourn the meeting at 6:20 pm. Supervisor Zinkham made the motion to adjourn, Vice-Chair Plesniak seconded. Motion carried unanimously.



LANCASTER TOWNSHIP

BUTLER COUNTY, PA

Meeting Procedures

The following rules of conduct apply for Lancaster Township Public Meetings:

1. Members of the public can only speak during Board of Supervisors meetings under the following circumstances:
 - a. The citizen has made a formal request to the Board of Supervisors to make a personal appearance before the Board;
Or,
 - b. During a public meeting under Public Comment period to address comments, questions, concerns, or support for an item or items which are on the public meeting agenda;
Or,
 - c. A citizen may speak under Public Comment at the end of the meeting to address comments, questions, concerns, or support for an item or items which are **not** on the public meeting agenda.
2. When the public comments portion of the public hearing is opened, the Chairman will first invite any individuals who have signed in for public comment to speak.
3. If you wish to speak to the Board of Supervisors, please proceed to the podium and state your name and address. Spelling of your last name would be appreciated.
4. Please turn off (or place on silent) any pagers or cellular phones.
5. Please do not talk on phones or with another person in the audience during the meeting.
6. Please no public displays, such as clapping, cheering, or comments when another person is speaking.
7. While you may not agree with what an individual is saying to the Board of Supervisors, please treat everyone with courtesy and respect during the meeting.
8. In the interest of preserving time, speakers should limit repetitious comments and, where appropriate, acknowledge agreement with a previous speaker's comment or position.
9. Other than during public comment periods, members of the public should refrain from calling out and may only comment on issues being discussed during the meeting under the Public Comment Period.