



LANCASTER TOWNSHIP

BUTLER COUNTY, PA

Board of Supervisors – Agenda Prep Meeting Summary

Note: The meeting was held virtually over Zoom

- I. Call to order**— Chairman Kessler called the August 1, 2022, Board of Supervisor Agenda Preparation Meeting to order at 6:08pm.

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
Kristine Smalley, Office Administrator
Michael Cornell, Sargent

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

1. Chairman Kessler asked Vice-Chair Plesniak to assume the gavel and lead the meeting from this point.

III. Agenda Revisions or Additions

1. Vice-Chair Plesniak asked if there were any revisions or additions to the agenda.
- a. None were offered by attendees
 - b. Manager Foote reported there were none

IV. Public Comment on Agenda Items

2. There was no public comment on agenda items.

V. Agenda Prep Discussion Items

1. Strategic Management Planning Program (STMP)
- a. A six-month review of the budget with projections for the remaining six months was conducted by Manager Foote. He reported that the Township is



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on a trajectory to have a small surplus if revenues & expenses continue to follow their current trends.

- b. Manager Foote noted that this outcome, while good news, is not sustainable.
 - c. To address this concern, staff included information about the Strategic Management Planning Program (STMP) in your packets and on the web site.
 - d. Manager Foote mentioned that he was successful during his tenure with Indiana Borough in having them participate in the program
 - e. Manager Foote informed the Board that the program provides access to state funds for obtaining services that are outlined on page 1 of the 2 pages and pages 2 thru 5 in the larger document. He highlighted the following:
 - 1) Of importance to the township are multi-year financial plans to ensure financial stability with sustainable revenues
 - 2) Looking at community & economic development strategies
 - 3) Updating Township Codes
 - f. Manager Foote suggested staff begin preparing the various documents for the application and continue discussions with the Southwest PA DCED rep.
 - g. He mentioned staff will keep the Board apprised of any developments; ultimately, the Township will need a resolution passed and formal approval to submit an application
 - h. He mentioned our efforts now would be preliminary, to complete the early steps moving toward application
 - i. The Board stated that they would review the documents and give guidance to the manager at a future meeting.
2. Township Web Site- Review of updates.
- a. Manager Foote asked that the supervisors look at the updated website via a link that was sent to them, Manger Foote described the benefits, of the new website which would improve the users experience with better navigation with this it would help with archiving minutes, agendas, and other documents.
3. Police Department Staffing
- A. Manager Foote requested that Lancaster Township Board of Supervisors approve rendering a conditional offer of employment to Kyle Lewis for the position of part-time police officer. The hourly rate will be \$25.67, and the anticipated start date will be Saturday, August 20, 2022.



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- B. Suggested Motion: Move to approve making a conditional offer of employment to Kyle Lewis for the position of part-time police officer consistent with the CBA at the hourly rate of \$25.67 with an anticipated start date of Saturday, August 20, 2022.
- C. Chairman Kessler moved to approve the hiring of Kyle Lewis as a part-time police office at a rate of \$25.67 and Supervisor Zinkham second the motion. There was no discussion and the motioned passed unanimously.

VI. Administrative Business- (NO VOTING TO TAKE PLACE on B& C)

- A. Vice-Chair Plesniak announced that an Executive Session was held at 5:30 PM this evening prior to this meeting to address personnel matters.
- B. Vice-Chair Plesniak notified attendees that a Resolution supporting the applications of the collaborating municipalities comprising the Southwest Butler Stormwater Planning Group to the Butler County Municipal Infrastructure Program will be considered at the August 15th meeting.
- C. Approval of Prior Meeting Minutes (**no voting to take place**)

Vice-Chair Plesniak announced that these motions will be considered at the August 15th meeting.

- 1. Suggested Motion: Move to approve minutes of the July 18, 2022, Board of Supervisors Business Meeting.
- 2. Suggested Motion: Move to approve minutes of the August 1, 2022, Board of Supervisors Agenda preparation Meeting.

VII. Financial Business

Note: Vice-Chairman Plesniak 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 August 15, 2022 Regular Meeting.

- A. Financial Report-TBA
 - 1. Suggested Motion: Move to approve the August Treasurer's Report.



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B. Bill Pay List- TBA

1. **Suggested Motion:** Move to approve the Bill List for payment of invoices from July 13, 2022, through August 9, 2022, totaling \$XXX from the General Fund.

VIII. Planning, Land Use, and Zoning

A. Resolutions for the Board's consideration to adopt

1. Vice-Chairman informed attendees there were no Resolutions for consideration currently.

B. Other business (NO VOTING TO TAKE PLACE)

Note: Vice Chairman Plesniak introduced this to the board and read the motions, Manager Foote indicated these items were placed on the agenda to put this matter on your radar and we will be acting on it in the next several weeks.

- a. **Suggested Motion:** Move to adopt Resolution 2022-17 Savannah Drive, St. Simons Drive, and Vidalia Drive in the Plantation Phase I Plan of Lots as public roadways in Lancaster Township.
- b. **Suggested Motion:** Move to approve Arden Duplex 29– Lots 732 & 733- Preliminary and Final Subdivision Plan.

C. Building Permits

A. Vice Chairman Plesniak mentioned that the report will be given at the next meeting.

IX. Police Department

A. July Report- Vice Chairman Plesniak mentioned that the report will be given at the next meeting.

B. Purchase of four (4) Tasers using ACT 13 Funds: The Board directed the Manager to have Sergeant Cornell to obtain a new quote for 5 tasers so that each full-time officer will have their own and they won't have to share equipment. This matter will be presented at the next meeting.

X. Road Department

C. July Report- Vice-Chairman Plesniak mentioned that the report will be given at the next meeting.



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- XI.** Community Outreach
 - A. Historical Records Committee will give update at the August 15th meeting.

- XII.** Administration Reports: Vice - Chairman asked if there were reports.
 - A. Township Manager's Report - none
 - B. Solicitor's Report- none
 - C. Engineers Report- none
 - D. Chair's Report- none

- XIII.** New Business
 - a. Manager Foote reported to the Board that the Township's Franchise Agreement with Armstrong is scheduled to renew March 2023. The Solicitor & the manager will be working on the renewal terms; staff will present renewal information to the Board sometime after the first of the year (2023).

 - b. Manager Foote mentioned to the Board that along with the with the Resolution discussed earlier, staff will be bringing to the Board details of a Township grant proposal to Butler County Municipal Infrastructure Program for a stormwater for the Board to approve.

- XIV.** Old Business
 - a. None

- XV.** Public Comment for Non-Agenda Items- None

- XVI.** Adjournment
 - 1. Vice - Chairman asked for a motion to adjourn the meeting at 6:38 pm. Chairman Kessler made the motion to adjourn, Supervisor Zinkham seconded. Motion carried unanimously.



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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.