



LANCASTER TOWNSHIP

BUTLER COUNTY, PA

2024 Organization Meeting Tuesday, January 2, 2024, 6:00 PM

- I. Call the Organization Meeting to order
- II. Pledge of Allegiance
- III. Public Comment
- IV. Organize

Per Second Class Township Code Article VI Township Supervisors, Section 602 Organization Meeting.

- A. Appoint temporary Chairman.
- B. Appoint temporary Secretary.
- C. Temporary Chairman accepts nominations for Chairman

1. **Suggested Motion:** Move to appoint _____ Chairman of the Board of Supervisors.
2. Vote
3. Chairman Elected

- D. Nominations for Vice Chairman
- E. Election for Vice Chairman

1. **Suggested Motion:** Move to appoint _____ Vice Chairman of the Board of Supervisors.
2. Vote
3. Vice-Chairman Elected



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V. Nominations- Administrative

A. Appoint Township Manager

1. **Suggested Motion:** Move to appoint Mary Hess Township Manager.

B. Appoint Secretary

1. **Suggested Motion:** Move to appoint Mary Hess Secretary of the Township

C. Appoint Treasurer

1. **Suggested Motion:** Move to appoint Mary Hess Treasurer of the Township.

D. Salary for Secretary and Treasurer or Secretary-Treasurer

1. **Suggested Motion:** Move to incorporate salary of Secretary-Treasurer into the manager's salary

E. Appoint Roadmaster

1. **Suggested Motion:** Move to appoint Mary Hess as Roadmaster

F. Appoint Open Records Officer

1. **Suggested Motion:** Move to appoint Mary Hess as Open Records Officer

G. Emergency Management Coordinator and Floodplain Administrator

1. **Suggested Motion:** Move to appoint Seneca Area Emergency Management Agency to serve as Emergency Management Coordinator.
2. **Suggested Motion:** Move to appoint Mary Hess to serve as Floodplain Administrator.



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- H. Appointment of Township’s Legal Counsel, Engineer, and Sewage Enforcement Officer
1. Solicitor:
 - a. **Suggested Motion:** Move to appoint _____ legal counsel for the township.
 2. Tom Thompson, Gannett Fleming:
 - a. **Suggested Motion:** Move to appoint Gannett Fleming Township Engineer.
 3. SEO, John (Jake) Vagias
 - i. **Suggested Motion:** Move to appoint John Vagias Sewage Enforcement Officer.
- I. Registered Elector Appointment
1. Appointment of Registered Elector of the Township to serve as the Chairman of the vacancy board.
 - a. **Suggested Motion:** Move to appoint _____ Registered Elector of the Township.
- J. Appointments Boards, Commissions, and Committees
1. Planning Commission-
 - a. **Suggested Motion:** Move to adopt Resolution number 2024-2 appointing Dale Wack to serve as a primary member on the Planning Commission (term 2024-2028) and William Frank (term expires 2027) as alternate member on the Planning Commission.



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VI. Certify Delegates to PSATS Annual Meeting

Certify one (1) or more Delegates.

1. **Suggested Motion:** Move to certify Mary Hess as Delegate(s) to the PSATS Annual Meeting.

VII. Establish the Treasurer's Bond

1. **Suggested Motion:** Move to set treasurer's bond at \$ 800,000.00.

VIII. Meeting Schedule

1. Approve proposed meeting schedule for the Board of Supervisors and Planning Commission.
 - a. **Suggested Motion:** Move to approve advertising the 2024 Board of Supervisor and Planning Commission Meeting Schedule.

IX. Depositories for township's funds

1. **Suggested Motion:** Move to maintain General Fund, Capital Reserves, Four Springs Park, New Building Fund, ACT 13, and ARPA funds with NexTier Bank.
2. **Suggested Motion:** Move to maintain General Fund Reserves and Capital Reserves Highway Aid funds with PLGIT.

X. Public Comment Resolution

1. **Suggested Motion:** Move to adopt Resolution 2024-01 revising guidelines for Township Public Comment periods during Board of Supervisor Meetings.

XI. Your Towne, LLC

1. **Suggested Motion:** Move to approve hiring Your Towne, LLC on a time and materials basis to provide professional support services for producing an updated Comprehensive Plan and Planning, Zoning, and land development support.

XII. Adjourn Organization Meeting



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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. The 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.
10. **Per Resolution 2022-04, each speaker recognized by the Board Chair will be given five (5) minutes to comment during the public comment period.**