



LANCASTER TOWNSHIP

BUTLER COUNTY, PA

2024 Reorganization Meeting Summary **Tuesday, January 2, 2024, 6:00 PM**

- I. Chairman Kessler called the January 2, 2024, Board of Supervisors Reorganization Meeting to order at 6:00 PM.

Present: Greg Kessler: Chairman
 Joe Plesniak: Vice-Chairman
 Tim Zinkham: Supervisor
 Rich Marcotte-Supervisor
 Manager: Mary Hess
 Administrator: Shirley Stine

- II. Chairman Kessler led the attendees in the Pledge of Alliance

- III. Public Comment

- a. Tony Leo-129 American School Road, Harmony, PA
 1. Questioned both Rich Marcotte and Charles Scott of what the oath of office means to them.
- b. Steve Pruskowski-105 American School Road, Harmony, PA
 1. Questioned Rich Marcotte to provide his background.

- IV. Organize Board of Supervisors

- A. Supervisor Zinkham moved to nominate Chairman Kessler as the temporary Chairman. Elect Supervisor Marcotte seconded the motion. Motion carried unanimously.
- B. Chairman Kessler moved to nominate Manager Mary Hess as the temporary Secretary. Supervisor Zinkham seconded the motion. Motion carried unanimously.
- C. Chairman Kessler moved to nominate Supervisor Zinkham to Vice Chairman. Rich Marcotte seconded the motion. Motioned carried unanimously.
- D. Temporary Chairman Kessler accepts nominations for Chairman.



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1. Supervisor Zinkham motioned to appoint Greg Kessler Chairman of the Board of Supervisors. Supervisor Marcotte seconded the motion. Motioned carried unanimously.
2. Greg Kessler motioned to nominate Tim Zinkham as Vice Chairman of the Board of Supervisors. Rich Marcotte seconded the motion. There was no discussion. Motion carried unanimously.

V. Nominations- Administrative

- A. Chairman Kessler moved to appoint Mary Hess as Township Manager. Vice Chairman Zinkham seconded the motion. Motion carried unanimously.
- B. Chairman Kessler moved to appoint Mary Hess Secretary of the Township. Supervisor Marcotte seconded the motion. Motion carried unanimously.
- C. Chairman Kessler moved to appoint Mary Hess Treasurer of the Township. Vice Chairman Zinkham seconded the motion. Motion carried unanimously.
- D. Chairman Kessler moved to incorporate salary of Secretary-Treasurer into the manager's salary. Vice Chairman Zinkham seconded the motion. Motion carried unanimously.
- E. Chairman Kessler moved to appoint Mary Hess as Roadmaster. Supervisor Marcotte seconded the motion. Motion carried unanimously.
- F. Chairman Kessler moved to appoint Mary Hess as Open Records Officer. Vice Chairman Zinkham seconded the motion. Motion carried unanimously.
- G. Chairman Kessler moved to appoint Seneca Area Emergency Management Agency to serve as Emergency Management Coordinator. Supervisor Marcotte seconded the motion. Motioned carried unanimously.
- H. Chairman Kessler moved to appoint Mary Hess to serve as Floodplain Administrator. Vice Chairman Zinkham seconded the motion. Motion carried unanimously.



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I. Appointment of Township's Legal Counsel, Engineer, and Sewage Enforcement Officer.

1. Chairman Kessler moved to appoint Bench Law, legal counsel for the township. Supervisor Marcotte seconded the motion. Motion carried unanimously.
2. Chairman Kessler moved to appoint Gannett Fleming Township Engineer. Vice Chairman Zinkham seconded the motion. Motion carried unanimously.
3. Chairman Kessler moved to appoint John Vagias, Sewage Enforcement Officer. Supervisor Marcotte seconded the motion. Motion carried unanimously.

J. Registered Elector Appointment

1. Chairman Kessler motioned to appoint Lisa Wylie Registered Elector of the Township. Supervisor Marcotte seconded the motion. Motion carried unanimously.

K. Appointments Boards, Commissions, and Committees

1. Chairman Kessler motioned to adopt Resolution number 2023-02 appointing Dale Wack to serve as a primary member on the Planning Commission (term 2024-2028) and William Frank (term expires 2027) as an alternate member on the Planning Commission. Vice Chairman Zinkham seconded the motion. Motion carried unanimously.



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- VI. Certify Delegates to PSATS Annual Meeting
 - 1. Chairman Kessler motion to certify Mary Hess as Delegate(s) to the PSATS Annual Meeting. Supervisor Marcotte seconded the motion. Motion carried unanimously.

- VII. Establish the Treasurer's Bond
 - 1. Chairman Kessler motioned to set treasurer's bond at \$ 800,000.00. Supervisor Zinkham seconded the motion. Motion carried unanimously.

- VIII. Meeting Schedule
 - 1. Chairman Kessler motioned to approve advertising the 2024 Board of Supervisor and Planning Commission Meeting Schedule. Supervisor Marcotte seconded the motion. Motion carried unanimously.

- IX. Depositories for township's funds
 - 1. Chairman Kessler motioned to maintain General Fund, Capital Reserves, Four Springs Park, New Building Fund, ACT 13, and ARPA funds with NexTier Bank. Vice Chairman Zinkham seconded the motion. Motion carried unanimously.

 - 2. Chairman Kessler motioned to maintain General Fund Reserves and Capital Reserves Highway Aid funds with PLGIT. Supervisor Marcotte seconded the motion. Motion carried unanimously.

- X. Public Comment Resolution
 - 1. Chairman Kessler motioned to adopt Resolution 2024-01 revising guidelines for Township Public Comment periods during Board of Supervisor Meetings. Vice Chairman Zinkham seconded the motion. Motion carried unanimously.

- XI. Your Towne, LLC
 - 1. Chairman Kessler motioned 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. Vice Chairman Zinkham seconded the motion. Motion carried unanimously.



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XII. Adjourn Organization Meeting

1. Chairman Kessler motioned to adjourn the Reorganization Meeting at 6:16 PM. Supervisor Zinkham seconded the motion. Motion carried unanimously.