

Welcome to the Lancaster Township Supervisors Monthly Meeting

For regular attendees, staff, and elected officials, some of the processes we follow, the terms we use, and the subjects we cover are common as they're part of our everyday lexicon. But for uninitiated, much of what we do is counter intuitive. As such, we have put together this sheet to help you follow along. However, local government covers a lot of ground so if there is something that we're talking about that isn't covered here, or that you don't understand, please raise your hand and we'll happily provide some background. The public process is essential to good governance, and besides that we are pretty proud of what we do.

Public Comment – Public involvement is essential for a healthy democracy and the township provides multiple opportunities for public comment during the meetings. Formally, public comment occurs in two spots on the agenda.

1. At the beginning, “public comment on agenda items” is for those items on the upcoming agenda. This provides a chance for folks to weigh in with their concerns, comments, support, or interest in specific agenda items.
2. At the end of the meeting there is a period of open public comment referred to as “guest recognition and participation.” At this time folks can weigh in on any issue related to Lancaster Township. Although not on the agenda, and not required by statute, the Lancaster Township Board of Supervisors have traditionally also provided for in-meeting opportunities of relevant public questions or comments that are concise and help provide clarity of understanding. In all cases, we ask that residents identify themselves and their place of address prior to making comment, and we ask that comments and questions be concise, respectful, and not repetitive.

Secretary's Report – This is where we approve the minutes of prior meetings.

Treasurer's Report – There are a lot of numbers being read and here is the breakdown. We have three major funds that are reported on:

- The General Fund – This is the largest of the funds and it is the bank account with which we run the day to day operations. This account has the most activity in any given month.
- The Highway Fund – This fund is comprised of money given to the township by the state from a tax on every gallon of gas sold. The money in this fund must be used for activities associated with road repair or construction.
- The Capital Fund – This is the township's savings account for large projects. While there isn't a lot of activity in this account, the things that occur here tend to be “big ticket” items such as vehicles and equipment.

The Treasurer will read the account activity (revenues, expenditures, and balances) for each of the funds and for the funds in total.

Payment of the Bills – While the treasurer's report gives a summary of all accounts, the payment of the bills section is a listing of all monthly bills to be paid. The Supervisors are provided a full list in advance of the meeting and act on authorizing their payment in the meeting itself.

Reports and Workshop Reports – The reports are an opportunity for our municipal partners to update the Supervisors on monthly activities. The Workshop Reports provide the same for the township department heads. In the case of the police, fire department, and senior staff, those reports are given in-person. In other cases, such as the recycling report and sewer authorities, those reports are provided in writing and posted on the township website in a PDF format, along with the agenda for the month. Copies of the reports can also be picked up at the township office for a nominal fee.

Old Business/ Planning & Zoning Business / New Business- Common items covered under business include:

- **LTPC Items** – Land development (major construction items) is handled through a process called Subdivision and Land Development (SALDO). Each project is assigned a Lancaster Township Planning Commission (LTPC) number and goes through a process of engineering review and LTPC review of compliance for building, zoning, stormwater, traffic, and the like. Eventually those plans, as well as the input from the review bodies, come to the Board of Supervisors for a final decision.
- **Letters of Credit/Financial Security** – When a builder is constructing a development, they escrow funds with the township to ensure that if the builder is unable to complete the project that the township has the means to ensure public safety items are completed (roads, sewers, sidewalks, etc.). As the project moves through stages of completion, the amount held gets reduced. As such, establishing these securities and reducing these securities are regular action items.
- **Ordinances** – Ordinances are local laws. These are advertised and made available to the public prior to the meeting in accordance with Sunshine Law requirements. These ordinances are formally prepared, evaluated by the Township Solicitor, deliberated, and voted on.
- **Resolutions** – Resolutions are less formal than ordinances. These are typically declarations of the will of the Board. These items have less advertising requirements, have lower enforcement power, and provide for the more fluid administration of governance. Typical things that pass by resolution are the schedule of fees, statement of support of projects, or the setting of general policy.
- **Hearings** – Depending on the issue, some of the LTPC items or Ordinances require a public hearing. The public hearing will see those same type of issues addressed, but in a more formal manner with a court reporter, lawyers, sworn testimony, and the other trapping of legal proceeding. When these issues occur, they are typically moved to the front of the meeting agenda for an effective use of time, and the Supervisors may be bound to limit public participation to those parties eligible to provide testimony by law. The hearing is usually proceeded by explanation of the circumstances and conditions that exceed what we have provided here.

Thank you for your attendance at the Board of Supervisors meeting. If we have not covered something here that you have an interest in, please ask at the meeting, or contact us via email or phone, and please use our township website and newsletter as a rich source of township information (www.twp.lancaster.pa.us)