

# **EAST COCALICO TOWNSHIP BOARD OF SUPERVISORS MEETING AGENDA**

**HELD AT EAST COCALICO TOWNSHIP, 100 HILL ROAD, DENVER, PA 17517**

**THURSDAY, AUGUST 1, 2019 AT 9:00 A.M.**

- 1. CALL TO ORDER AND THE PLEDGE OF ALLEGIANCE**
- 2. PAST MEETING MINUTES APPROVAL:**
  - a) THURSDAY, JULY 18, 2019 BOARD OF SUPERVISOR MINUTES
- 3. DEPARTMENT REPORTS**
  - a) POLICE DEPARTMENT REPORT
  - b) ZONING OFFICER
  - c) ROAD MASTER
- 4. TREASURERS REPORT**
  - a) AUTHORIZE LIST OF BILLS
- 5. ACTION ITEMS**
  - a) **LAND PLANNING ENGINEER:**
    - MEMBERS 1<sup>ST</sup>: TRANSPORTATION IMPACT FEE DETERMINATION
    - INGHAM'S POWDER COATING FINAL LAND DEVELOPMENT PLAN: FINANCIAL SECURITY ACKNOWLEDGEMENT
    - INGHAM'S POWDER COATING: LERTA APPLICATION
  - b) **RESOLUTION 2019-13: MUNICIPAL WINTER TRAFFIC SERVICE 5-YEAR AGREEMENT**
  - c) **TEMPORARY EASEMENT AGREEMENT FOR ROSEHILL BASIN RETROFIT PROJECT: 1 ROSEMONT DRIVE**

**6. OLD BUSINESS CONTINUED DISCUSSIONS**

- a) MS4
- b) FIRE & EMS: REQUEST TO FORM A FIRE DEPT. WORKING GROUP
- c) ACKNOWLEDGE RECEIPT FROM GAMBLING COMMISSION FOR VIDEO GAMING TERMINALS OPT OUT
- d) STONEY POINTE PARK COMMUNITY BUILD- 7/31 MEETING UPDATE

**7. NEW BUSINESS FOR DISCUSSION**

- a) HIGHWAY DEPARTMENT UPDATE
- b) INTERIM MANAGER HIRE AND APPOINTMENT
- c) MANAGER TRANSITION PLAN
- d) HEATHERWOODS LANE MAINTENANCE AGREEMENT WITH BERKS HOMES
- e) DENVER BOROUGH POLICE SERVICE COSTS

**8. MANAGERS REPORT**

**9. PUBLIC COMMENT**

- a) PUBLIC COMMENT FOR NON-AGENDA ITEMS ONLY
- b) SIGN IN BEFORE MAKING PUBLIC COMMENT
- c) STATE NAME AND STREET ADDRESS IN EAST COCALICO TWP.

**10. ANNOUNCEMENTS:**

- a) NEXT SUPERVISORS MEETING, THURS., AUGUST 15<sup>TH</sup> AT 7PM

**11. ADJOURNMENT**

## **BOARD OF SUPERVISORS MEETING THURSDAY, AUGUST 1, 2019**

The advertised meeting of the East Cocalico Township Board of Supervisors was called to order on Thursday, August 1, 2019 at 9:00 a.m., held at the East Cocalico Township Municipal Building, 100 Hill Road, Denver, PA 17517.

### **ATTENDANCE:**

**Supervisors:** Chairman Alan R. Fry, Vice Chairman Romao "RC" Carrasco, and Secretary Douglas B. Mackley

**Employees:** Township Manager H. Scott Russell, Police Chief Keppley, Zoning Officer Tony Luongo, MS4 Technician Ken McCrea, Financial Administrator Elizabeth Dorneman, Road Master Chris Flory, Road Crew Dan Tasco, Troy Young, Brandon Sensenig, and Recording Secretary Lisa A. Kashner

**Reporters:** Larry Alexander of the Ephrata Review and is recording the meeting

**Visitors:\*** Penny Pollick, Ralph Buckles, Chad Weaver, Henry Fry, and Gerald Hartranft

\*Only visitors who signed in are listed.

Chairman Fry asked everyone in attendance to rise and pledge allegiance to the Flag. • A video recording of this meeting will be placed on YouTube. • Chairman Fry announced that an Executive Session was held on July 18, 2019 from 1pm-2:30pm to discuss a personnel matter with the Highway Department. This issue will be discussed later in this agenda; and no action was taken at the time of the meeting.

### **APPROVAL OF PAST MINUTES:**

**MOTION:** Secretary Mackley made a motion, seconded by Chairman Fry, approved the Thursday, July 18, 2019 Board of Supervisors meeting minutes. Chairman Fry asked if there were any comments or questions. There were none. Motion carried. (3/0)

### **DEPARTMENT REPORTS:**

**POLICE DEPARTMENT REPORT:** Chief Keppley noted the National Night Out event is August 6<sup>th</sup>. • Chief Keppley discussed some issues that happened at the Cocalico Leaders Meeting last week in reference to the School Resource Officer (SRO). Chief Keppley questioned Jeff Mitchell. Discussions continued. Chief Keppley stated he must remain politically neutral and does not want to be used for his political gain.

**ZONING OFFICERS REPORT:** Mr. Luongo stated that he has been very busy with permits; a Zoning Officer's report will be at the next Supervisors Meeting.

**ROAD MASTER REPORT:** Mr. Flory highlighted the Road Master report. Discussions were held concerning a new mower that has an enclosure for the rider. Mr. Russell recommended keeping this item in the budget.

### **TREASURER'S REPORT:**

**MOTION:** Secretary Mackley made a motion, seconded by Chairman Fry, to approve the August 1, 2019 list of bills: General Fund \$134,746.55; State Fund \$51,387.64. Chairman Fry asked if there were any comments or questions. There were none. Motion carried. (3/0)

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**ACTION ITEMS: LAND PLANNING ENGINEER:** Mr. Russell highlighted the plans.

**MEMBERS 1<sup>ST</sup> – TRANSPORTATION IMPACT FEE DETERMINATION:** Mr. Russell highlighted the plan.

**MOTION:** Chairman Fry made a motion, seconded by Secretary Mackley, to acknowledge the acceptance of the updated peak pm vehicle trip generation information associated with the Transportation Impact Fee (TIF) determination for the Members 1st Subdivision and Land Development Plan, and the resultant TIF of \$79,871.00 to be paid prior to issuance of the building permit, conditioned upon the applicant and applicant's consultant documenting the amendment to the prior TIF notation on the recorded plan to the satisfaction of the Township and Township Solicitor. Chairman Fry asked if there were any comments or questions. There were none. Motion carried. (3/0)

**INGHAM'S POWDER COATING FINAL LAND DEVELOPMENT PLAN – FINANCIAL SECURITY ACKNOWLEDGEMENT:** Mr. Russell highlighted the plan.

**MOTION:** Secretary Mackley made a motion, seconded by Vice Chairman Carrasco, to acknowledge the required amount of financial security to be established with the Township for the Ingham's Powder Coating Final Land Development Plan in the amount of \$51,174.29, per the approved cost opinion prepared by Diehm & Sons, dated July 19, 2019. Chairman Fry asked if there were any comments or questions. There were none. Motion carried. (3/0)

**INGHAM'S POWDER COATING – LERTA APPLICATION:**

**MOTION:** Chairman Fry made a motion, seconded by Vice Chairman Carrasco, to grant a waiver of the Park and Open Space requirements of §194-46.B. for the Ingham's Powder Coating Final Land Development Plan due to the applicant entering into the LERTA program. Chairman Fry asked if there were any comments or questions. There were none. Motion carried. (3/0)

**RESOLUTION 2019-13 – MUNICIPAL WINTER TRAFFIC SERVICE 5-YEAR AGREEMENT:**

**MOTION:** Vice Chairman Carrasco made a motion, seconded by Chairman Fry, to adopt Resolution 2019-13 for Municipal Winter Traffic Service five-year agreement. Chairman Fry asked if there were any comments or questions. There were none. Motion carried. (3/0)

**TEMPORARY EASEMENT AGREEMENT FOR ROSEHILL BASIN RETROFIT PROJECT – 1 ROSEMONT DRIVE:** Mr. McCrea highlighted, noting that 3 Rosemont Drive was recently approved at the previous Supervisors meeting.

**MOTION:** Chairman Fry made a motion, seconded by Secretary Mackley, to approve and execute the temporary easement agreement for 1 Rosemont Dr. Chairman Fry asked if there were any comments or questions. There were none. Motion carried. (3/0)

**OLD BUSINESS CONTINUED DISCUSSIONS: MS4 DISCUSSION – POSSIBLE PROJECT FOR NEXT PERMIT CYCLE:** Mr. Russell and Mr. McCrea highlighted; indicated the Roadmaster has a list of Municipal inlets. The Supervisors thanked the Road Crew. Discussions continued.

**FIRE & EMS – REQUEST TO FORM A FIRE DEPT. WORKING GROUP:** Mr. Russell discussed.

**MOTION:** Chairman Fry made a motion, seconded by Secretary Mackley, to approve the creation of a Fire Department Working Group to consist of three Fire Chiefs, the Interim Township Manager and Vice Chairman Carrasco; with Chairman Fry as the back-up. Chairman Fry asked if there were any comments or questions. There were none. Motion carried. (3/0)

Chief Keppley noted that he met with a Verizon Representative in reference to switching from a shared to unlimited minutes/data, and discussed using iPads in Fire Trucks. Mr. Russell recommended that Police Chief Keppley and Fire Chief Weaver to keep the discussion continuing. More information and numbers to be gathered by the next Supervisors Meeting.

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**OLD BUSINESS CONTINUED DISCUSSIONS:**      *(CONTINUED)*

**ACKNOWLEDGE RECEIPT FROM THE GAMBLING COMMISSION - RESOLUTION 2019-14 VIDEO GAMING TERMINALS (VGT) EXEMPTION:** Noted that Res. 2019-14 was received by the Gambling Commission.

**STONEY POINTE PARK COMMUNITY BUILT – 7/31 MEETING UPDATE:** Mr. Russell stated the meeting was good; and notification has been received that Stoney Pointe Community Build Assoc. is officially formed and approved as a non-profit. They are gathering volunteers, the by-laws were adopted, and are trying to fill their most critical committees.

**NEW BUSINESS FOR DISCUSSION:**

**HIGHWAY DEPARTMENT UPDATE:** Mr. Russell read out loud a letter from the Highway Department noting that the Highway Department unanimously decided that they would like to form a Union and that they would like to start a collaboration with the Board of Supervisors on this action. The letter was signed by three members of the Road Crew, not including the Road Master. Discussions continued. Questions were asked which were answered.

**HIGHWAY DEPARTMENT UPDATE:**

**MOTION:** Vice Chairman Carrasco made a motion, seconded by Secretary Mackley, to acknowledge the receipt of a letter by the Highway Department to form a Union and to recognize their right to Unionize. Chairman Fry asked if there were any comments or questions. There were none. Motion carried. (3/0)

Mr. Russell read aloud the National Labor Relations Board Unionization employee rights and obligations; and that any sidebar conversations are considered a violation of the National Labor Relations Act.

**INTERIM MANAGER HIRE AND APPOINTMENT:** Mr. Russell highlighted. The Supervisors thanked Mr. Russell.

**MOTION:** Vice Chairman Carrasco made a motion, seconded by Chairman Fry, to recognize the hire of an Interim Township Manager, Ms. Penny Pollick effective immediately and to authorize the Township Manager to work with the Interim Township Manager on transitioning responsibilities. Chairman Fry asked if there were any comments or questions. There were none. Motion carried. (3/0)

**MOTION:** Chairman Fry made a motion, seconded by Secretary Mackley, to accept with regrets the resignation of H. Scott Russell as Township Manager effective close of business August 28, 2019. Chairman Fry asked if there were any comments or questions. There were none. Motion carried. (3/0)

**MOTION:** Chairman Fry made a motion, seconded by Secretary Mackley, to appoint Ms. Penny Pollick, McNees, Wallace & Nurick LLC, to serve as the Township Manager, effective the close of business, August, 28, 2019. Chairman Fry asked if there were any comments or questions. There were none. Motion carried. (3/0)

**MANAGER TRANSITION PLAN:** Mr. Russell highlighted the Interim Manager transition timeline, transition checklist, the handoff checklist, outstanding items to be completed by August 2019, outstanding items started to be completed by the Interim Manager, and further notes.

**MOTION:** Chairman Fry made a motion, seconded by Vice Chairman Carrasco, to accept the Manager transition plan as presented and discussed. Chairman Fry asked if there were any comments or questions. There were none. Motion carried. (3/0)

**HEATHERWOODS LANE MAINTENANCE AGREEMENT WITH BERKS HOMES:** Mr. Russell highlighted.

**MOTION:** Chairman Fry made a motion, seconded by Secretary Mackley, to authorize the signature of the Heatherwoods Lane Maintenance Agreement with Berks Homes when prepared in a form acceptable to the Township Solicitor. Chairman Fry asked if there were any comments or questions. There were none. Motion carried. (3/0)

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**NEW BUSINESS FOR DISCUSSION:**

*(CONTINUED)*

**RESIGNATION OF RALPH BUCKLES FROM THE PLANNING COMMISSION:** Mr. Russell highlighted.

**MOTION:** Chairman Fry made a motion, seconded by Secretary Mackley, to accept with regret the resignation of Mr. Ralph Buckles from the Planning Commission effective July 30, 2019 due to his declared conflict of interest with serving on the Planning Commission while running for the Elected position of Township Supervisor. Chairman Fry asked if there were any comments or questions. There were none. Motion carried. (3/0)

**DENVER BOROUGH POLICE SERVICE COSTS:** Chairman Fry discussed. Chief Keppley stated that Denver Borough was satisfied with the forecasted spreadsheet of Police Services. After further discussions, and in reviewing the spreadsheet, the Supervisors made the following motion.

**MOTION:** Vice Chairman Carrasco made a motion, seconded by Secretary Mackley, to approve sending the revised Denver Borough Police Services 5-year Proposal to Denver Borough for their review and approval. Chairman Fry asked if there were any comments or questions. There were none. Motion carried. (3/0)

**MANAGERS REPORT:** Nothing to report.

**PUBLIC COMMENT (NON-AGENDA ITEMS):** Nothing to report.

**ANNOUNCEMENT:** Chairman Fry stated a letter was received at the Township recently which pointed out deficiencies. The letter was forwarded to the Attorney General's Office. • Next Board of Supervisors Meeting is August 15<sup>th</sup> at 7pm.

**ADJOURN:**

**MOTION:** There being no further business to come before the Board, Secretary Mackley made a motion seconded by Vice Chairman Carrasco to adjourn the meeting at 10:48 a.m. Chairman Fry asked if there were any questions. There were none. Motion carried. (3/0)

Respectfully submitted,

Douglas B. Mackley  
Board of Supervisor Secretary

VIEW THIS MEETING IN ITS ENTIRETY BY VISITING YOUTUBE. PLEASE CLICK THE LINK BELOW.

[East Cocalico Township Board of Supervisor Meeting 08-01-2019 Part 1](#)  
[East Cocalico Township Board of Supervisor Meeting 08-01-2019 Part 2](#)