

EAST COCALICO TOWNSHIP BOARD OF SUPERVISORS MEETING AGENDA

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

THURSDAY, SEPTEMBER 3, 2020 AT 7:00 P.M.

- 1) CALL TO ORDER - PLEDGE OF ALLEGIANCE**
- 2) ANNOUNCEMENT OF EXECUTIVE SESSIONS HELD:**
 - a)
- 3) PAST MEETING MINUTES APPROVAL:**
 - a) THURSDAY, AUGUST 20, 2020 BOARD OF SUPERVISOR MEETING MINUTES
- 4) ACTION ITEMS:**
 - a) **LAND PLANNING ENGINEER:**
 - **MT. ZION BAPTIST CHURCH – FINAL LAND DEVELOPMENT PLAN: TIME EXTENSION**
 - **INGHAM’S POWDER COATING – FINAL LAND DEVELOPMENT PLAN: FINANCIAL SECURITY**
 - b)
- 5) DEPARTMENT REPORTS:**
 - a) **POLICE DEPARTMENT REPORT**
 - b) **ZONING OFFICER REPORT**
 - c) **ROAD DEPARTMENT REPORT**
 - d) **FINANCIAL ADMINISTRATOR REPORT**
- 6) TREASURERS REPORT:**
 - a) **LIST OF BILLS: CONSIDERATION FOR APPROVAL**

7) **OLD BUSINESS CONTINUED DISCUSSIONS:**

a) **MS4 DISCUSSION:**

- **CS DATUM:** ALLOW TOWNSHIP DATA FOR RESEARCH PURPOSES
- **FISHING CREEK PARK:** LAWN TO MEADOW CONVERSION
- **ROSE HILL:** DESIGN WORK ON THE RETROFIT OF THE BASIN
- **SHRUBS ALONG CREEK AT TOWNSHIP BUILDING:** DISCUSSION

b) **TIMBER HARVEST ORDINANCE:** PROPOSED CHANGES FROM ATTORNEY GENERAL

c) **RECREATION BOARD:** FUNDRAISING *(previously tabled - pending planned fundraising activities)*

d) **BRAKE RETARDERS:** CHURCH ST. & N. READING RD.: *(previously tabled – obtain road list to meet criteria)*

e) **ELECTRIC CHARGING STATION:** UPDATE *(previously tabled)*

f) **BUS SERVICE TO LOW INCOME HOUSING - HEATHERWOODS:** *(previously tabled)*

8) **NEW BUSINESS FOR DISCUSSION:**

a) **NON-EMERGENCY PUBLIC SERVICE:** REAMSTOWN, SMOKESTOWN, AND STEVENS FIRE COMPANIES TO ASSIST FOUR SEASONS ON SEPT. 22ND FOR A PUBLIC FOOD DRIVE

9) **MANAGERS REPORT:**

a)

10) **PUBLIC COMMENT:**

a) **PUBLIC COMMENT:** NON-AGENDA ITEMS ONLY (SIGN IN BEFORE MAKING PUBLIC COMMENT, STATE NAME AND STREET ADDRESS IN EAST COCALICO TWP.)

11) **ANNOUNCEMENTS:**

a) **NEXT SUPERVISORS MEETING:** THURSDAY, SEPTEMBER 17TH AT 7PM HELD AT THE STEVENS FIRE COMPANY, 91 STEVENS ROAD, STEVENS

12) **EXECUTIVE SESSION:**

13) **ADJOURNMENT**

Please note: All meetings are recorded and videotaped. The purpose of the recordings is to assist with the preparation of meeting minutes.

The purpose of the video is to upload the video to the website www.YouTube.com for public viewing and archival purposes.

All recordings and videos will be deleted from the Township server upon approval of the meeting minutes. To access meeting videos on YouTube, Google “YouTube East Cocalico Township” and select the meeting to be viewed.

BOARD OF SUPERVISORS MEETING THURSDAY, SEPTEMBER 3, 2020

The advertised meeting of the East Cocalico Township Board of Supervisors was called to order on Thursday, September 3, 2020 at 7:00 p.m., held at the East Cocalico Township Municipal Building, 100 Hill Road, Denver, PA 17517. This is an open public meeting. This meeting was not "live" on YouTube and conference calling was not available. However, in order to ensure public safety during the COVID pandemic, attendance may be limited to ensure social distancing.

ATTENDANCE:

Supervisors: Chairman Alan R. Fry, Vice Chairman Romao "RC" Carrasco, and Secretary Jeffrey W. Mitchell

Employees: Township Manager Penny Pollick, Police Chief Keppley, Assistant Manager/Zoning Officer Tony Luongo, MS4 Technician Ken McCrea, and Recording Secretary Lisa A. Kashner

Engineer: Brent Lied

Newspaper: Larry Alexander of the Ephrata Review

Visitors:* Chad Weaver, Christine Letch, Sue and Doug Mackley, Brian Wise, Ronald B. Good, June Kinback, and Gerald Hartman

*Only visitors who signed in are listed.

CALL TO ORDER, PLEDGE OF ALLEGIANCE, MOMENT OF SILENCE: Chairman Fry asked everyone in attendance to rise and pledge allegiance to the Flag. • Chairman Fry announced this meeting was duly advertised in accordance with the second-class Township code in the Ephrata Review newspaper on August 12, 2020.

EXECUTIVE SESSIONS HELD: Chairman Fry highlighted that an Executive Session was held today at 5:30 p.m. to discuss a personnel and legal matter; directives were given to the Township Manager.

PAST MEETING MINUTES APPROVAL:

MOTION: Vice Chairman Carrasco made a motion, seconded by Chairman Fry, to approve the Thursday, August 20, 2020 Board of Supervisors meeting minutes. Chairman Fry asked if there were any comments or questions; there were none, motion carried (3/0).

ACTION ITEMS: LAND PLANNING ENGINEER: Mr. Lied of Becker Engineering highlighted the report, and gave background information on each plan.

MT. ZION BAPTIST CHURCH - FINAL LAND DEVELOPMENT PLAN: No one was present for this plan. Mr. Lied highlighted the project and noted that a written time extension offer was received.

MOTION: Chairman Fry made a motion, seconded by Secretary Mitchell, to accept the written time extension offer as submitted by the applicant's consultant, dated August 28, 2020, which will extend the deadline for action on the Mt. Zion Baptist Church – Final Land Development Plan until December 15, 2020. 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: No one was present for this plan. Mr. Lied highlighted the applicant's request to switch the bank providing the Letter of Credit to the Township for the required improvements.

MOTION: Secretary Mitchell made a motion, seconded by Chairman Fry, to authorize the release of the current letter of credit from Orrstown Bank for the Ingham's Powder Coating Final Land Development Plan in the amount of \$51,174.29, upon the applicant providing a letter of credit from Linkbank in a form acceptable to the Township and Township Solicitor in the amount of \$51,174.29. Chairman Fry asked if there were any comments or questions; there were none, motion carried (3/0).

BOARD OF SUPERVISORS MEETING

THURSDAY, SEPTEMBER 3, 2020

DEPARTMENT REPORTS:

POLICE DEPARTMENT REPORT: Chief Keppley highlighted the Police Department report: (1) the opening of the school is working out well, and (2) discussed the proposal for cameras, it's equipment and training. Some questions were asked, which were answered.

MOTION: Chairman Fry made a motion, seconded by Vice Chairman Carrasco, to approve the proposal submitted by Island Tech Services for body and in-car cameras in the dollar amount of \$69,207.00. Chairman Fry asked if there were any comments or questions; there were none, motion carried (3/0).

MOTION: Vice Chairman Carrasco made a motion, seconded by Secretary Mitchell, to approve installation training and equipment supplies as needed for the body and in-car cameras at a not to exceed cost of \$1,580.00. Chairman Fry asked if there were any comments or questions; there were none, motion carried (3/0).

ZONING OFFICERS REPORT: Mr. Luongo stated that a full report will be at the next meeting; he discussed the census deadline is approaching and to date the Township has a 79.2% return rate.

ROAD MASTER REPORT: The Road Master Report was highlighted. The line painting proposal at the Homestead Development was discussed. Mr. Wise commented on the paint with the reflective glass beads. Discussions continued. Discussed the need to look at all Township developments to keep them consistent.

MOTION: Vice Chairman Carrasco made a motion, seconded by Chairman Fry, to accept the proposal dated 08/26/2020 submitted by Alpha Space Control for line painting within the Homestead Development in the amount of \$3,503.50, with the condition to use the reflective paint with glass beads. Chairman Fry asked if there were any comments or questions; there were none, motion carried (3/0).

TREASURER'S REPORT:

MOTION: Secretary Mitchell made a motion, seconded by Vice Chairman Carrasco, to approve the list of bills dated August 20, 2020 to September 3, 2020 for a total of \$101,733.76: General Fund \$101,733.76. Chairman Fry asked if there were any other comments or questions; there were none, motion carried (3/0).

OLD BUSINESS CONTINUED DISCUSSIONS:

MS4 DISCUSSION: Mr. McCrea highlighted; discussions were held.

FISHING CREEK PARK - LAWN TO MEADOW CONVERSION: (along Church Street): Mr. McCrea discussed.

ROSE HILL - DESIGN WORK ON THE RETROFIT OF THE BASIN: Mr. McCrea discussed the increase in the basins ability to cleaning up stormwater. MS4 credits to be received. A proposal was received from Land Studies.

SHRUBS ALONG CREEK AT TOWNSHIP BUILDING – DISCUSSION (LIVE STAKES NURSERY): Mr. McCrea highlighted the need to establish the ground area with plants. Discussions continued.

TIMBER HARVEST ORDINANCE - PROPOSED CHANGES FROM ATTORNEY GENERAL: Mr. McCrea highlighted; indicated the PennState model ordinance is acceptable, and proposes adoption. Discussions continued. The Supervisors thanked Mr. McCrea for all his work on this.

MOTION: Vice Chairman Carrasco made a motion, seconded by Secretary Mitchell, to authorize the staff and Solicitor to proceed as necessary in all mandated steps in order to move this ordinance forward. Chairman Fry asked if there were any comments or questions; there were none, motion carried (3/0).

RECREATION BOARD - FUNDRAISING: Tabled.

BRAKE RETARDERS - CHURCH ST. & N. READING RD.: Tabled.

ELECTRIC CHARGING STATION - UPDATE: Tabled.

**BOARD OF SUPERVISORS MEETING
THURSDAY, SEPTEMBER 3, 2020**

BUS SERVICE TO LOW INCOME HOUSEING - HEATHERWOODS: Tabled.

NEW BUSINESS FOR DISCUSSION:

NON-EMERGENCY PUBLIC SERVICE - REAMSTOWN, SMOKESTOWN, STEVENS FIRE COMPANIES TO ASSIST FOUR SEASONS ON SEPT. 22nd FOR A PUBLIC FOOD DRIVE: Mr. Weaver discussed the event.

MOTION: Chairman Fry made a motion, seconded by Secretary Mitchell, to authorize the Special Fire Police and Fire Departments to assist in traffic control measures in the vicinity of Wabash Road and North Reading Road for the Four Seasons Produce Food Drive, a non-emergency public event to be held on Tuesday, September 22nd from 2:00 p.m. to 6:00 p.m. Chairman Fry asked if there were any comments or questions; there were none, motion carried (3/0).

MANAGERS REPORT: Ms. Pollick highlighted the Cares Act, and the ability to receive Township bank statements on-line. Discussions continued. The Supervisors agreed. Discussed the Recreation Fund noting they charge a monthly fee, the Supervisors agreed to give the Financial Administrator authorization to look into. • Human Resources – Administrative Assistant: Ms. Pollick discussed and the following motion was made.

MOTION: Chairman Fry made a motion, seconded by Secretary Mitchell, to hire Cheryl Tapia for the full-time hourly position as East Cocalico Township's Human Resource Coordinator and Administrative Assistant, with an effective starting date of September 21, 2020 or before, provided that all pre-employment testing, background checks and bonding requirements if needed, are satisfactorily met. Chairman Fry asked if there were any comments or questions. Questions and comments were received, which were answered. No other comments or questions were received. Motion carried (3/0).

PUBLIC COMMENT (NON-AGENDA ITEMS): Public comments/discussions were: (1) how the Assistant Township Manager and Roadmaster are doing, (2) date stamped on the settlement check and how it was mailed, (3) settlement check listed separately on the list of bills, (4) rules for Executive Sessions, (5) explanation of Executive Session, (6) tabled items on the agenda, (7) Road Crew certification, and (8) Rose Hill resurfacing.

ANNOUNCEMENT: The next Board of Supervisors Meeting is scheduled for Thursday, September 17, 2020 at 7:00 p.m. held at the Stevens Fire Company, 91 Stevens Road, Stevens.

EXECUTIVE SESSION: None.

ADJOURN:

MOTION: There being no further business to come before the Board, Vice Chairman Carrasco made a motion seconded by Secretary Mitchell to adjourn the meeting at 8:30 p.m. Chairman Fry asked if there were any questions. There were none. Motion carried. (3/0)

Respectfully submitted,

Lisa A. Kashner
Township Recording Secretary

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[East Cocalico Township Board of Supervisor Meeting 09-03-2020, Part 1 of 2](#)

[East Cocalico Township Board of Supervisor Meeting 09-03-2020, Part 2 of 2](#)