

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

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

**THURSDAY, NOVEMBER 5, 2020 AT 7:00 P.M.**

- 1) CALL TO ORDER - PLEDGE OF ALLEGIANCE**
- 2) HEARING:**
  - a) RESOLUTION 2020-10: URBAN GROWTH BOUNDARY EXPANSION PROPOSAL**
  - b) ORDINANCE 2020-01: ZONING TEXT AMENDMENT - FORESTRY USES**
- 3) ANNOUNCEMENT OF EXECUTIVE SESSIONS HELD:**
  - a)**
- 4) PAST MEETING MINUTES APPROVAL:**
  - a) THURSDAY, OCTOBER 15, 2020 BOARD OF SUPERVISOR REGULAR MINUTES**
  - b) THURSDAY, OCTOBER 22, 2020 BOARD OF SUPERVISOR 2021 BUDGET DISCUSSION MINUTES**
- 5) ACTION ITEMS:**
  - a) LAND PLANNING ENGINEER:**
    - **WABASH LANDING PH 2: DEP SEWAGE FACILITIES POST CARD EXEMPTION**
    - **RUSSEL SWM - 9 WHITETAIL DRIVE: CONDITIONAL APPROVAL**
    - **JASON REIFF: UPDATE RE: FINANCIAL SECURITY**
  - b) TRANSPORTATION ENGINEER (JOHN SCHICK): RT. 272 & CHURCH ST. CAPITAL IMPROVEMENT**
  - c) PROCLAMATION: REQUEST TO RECOGNIZE JAN. 24<sup>th</sup> - 30<sup>th</sup> AS SCHOOL CHOICE WEEK**
  - d) END-OF-YEAR ADVERTISEMENTS: AS THEY ARE PREPARED (CPA APPOINTMENT, 2021 MEETING DATES, NOTICE FOR THE 2021 DRAFT BUDGET WHEN AVAILABLE)**
  - e) FARLOW COMMUNICATION: PHONE SYSTEM MAINTENANCE AGREEMENT**
  - f) TRAFFIC SIGNAL MAINTENANCE AGREEMENT: C.M. HIGH, INC.**
  - g) EAST COCALICO LIONS CLUB: ANNUAL FUNDRAISER ON 11/27/2020 7AM-5PM CONSIDERATION**
  - h) MARTIN TEXT AMENDMENT: PETITION**

**6) DEPARTMENT REPORTS:**

- a) **POLICE DEPARTMENT REPORT**
- b) **ZONING OFFICER REPORT**
- c) **ROAD DEPARTMENT REPORT**
- d) **FINANCIAL ADMINISTRATOR REPORT**

**7) TREASURERS REPORT:**

- a) **LIST OF BILLS: CONSIDERATION FOR APPROVAL**

**8) OLD BUSINESS CONTINUED DISCUSSIONS:**

- a) **MS4 DISCUSSION:**
  - **FISHING CREEK PARK: RIPARIAN BUFFER - LAWN TO MEADOW CONVERSION**

**9) NEW BUSINESS FOR DISCUSSION:**

- a) **EPHRATA REC CENTER: POOL MANAGEMENT 2021 AGREEMENT**

**10) MANAGERS REPORT:**

- a) **LETTER OF SUPPORT: DENVER BOROUGH MULTIMODAL GRANT APPLICATION**

**11) PUBLIC COMMENT:**

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

**12) ANNOUNCEMENTS:**

- a) **NEXT SUPERVISORS MEETING: THURS., NOV. 19<sup>TH</sup> AT 7PM HELD AT SMOKESTOWN FIRE CO.**

**13) EXECUTIVE SESSION:**

**14) ADJOURNMENT**

## **BOARD OF SUPERVISORS MEETING THURSDAY, NOVEMBER 5, 2020**

The advertised meeting of the East Cocalico Township Board of Supervisors was called to order on Thursday, November 5, 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 and Casey Kerschner of Becker Engineering, LLC

**Newspaper:** Larry Alexander of the Ephrata Review

**Visitors:\*** John Mateyak, Donny Stover, Chad Weaver, Donald Gord, June Kinback, Suzie & Doug Mackley, Roy Zimmerman, Gary & Louis Brumbach, Monica C. Fry, Jason Hess, and Eli Saenz

\*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 that this November 5, 2020 Board of Supervisors Meeting was duly advertised and in accordance with the second-class Township code in the Ephrata Review newspaper on August 12, 2020. Chairman Fry asked that everyone sign in.

**HEARING STARTED: RESOLUTION 2020-10, URBAN GROWTH BOUNDARY EXPANSION PROPOSAL:** The Township Solicitor, Mr. Tom Goodman, highlighted the Resolution before the Supervisors tonight stating that the notice was printed in the Ephrata Review on October 16, 2020, and October 23, 2020. This is a Resolution to expand the Urban Growth Boundary. Mr. Goodman indicated that on October 13, 2020, the Lancaster County Planning Commission reviewed and recommended approval. Mr. Goodman turned the hearing over to Mr. Hess whom represents the petitioner. Mr. Hess gave the background on the Zimmerman and Graybill properties and the petition. Mr. Goodman asked if there were any comments or questions. No comments or questions were received.

**MOTION:** Secretary Mitchell made a motion, seconded by Vice Chairman Carrasco, to adopt Resolution 2020-10 authorizing an amendment to the East Cocalico Township Comprehensive Plan by expanding the Urban Growth Boundary to include certain tracts of land not currently included within the growth area. Chairman Fry asked if there were any comments or questions; there were none, motion carried (3/0).

At this time, the Supervisors signed the documents pertaining to the newly adopted Resolution 2020-10.

**ORDINANCE 2020-01, ZONING TEXT AMENDMENT - FORESTRY USES:** The Township Solicitor, Mr. Tom Goodman, highlighted the Ordinance that was before the Supervisors, and indicated that the notice was printed in the Ephrata Review on October 15, 2020, and October 22, 2020. Mr. Goodman stated that this has been before the Lancaster County Planning Commission and East Cocalico Township Planning Commission; both reviewed and recommended approval. Mr. Goodman noted this initially started with a complaint, noting that the Forestry Uses do not meet the requirements. Mr. Goodman stated this revised amendment was reviewed by the Attorney General's Office, and states it's in compliance with their requirements. Mr. McCrea discussed that the Lancaster County Planning Commission had no issues with the amendment and agreed to adopt it, but with the suggestion that the riparian buffers could be noted in future amendments as to allow for stronger environmental protection. Mr. McCrea discussed. Mr. Goodman asked if there were any comments or questions. No comments or questions were received.

**BOARD OF SUPERVISORS MEETING  
THURSDAY, NOVEMBER 5, 2020**

**ORDINANCE 2020-01                    (CONTINUED)**

**MOTION:** Chairman Fry made a motion, seconded by Vice Chairman Carrasco, to adopt Ordinance 2020-01 amending the East Cocalico Zoning Ordinance, §220-58 Forestry Uses. Chairman Fry asked if there were any comments or questions; there were none, motion carried (3/0).

At this time, the Supervisors signed the documents pertaining to the newly adopted Ordinance 2020-01. The hearing was closed and Mr. Goodman left the building.

**EXECUTIVE SESSIONS HELD:** None to report.

**PAST MEETING MINUTES APPROVAL:**

**MOTION:** Chairman Fry made a motion, seconded by Vice Chairman Carrasco, to approve the Thursday, October 15, 2020, Board of Supervisor meeting minutes as presented. 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 the Thursday, October 22, 2020, Board of Supervisor budget meeting minutes as presented. 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 and gave background information on each of the plans before the Supervisors tonight.

**WABASH LANDING PHASE 2 – FINAL PLAN SUBDIVISION AND LAND DEVELOPMENT PLAN (01-21-2021) - DEP SEWAGE FACILITIES POST CARD EXEMPTION:** No one was present for this plan. Mr. Lied highlighted the plan noting that the applicant has submitted the post card exemption along with supporting documents.

**MOTION:** Chairman Fry made a motion, seconded by Secretary Mitchell, to authorize a representative of the Board of Supervisors to sign Section 8.d. of the DEP Sewage Facilities Post Card Exemption for “public sewage service” related to the Wabash Landing Phase 2 Final Subdivision and Land Development Plan. Chairman Fry asked if there were any comments or questions; there were none, motion carried (3/0).

**RUSSELL SWM, 9 WHITETAIL DRIVE - CONDITIONAL APPROVAL:** No one was present for this plan. Mr. Lied highlighted the plan.

**MOTION:** Secretary Mitchell made a motion, seconded by Chairman Fry, to approve a waiver/modification of §185-14.B.(4) of the Stormwater Management and Earth Disturbance Ordinance related to showing all physical features within 200’ of the development site. 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 Vice Chairman Carrasco, to approve a waiver/modification of §185-27.A.(2) of the Stormwater Management and Earth Disturbance Ordinance related to requirements for inlets to conform to the requirements of PennDOT Standards for Roadway Construction Publication No. 72M. 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 Chairman Fry, to conditionally approve the Stormwater Management Plan for 9 Whitetail Drive conditioned upon the applicant addressing all items outlined in the Becker Engineering, LLC. review email dated October 14, 2020, to the satisfaction of the Township, Township Zoning Officer, Township Engineer and Township Solicitor. Chairman Fry asked if there were any comments or questions; there were none, motion carried (3/0).

**BOARD OF SUPERVISORS MEETING  
THURSDAY, NOVEMBER 5, 2020**

**ACTION ITEMS: RUSSELL SWM (CONTINUED)**

**MOTION:** Vice Chairman Carrasco made a motion, seconded by Secretary Mitchell, to acknowledge the required amount of the financial security to be established with the Township for the Stormwater Management Plan for 9 Whitetail Drive in the amount of \$38,033.00, per the approved Opinion of Probable Cost, prepared by Harbor Engineering, Inc., dated October 17, 2020. 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 Mitchell, to authorize the Board of Supervisors to sign the Improvement Guarantee Agreement (IGA) for the Stormwater Management Plan for 9 Whitetail Drive when signed by the applicant and provided in a form acceptable to the Township and Township Solicitor along with the required financial security 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).

**MOTION:** Vice Chairman Carrasco made a motion, seconded by Secretary Mitchell, to authorize the Board of Supervisors to sign the Stormwater Maintenance and Easement Agreement (SWMEA) related to the Stormwater Management Plan for 9 Whitetail Drive when executed by the applicant and submitted to the Township 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).

**MOTION:** Chairman Fry made a motion, seconded by Vice Chairman Carrasco, to authorize signature of the Stormwater Management Plan for 9 Whitetail Drive by the Board of Supervisors upon the applicant adequately resolving all conditions of plan approval to the satisfaction of the Township, Township Zoning Officer, Township Engineer and Township Solicitor. Chairman Fry asked if there were any comments or questions; there were none, motion carried (3/0).

**JASON REIFF - UPDATE, FINANCIAL SECURITY:** Mr. Lied updated the Supervisors noting that the applicant requested to switch the form of security from a Letter of Credit to a cash escrow. Mr. Lied noted the Township Solicitor reviewed and noted it's acceptable.

**TRANSPORTATION ENGINEER (JOHN SCHICK OF RETTEW) - RT. 272 AND CHURCH STREET CAPITAL IMPROVEMENT:** Mr. Schick discussed in detail proposed improvements at the Rt. 272 and Church Street intersection. The plan was displayed for everyone. Lengthy discussions were held. The Supervisors agreed to correspond with the County, to draw up a plan, and to use (or possibly purchase) the two empty fields at the intersection location. Lengthy discussions continued. Comments and questions were asked which were answered.

**PROCLAMATION - REQUEST TO RECOGNIZE JANUARY 24<sup>TH</sup> THRU JANUARY 30<sup>TH</sup> AS SCHOOL CHOICE WEEK:** Chairman Fry read aloud the entire Proclamation. Chairman Fry hereby recognized January 24, 2021 thru January 30, 2021 East Cocalico School Choice Week.

**END-OF-YEAR ADVERTISEMENT - AS THEY ARE PREPARED (CPA APPOINTMENT, 2021 MEETING DATES, NOTICE FOR THE 2021 DRAFT BUDGET WHEN AVAILABLE):** Ms. Pollick highlighted.

**MOTION:** Vice Chairman Carrasco made a motion, seconded by Secretary Mitchell, to approve the advertisement for all year end obligations as they are prepared and approved by either the Board of Supervisors or Township Manager. Advertisements to include but not limited to: (1) 2021 Appointment of a CPA Auditing Firm, (2) 2021 Meeting Dates, and (3) 2021 Draft Budget. Chairman Fry asked if there were any comments or questions; there were none, motion carried (3/0).

**FARLOW COMMUNICATIONS - PHONE SYSTEM MAINTENANCE AGREEMENT:** Ms. Pollick highlighted.

**MOTION:** Chairman Fry made a motion, seconded by Vice Chairman Carrasco, to execute and sign the Farlow Communications 2021 phone system maintenance agreement at a base cost of \$2,161.00. Chairman Fry asked if there were any comments or questions; there were none, motion carried (3/0).

# **BOARD OF SUPERVISORS MEETING THURSDAY, NOVEMBER 5, 2020**

## **ACTION ITEMS: (CONTINUED)**

**TRAFFIC SIGNAL MAINTENANCE AGREEMENT - C.M. HIGH, INC.:** Ms. Pollick highlighted.

**MOTION:** Secretary Mitchell made a motion, seconded by Chairman Fry, to approve the execution of C.M. High's preventative maintenance repair estimates, as deemed necessary under the direction of the Township Roadmaster and Traffic Engineer Consultant, John Schick of Rettew and Associates. Chairman Fry asked if there were any comments or questions; there were some questions, which were answered. Motion carried (3/0).

**MOTION:** Chairman Fry made a motion, seconded by Vice Chairman Carrasco, to approve the 2021 traffic signal preventative maintenance proposal submitted by C.M. High in the amount of \$2,895.00. Chairman Fry asked if there were any comments or questions; there were none, motion carried (3/0).

**EAST COCALICO LIONS CLUB - ANNUAL FUNDRAISER 11/27/2020 (7am-5pm):** Chairman Fry highlighted.

**MOTION:** Vice Chairman Carrasco made a motion, seconded by Secretary Mitchell, to permit the East Cocalico Lions Club to conduct their annual toll road fundraiser on Friday, November 27, 2020 from 7am to 5pm at the intersection of Church Street and Reamstown Road. Chairman Fry asked if there were any comments or questions; there were none, motion carried (3/0).

**MARTIN TEXT AMENDMENT - PETITION:** Chairman Fry highlighted. Mr. Mateyak stated that he and his clients oppose this petition. Lengthy discussions continued; noting this would go before the Zoning Hearing Board to make any decisions accordingly. Mr. Mateyak discussed in detail the reason for their opposition. Discussions were held, resulting in the following motion.

**MOTION:** Secretary Mitchell made a motion, seconded by Vice Chairman Carrasco, to forward the petition for text amendment submitted by Jordan and Rachel Martin onto both the East Cocalico Township Planning Commission and the Lancaster County Planning Commission for their review and comments. Chairman Fry asked if there were any comments or questions; there were none, motion carried (3/0).

## **DEPARTMENT REPORTS:**

**POLICE DEPARTMENT REPORT:** Chief Keppley discussed the donation of beards for brothers, highlighted that the cameras/body cams have been received and working, and have a 5-year warranty. Questions and comments were received which were answered.

**ZONING OFFICERS REPORT:** Mr. Luongo highlighted noted the report will be given at the second Supervisors Meeting of every month. Mr. Luongo highlighted: (1) a site distance issue at Rt. 897 previously reported by Ms. Kinback, and (2) a recent newspaper article that was incorrectly stated in reference to a dog kennel, the Zoning Office followed through on.

**ROAD MASTER REPORT:** To be given at the second Supervisors Meeting of each month.

**FINANCIAL ADMINISTRATOR REPORT:** To be given at the second Supervisors Meeting of each month.

## **TREASURER'S REPORT:**

**MOTION:** Secretary Mitchell made a motion, seconded by Chairman Fry, to approve the list of invoices presented November 5, 2020 for payment in the amount of \$209,681.15: (1) General Fund \$194,196.50, (2) Hydrant Fund \$15,435.00, (3) Recreation Fund \$50.00. Chairman Fry asked if there were any other comments or questions; there were some questions received which were answered. Chairman Fry asked if there were any more comments or questions. None received. Motion carried (3/0).

## **BOARD OF SUPERVISORS MEETING THURSDAY, NOVEMBER 5, 2020**

### **OLD BUSINESS CONTINUED DISCUSSIONS:**

**MS4 DISCUSSION - FISHING CREEK PARK, RIPARIAN BUFFER - LAWN TO MEADOW CONVERSION:** Mr. McCrea highlighted noting that 85 trees/shrubs were planted with the help of volunteers. The Supervisors thanked everyone involved.

### **NEW BUSINESS FOR DISCUSSION:**

**EPHRATA RECREATION CENTER - POOL MANAGEMENT 2021 AGREEMENT:** Chairman Fry discussed, stating that the Ephrata Recreation Center was reached out to in reference to supplying lifeguards for the 2021 Reamstown Pool season. An agreement is pending. Questions were received which were answered.

Chairman Fry discussed the Emergency Services Township Liaison, indicating that the Township appointed Secretary Mitchell to be the liaison to all Township Emergency Services Organizations. Chairman Fry highlighted the previously discussed special newsletter/flyer for the Fire Companies. Discussions held, and it was determined to table the Fire Company special newsletter/flyer until further notice.

### **MANAGERS REPORT:**

**LETTER OF SUPPORT - DENVER BOROUGH MULTIMODAL GRANT APPLICATION:** Ms. Pollick highlighted. Discussions were held.

**MOTION:** Chairman Fry made a motion, seconded by Secretary Mitchell Fry, to formally recognize that on October 23, 2020 the Township Manager submitted a letter of support to PennDOT's office of multimodal transportation aiding Denver Borough in their grant efforts to expand the Washington Street extension project. Chairman Fry asked if there were any other comments or questions; there were none, motion carried (3/0).

**PUBLIC COMMENT (NON-AGENDA ITEMS):** Questions and comments were received, which were answered.

**ANNOUNCEMENT:** The next Board of Supervisors Meeting is scheduled for Thursday, November 19, 2020 at 7:00 p.m. held at the Smokestown Fire Company.

**EXECUTIVE SESSION:** Nothing to report.

### **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 8:41 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

**VIEW THIS MEETING IN ITS ENTIRETY BY VISITING YOUTUBE. PLEASE CLICK BELOW:**

[East Cocalico Township Board of Supervisor Meeting 11-05-2020, Part 1 of 2](#)

[East Cocalico Township Board of Supervisor Meeting 11-05-2020, Part 2 of 2](#)