

BOARD OF SUPERVISORS MEETING WEDNESDAY, NOVEMBER 25, 2020

The advertised meeting of the East Cocalico Township Board of Supervisors was called to order on Wednesday, November 25, 2020 at 7:00 p.m., held via Zoom (a cloud-based video communications app that allows individuals to set up virtual video and audio-conferencing meeting). This is a virtual public "live" Zoom meeting in order to ensure public safety during the COVID pandemic.

ATTENDANCE:

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

Employees: Township Manager Penny Pollick, Assistant Manager/Zoning Officer Tony Luongo, Police Chief Keppley, MS4 Technician Ken McCrea, Financial Administrator Judith Lumis, Road Master Bret Hoffert, Road Crew Dan Tasco, and Recording Secretary Lisa A. Kashner

Engineer: None

Newspaper: None

Visitors:* Brian Wise, Susey Mackley, Chad Weaver, Jill Cordan, Ralph Buckles, Donny Stover, and June Kinback

*Only visitors who signed in are listed.

CALL TO ORDER, PLEDGE OF ALLEGIANCE, MOMENT OF SILENCE: Chairman Fry asked everyone in attendance to pledge allegiance to the Flag. • Chairman Fry announced the November 25, 2020 Board of Supervisors Meeting was duly advertised and in accordance with the second-class Township code in the Lancaster newspaper on November 24, 2020. Chairman Fry asked for a moment of silence for Elwood "Woody" Schwartz who passed away on November 22, 2020. Mr. Schwartz was instrumental with the Reamstown Fire Company for many years, and a Township Supervisor for a while.

EXECUTIVE SESSIONS HELD: (1) Monday, November 16, 2020 for contractual and personnel matters, and (2) Wednesday, November 18, 2020 for contractual matters.

MOTION: Vice Chairman Carrasco made a motion, seconded by Secretary Mitchell, to approve setting the hourly rate of \$34.00 per hour for relief snow plow drivers, with an additional \$50.00 bonus to be paid for each time called out and upon successful completion of the assigned route. Chairman Fry asked if there were any comments or questions; there were none, motion carried (3/0).

PAST MEETING MINUTES APPROVAL:

MOTION: Chairman Fry made a motion, seconded by Vice Chairman Carrasco, to approve the Thursday, November 5, 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: Chairman Fry made a motion, seconded by Secretary Mitchell, to approve the Monday, November 16, 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:** Ms. Pollick read the motions from the Becker Engineering Engineer's Report, dated November 25, 2020, for the following projects.

985 BUILDING EXPANSION (STURDY BUILT) - FINANCIAL SECURITY RELEASE. Ms. Pollick briefly highlighted the plan. No one was in attendance representing this plan tonight.

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ACTION ITEMS: LAND PLANNING ENGINEER: 985 BUILDING EXPANSION (CONTINUED)

MOTION: Chairman Fry made a motion, seconded by Secretary Mitchell, to authorize full release of the current financial security being held by the Township for the stormwater site plan for the 985 Building Expansion. Chairman Fry asked if there were any comments or questions; there were none, motion carried (3/0).

MOUNT ZION BAPTIST CHURCH – TIME EXTENSION REQUEST. Ms. Pollick briefly highlighted. No one was in attendance representing this plan tonight.

MOTION: Vice Chairman Carrasco made a motion, seconded by Chairman Fry, to accept the written time extension offer as submitted by the applicant's consultant, dated November 19, 2020, which will extend the deadline for action on the Mount Zion Baptist Church - Final Land Development Plan until March 15, 2021. Chairman Fry asked if there were any comments or questions; there were none, motion carried (3/0).

2021 TOWNSHIP MEETING CALENDAR - CONSIDERATION TO SEND TO THE PRINTER: Secretary Mitchell noted that the quarterly morning meetings may not work for his work schedule. Discussions continued. Comments were received. Noted to keep the 9am quarterly Supervisors meetings as shown on the proposed calendar.

MOTION: Chairman Fry made a motion, seconded by Vice Chairman Carrasco, to approve the 2021 Township Meeting Calendar as proposed and to send the calendar to the printer. Chairman Fry asked if there were any comments or questions; there were none, motion carried (3/0).

2020 TOWNSHIP NEWSLETTER - CONSIDERATION TO SEND TO THE PRINTER: Discussions held. Chairman Fry proposed placing a write up on Woody Schwartz. The Board agreed.

MOTION: Chairman Fry made a motion, seconded by Vice Chairman Carrasco, to approve the 2021 Township Newsletter with proposed additions and to send the newsletter to the printer. Chairman Fry asked if there were any comments or questions; there were none, motion carried (3/0).

WOODY WASTE PILE – AUTHORIZATION TO CONTACT MARTIN'S MULCH:

MOTION: Secretary Mitchell made a motion, seconded by Vice Chairman Carrasco, to authorize the services of Martin's Mulch in the reduction and removal of the Township's woody waste pile. Chairman Fry asked if there were any comments or questions; there were none, motion carried (3/0).

PUBLIC WORKS – COLLECTIVE BARGAINING AGREEMENT: Ms. Pollick highlighted.

MOTION: Vice Chairman Carrasco made a motion, seconded by Chairman Fry, to approve and execute the collective bargaining agreement as presented and signed by the East Cocalico Township's Public Works Department Collective Bargaining Committee. Chairman Fry asked if there were any comments or questions; there were none, motion carried (3/0).

DEPARTMENT REPORTS:

POLICE DEPARTMENT REPORT: Chief Keppley highlighted the Police Department report: (1) interviews went well and in the process of doing the background checks on two individuals with the possibility of hiring at the beginning of the year pending backgrounds. A total of 14 interviews. (2) Attended Woody Schwartz memorial. (3) Discussed the Central Berks extremely large fraud investigation, expressing his appreciation to everyone. Chief Keppley thanked the Berks County District Attorneys' Office and the Central Berks Police Department detectives whom done a tremendous job. Chairman Fry stated that he will send a letter to them. (4) The body cams and MVRs (Mobile Video Recorders) are functioning and in use. Each Officer is wearing a camera. Chief Keppley thanked Officer Luongo for all of the work he has done and the installation of the cameras in the police vehicles. A public press release will be in the near future.

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DEPARTMENT REPORTS: *(CONTINUED)*

ZONING OFFICERS REPORT: Mr. Luongo highlighted the October 2020 report. No comments or questions were received.

ROAD MASTER REPORT: Mr. Hoffert highlighted the November 2020 report.

FINANCIAL ADMINISTRATOR REPORT: Ms. Lumis highlighted the balance sheet and budget comparison. Comments and questions were received which were answered.

FIRE COMPANY LIASION REPORT: Secretary Mitchell highlighted the strategic webinar. Discussions continued, noting that with the COVID situation some meetings have been delayed. Comments and questions received, which were answered.

TREASURER'S REPORT - LIST OF BILLS:

MOTION: Secretary Mitchell made a motion, seconded by Chairman Fry, to approve the list of bills as presented for November 19, 2020 for payment in the amount of \$638,525.41: (1) General Fund \$301,283.56, (2) General fund transfer to State Liquid Fuels \$10,887.50, (3) Light Fund \$12,693.17, (4) State Liquid Fuels Fund \$313,661.18. Secretary Mitchell highlighted some line items. Chairman Fry asked if there were any comments or questions; some questions received which were answered. There were no more comments or questions received. Motion carried (3/0).

TRANSFER FUNDS BETWEEN ACCOUNTS AND ACCOUNT CLOSINGS – CONSIDERATION: Ms. Pollick read the following motions. Questions and comments were received, which were answered.

MOTION: Chairman Fry made a motion, seconded by Vice Chairman Carrasco, to approve opening a new bank account at either, Ephrata National Bank (ENB) or Univest specifically for developer escrow accounts. 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 transfer all but \$75,000 of the (ENB) pool checking account funds to the Univest pool money market account, an approximate amount of \$25,511. 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 transfer all Univest pool money market funds to the Univest General Fund Money Market Account. 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 close out the Univest Pool Money Market Account upon completion of the previously motioned transfers. Chairman Fry asked if there were any comments or questions; there were none, motion carried (3/0).

MOTION: Secretary Mitchell made a motion, seconded by Chairman Fry, to transfer all (ENB) Recreation Account funds, approximately \$86,520 to the Univest recreation money market account. 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 transfer the remaining .10 cents in the (ENB) Community Park Account to the (ENB) General Fund. 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 close the (ENB) Community Park Account upon completion of the previously motioned transfer. Chairman Fry asked if there were any comments or questions; there were none, motion carried (3/0).

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TRANSFER FUNDS BETWEEN ACCOUNTS AND ACCOUNT CLOSINGS

(CONTINUED)

MOTION: Vice Chairman Carrasco made a motion, seconded by Secretary Mitchell, to transfer all but \$20,000 from the (ENB) Capital Reserve Checking Account to the Univest Capital Reserve Money Market Account, an approximate amount of \$961,623. 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 transfer all but \$10,000 from the (ENB) Traffic Impact Checking Account to the Univest Traffic Impact Money Market Account, an approximate amount of \$177,740. Chairman Fry asked if there were any comments or questions; there were none, motion carried (3/0).

MOTION: Secretary Mitchell made a motion, seconded by Chairman Fry, to transfer \$3,556.83 from the (ENB) Light Fund to the (ENB) General Fund to reimburse Tax Collector commissions paid. 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 transfer \$2,881.44 from the (ENB) Hydrant Fund to the (ENB) General Fund to reimburse Tax Collector commission paid. Chairman Fry asked if there were any comments or questions; there were none, motion carried (3/0).

MOTION: Secretary Mitchell made a motion, seconded by Vice Chairman Carrasco, to transfer \$28,718.40 from the (ENB) Payroll Fund to the (ENB) General Fund due to the voidance of the initial Flory settlement check. Chairman Fry asked if there were any comments or questions; there were none, motion carried (3/0).

2021 TOWNSHIP BUDGET – FINAL DISCUSSIONS, CONSIDERATION TO ADVERTISE AND PLACE ON WEBSITE FOR PUBLIC REVIEW: Ms. Pollick read the following motions. Some questions and comments were received, which were answered.

MOTION: Vice Chairman Carrasco made a motion, seconded by Secretary Mitchell, to proceed with the advertisement of the East Cocalico 2021 proposed budget and posting for public review commencing today, Wednesday, November 25, 2020. Chairman Fry asked if there were any comments or questions; there were none, motion carried (3/0).

OLD BUSINESS CONTINUED DISCUSSIONS:

MS4 DISCUSSION – CLEAN WATER FUND GRANT – STONY RUN STREAMBANK RESTORATION PROJECT: Mr. McCrea highlighted.

EPHRATA RECREATION CENTER – REVIEW POOL MANAGEMENT 2021 AGREEMENT: This was briefly discussed; and the Board of Supervisors agreed to continue this item at the next meeting held on December 3rd. Mr. Buckles requested that a risk review of the Ephrata Rec safety program and incident report been requested and reviewed.

NEW BUSINESS FOR DISCUSSION: None.

MANAGERS REPORT: Ms. Pollick has been communicating with the Supervisors on a daily basis. Ms. Pollick noted that to date the Liquid Fuels has been completed; and we continued to move forward with the Fire Company discussions; and the strategic plans to be made priority for next year.

PUBLIC COMMENT (NON-AGENDA ITEMS): Mr. Buckles asked about the daily reports e-mailed from the Township Manager, questioning personal information. No further questions or comments were received.

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ANNOUNCEMENT: Discussed and agreed that the next Board of Supervisors Meeting scheduled for Thursday, December 3, 2020 at 7:00 p.m. will be held via zoom; and at that time the Supervisors will then decide if the December 17, 2020 Board of Supervisors Meeting will be held via zoom or held publicly at the Stevens 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 8:36 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 11-25-2020, Part 1 of 1](#)