

EAST COCALICO TOWNSHIP BOARD OF SUPERVISORS MEETING AGENDA

EAST COCALICO TOWNSHIP, 100 HILL ROAD, DENVER, PA 17517

THURSDAY, DECEMBER 17, 2020 AT 7:00 P.M.

This meeting is held via Zoom

- 1) CALL TO ORDER - PLEDGE OF ALLEGIANCE**
- 2) ANNOUNCEMENT OF EXECUTIVE SESSIONS HELD:**
 - a) MONDAY, DECEMBER 7, 2020 – LEGAL AND PERSONNEL MATTERS**
- 3) PAST MEETING MINUTES APPROVAL:**
 - a) THURSDAY, DECEMBER 3, 2020 BOARD OF SUPERVISOR MEETING**
- 4) TOWNSHIP SOLICITOR:**
 - a) AGREEMENT: POLICE ASSOCIATION SIDE LETTER**
 - b) ORDINANCE 2020-02: POLICE PENSION**
- 5) ACTION ITEMS:**
 - a) LAND PLANNING ENGINEER:**
 - 985 BUILDING PH. II EXPANSION (STURDY BUILT): LAND DEVELOPMENT WAIVER REQUEST**
- 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: AUTHORIZE LIST OF BILLS FOR PAYMENT**

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.

8) **OLD BUSINESS CONTINUED DISCUSSIONS:**

a) **MS4 DISCUSSION:**

➤ **CLEAN WATER FUND GRANT:** STONY RUN STREAMBANK RESTORATION PROJECT

b) **EPHRATA REC CENTER:** POOL MANAGEMENT 2021 AGREEMENT REVIEW/DISCUSSION

9) **NEW BUSINESS FOR DISCUSSION:**

a) **RESOLUTION 2020-10:** UNIVEST BANK & TRUST CO. - AUTHORIZATION

b) **RESOLUTION 2020-11:** TRANSFER OF UNENCUMBERED MONIES

c) **RESOLUTION 2020-12:** TAX RATES FOR 2021

d) **RESOLUTION 2020-13:** ADOPTION OF THE PROPOSED 2021 BUDGET

e) **FIRE OFFICIAL:** JOB DESCRIPTION

f) **JANUARY 4th, 2021 BOARD OF SUPERVISORS MTG.:** RE-ORGANIZATION MTG. LOCATION

10) **MANAGERS REPORT:**

a)

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:** ORGANIZATION MEETING - MONDAY, JANUARY 4TH AT 7:00 PM

13) **EXECUTIVE SESSION:**

14) **ADJOURNMENT**

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BOARD OF SUPERVISORS MEETING THURSDAY, DECEMBER 17, 2020

The advertised meeting of the East Cocalico Township Board of Supervisors was called to order on Thursday, December 17, 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, Financial Administrator Judith Lumis, MS4 Technician Ken McCrea, and Recording Secretary Lisa A. Kashner

Solicitor: Thomas Goodman

Engineer: Casey Kerschner

Newspaper: Larry Alexander of the Ephrata Review

Visitors:* Chad Weaver, Brian Wise, Suzie and Doug Mackley, June Kinback, Ralph Buckles, Steven Davis, Randi Shober, Donny Stover, Jill Cordan, Tara Griest, Jeff Garner, and Susanna Wurtz

*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 this December 17, 2020 Board of Supervisors Meeting was duly advertised in accordance with the second-class Township code in the Lancaster newspaper on December 13, 2020.

EXECUTIVE SESSIONS HELD: Monday, December 7, 2020 for legal and personnel matters, and Wednesday, December 16, 2020 for personnel matters.

MOTION: Chairman Fry made a motion, seconded by Secretary Mitchell, to hire Jeramie R. Kulp as a relief snow plow driver at a rate of \$25.00 per hour with a \$50.00 per incident bonus, payable upon the completion of the snow route assigned, effective December 16, 2020. Chairman Fry asked if there were any comments or questions; there were none, motion carried (3/0).

PAST MEETING MINUTES APPROVAL: Thursday, December 3, 2020.

MOTION: Chairman Fry made a motion, seconded by Vice Chairman Carrasco, to approve the Thursday, December 3, 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).

Mr. Mackley questioned the front page of the Township website where it states that the Township building is closed. After discussions, it was noted to re-word to: Township offices are closed, the Police Department and the Water and Sewer Authority offices are open.

TOWNSHIP SOLICITOR: AGREEMENT: POLICE OFFICERS ASSOCIATION (POA) SIDE LETTER: Chairman Fry discussed the Side Letter Agreement with the Police Union, stating that some wording was changed within the Ordinance. Chairman Fry thanked Officer Walsh, Officer Kreisher, and Officer Progin for helping with this.

MOTION: Vice Chairman Carrasco made a motion, seconded by Secretary Mitchell, to approve, execute and sign the side letter agreement with the East Cocalico Township Police Officers Association implementing a health reimbursement account for active officers, an automatic cost of living adjustment for retirees and direct deposit for payroll in exchange for modifications to the Police Pension Plan Ordinance. Chairman Fry asked if there were any comments or questions; there were none, motion carried (3/0).

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TOWNSHIP SOLICITOR: ***(CONTINUED)***

ORDINANCE 2020-02: POLICE PENSION. Mr. Goodman stated that this Ordinance was advertised on December 3, 2020. Ordinance amends Section 4A.02 Change Monthly Retirement Benefit. Mr. Goodman read the amended Section.

MOTION: Chairman Fry made a motion, seconded by Vice Chairman Carrasco, to adopt ordinance no: 2020-02 amending certain provisions of the Police Pension Plan relative to the establishment and maintenance of the pension, annuity, insurance and benefit fund. Chairman Fry asked if there were any comments or questions; there were none, motion carried (3/0).

ACTION ITEMS: LAND PLANNING ENGINEER:

985 BUILDING Phase II EXPANSION (STURDY BUILT): The applicant and applicant's Engineers were not present for this plan. Mr. Kerschner discussed the proposed concept site plan in detail. Mr. Luongo highlighted items. Mr. Buckles asked if the applicant was applying to partake in the LERTA program. Mr. Luongo stated that the applicant had previously applied for the LERTA program for this expansion. Mr. Kerschner stated that the applicant will have to abide by all conditions as part of the motion, including all applicable parking requirements. Discussions continued and questions were asked, which were answered.

MOTION: Chairman Fry made a motion, seconded by Vice Chairman Carrasco, to grant a waiver of the Land Development Plan processing requirements of the East Cocalico Township Subdivision and Land Development Ordinance related to the proposed "985 Building Phase II Expansion" as presented to the Township by the applicant and applicant's consultant on a Site Plan, prepared by McCarthy Engineering Associates, Inc., last revised 10/28/2020, conditioned upon the following:

- 1) The applicant/applicant's consultant providing required information to confirm to the satisfaction of the Township and Township Engineer, that the proposed project is compliant with applicable Township Stormwater Management Ordinance requirements (Chapter 185), without required alterations to the existing stormwater basin, or the applicant shall submit and process a Stormwater Management Plan to document any required modifications.
- 2) The understanding that the previous Township deferrals granted on June 6, 2019, related to the requirements of §194-25.C.(1), §194-25.J., §194-32 and §194-33 of the Subdivision and Land Development Ordinance pertaining to required frontage improvements to existing streets (road widening, curb and sidewalk) are hereby extended and will apply as deferrals to this project, with the understanding that the applicant shall complete the deferred improvements if required by the Township Board of Supervisors in the future.
- 3) An updated Site Plan being provided to the Township documenting compliance with all applicable Zoning Ordinance standards, identifying that all required parking can be provided in accordance with the Township Zoning Ordinance on an improved asphalt surface and consistent with applicable ADA/accessibility standards.
- 4) The applicant obtaining Zoning relief prior to applying for building permit approval for any portion of the building currently depicted within the minimum required front yard setback of South Muddy Creek Road.
- 5) The applicant/applicant's consultant providing documentation, satisfactory to the Township, confirming that the existing recorded shared access easement with the adjacent property is adequate to facilitate reasonable vehicular access to the new addition and any associated vehicular access and loading doors, or the applicant is required to record an updated easement document, to formally establish an expanded shared access easement to provide accommodations for anticipated vehicle maneuvering.
- 6) The applicant/applicant's consultant submitting all necessary information to calculate the required Traffic Impact Fees (TIF) to the satisfaction of the Township and Township Transportation Engineer, and the applicant paying the required TIF in accordance with Chapter 203 of the Township Code.
- 7) The applicant implementing and maintaining all appropriate erosion and sedimentation control measures for the project in accordance with requirements of LCCD/DEP.
- 8) The applicant preparing and recording an As-Built Plan, upon completion of the project, to document the project improvements along with plan notation referencing the Township approval of the waiver of Land Development and the associated deferral of the frontage improvements, including the applicant's obligation to complete the deferred improvements, if required by the Township Board of Supervisors in the future.
- 9) The understanding that a waiver of the Park and Open Space requirement of the SALDO is granted if the applicant applies for LERTA. If LERTA is not pursued by the applicant, the Park and Open Space fees shall be calculated and paid to the satisfaction of the Township.

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- 10) The applicant acknowledging in writing the acceptance and need to comply with the conditions of approval of the waiver of Land Development Plan processing.

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, stating that on tonight's List of Bills it shows an amount of \$400 from a generous gentleman that donated it for the Kohl's Toy Drive. Chief Keppley noted that out of the \$400, a \$100 check was cut to give to Kohl's mother for supplies and any other toys needed. A number of toys were received; toy drive has been phenomenal. ▪ Calls for services for the month: 472 ECT, 150 for Denver. Year-to-date: 5,589 for ECT and 1,436 for Denver. Grand total (not including December 2020) is 7,025 calls. ▪ Chief Keppley asked the Board of Supervisors to consider the following motions for two conditional offers of employment, which will take the Police Department's total to 16.

MOTION: Chairman Fry made a motion, seconded by Vice Chairman Carrasco, to approve a conditional offer of employment for Rachael Odenwalt as a Level 1 Police Officer with a projected start date of January 4, 2021. 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 conditional offer of employment for Michael Lightner as a Level 1 Police Officer with a projected start date of January 4, 2021. Chairman Fry asked if there were any comments or questions; there were none, motion carried (3/0).

ZONING OFFICERS REPORT: Mr. Luongo highlighted the Zoning Officers report. Questions and comments were received, which were answered.

ROAD MASTER REPORT: Ms. Pollick highlighted the Road Master Report. Questions and comments were received in reference to the Road Master certifications and contracting for lawn mowing, which were answered.

FINANCIAL ADMINISTRATOR REPORT: Ms. Lumis highlighted the Financial Administrators report, and the List of Bills. Ms. Lumis reviewed the Budget Status Report. Discussions were held. Ms. Kinback stated the 2021 budget was for oil & chip only in the Rose Hill development (not resurfacing), noting this was previously placed in the 2020 budget. Lengthy discussions continued. Ms. Kinback asked to reconsider resurfacing the Rose Hill development roads. Discussions continued. A public apology was made to Ms. Kinback for previous comments. Lengthy discussions continued on how to proceed with resurfacing the Rose Hill development roads.

MOTION: Chairman Fry made a motion, seconded by Vice Chairman Carrasco, to take money from the Capital Reserve Fund to resurface the roads within the Rose Hill development in the year 2021. Chairman Fry asked if there were any comments or questions; there were none. Secretary Mitchell nay. Motion carried (2/1).

TREASURER'S REPORT:

MOTION: Secretary Mitchell made a motion, seconded by Chairman Fry, to approve the list of bills as presented for December 14, 2020 for payment in the amount of \$132,524.27: (1) General Fund \$119,511.46, (2) Light Fund \$13,012.81. Chairman Fry asked if there were any comments or questions; there were some questions which were answered. There were no other comments or questions, motion carried (3/0).

OLD BUSINESS CONTINUED DISCUSSIONS:

MS4 DISCUSSION – CLEAN WATER FUND GRANT – STONY RUN STREAMBANK RESTORATION PROJECT: Mr. McCrea highlighted that he has been working on the general permit and E&S plan; permit has been completed for the streambank restoration near the Township building.

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EPHRATA RECREATION CENTER – POOL MANAGEMENT 2021 AGREEMENT REVIEW/DISCUSSION: Ms. Pollick stated that some of the items requested from Mr. Summers have not been received to date. The Supervisors decided to table this item until the next meeting.

NEW BUSINESS FOR DISCUSSION:

RESOLUTION 2020-10, UNIVEST BANK & TRUST CO. – AUTHORIZATION:

MOTION: Chairman Fry made a motion, seconded by Vice Chairman Carrasco, to adopt Resolution 2020-10, a Univest Bank & Trust Co. corporate authorization naming the current East Cocalico Township Board of Supervisors to act as the authorized agents and signors on all money market accounts. Chairman Fry asked if there were any comments or questions; there were none, motion carried (3/0).

RESOLUTION 2020-11, TRANSFER OF UNENCUMBERED MONIES: Discussions held.

MOTION: Secretary Mitchell made a motion, seconded by Vice Chairman Carrasco, to adopt Resolution 2020-11, authorizing certain General Fund Unencumbered Monies remaining from the 2020 budget in the amount of \$382,450.00 be carried forward to the 2021 General Fund Budget. Chairman Fry asked if there were any comments or questions; there were none, motion carried (3/0).

RESOLUTION 2020-12, TAX RATES FOR 2021: Lengthy discussions held, questions and comments were asked which were answered.

MOTION: Chairman Fry made a motion, seconded by Secretary Mitchell, to adopt Resolution 2020-12, setting the 2021 tax rates for East Cocalico Township: 1.768 mills – up from 1.733 a 2% increase. Chairman Fry asked if there were any comments or questions; some questions were asked which were answered. There were no other questions, motion carried (3/0).

RESOLUTION 2020-13, ADOPTION OF THE PROPOSED 2021 BUDGET:

MOTION: Chairman Fry made a motion, seconded by Vice Chairman Carrasco, to adopt Resolution 2020-13, the 2021 Budgets for East Cocalico Township. Chairman Fry asked if there were any comments or questions; there were none, motion carried (3/0).

FIRE OFFICIAL – JOB DESCRIPTION: Ms. Pollick noted that this description was written by the three Fire Chiefs. Discussions held.

MOTION: Chairman Fry made a motion, seconded by Secretary Mitchell, to adopt the Fire Official Job Description, with the document title to be amended to read: Roles and Responsibilities. Chairman Fry asked if there were any comments or questions; there were some questions. No other questions were asked, motion carried (3/0).

JANUARY 4, 2021 BOARD OF SUPERVISORS MEETING – REORGANIZATION MEETING LOCATION: Discussions continued to stay with the Zoom meetings. Stevens Fire Co. open for overflows. Discussions were held.

MOTION: Chairman Fry made a motion, seconded by Secretary Mitchell, to hold the Monday, January 4, 2021, Board of Supervisors Reorganizational Meeting via Zoom and proceed accordingly with the required advertisement. Chairman Fry asked if there were any comments or questions; there were none, motion carried (3/0).

MANAGERS REPORT: Ms. Pollick highlighted her report. Some questions were received which were answered.

PUBLIC COMMENT (NON-AGENDA ITEMS): Questions were asked. Lengthy discussions, comments, and questions continued; which were answered. Donny Stover stated that the three Township fire companies will be holding a class to

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start in January and suggested the Township's and Boroughs extend a thank you to all volunteers taking these classes at that time. The Supervisors agreed.

ANNOUNCEMENT: As previously discussed the next Board of Supervisors Meeting (Reorganization Meeting) is scheduled for Monday, January 4, 2021 at 7:00 p.m. and will be held via Zoom. Meeting details will be placed on the Township's website.

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 9:41 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:

[THURSDAY, DECEMBER 17, 2020 BOARD OF SUPERVISORS MEETING \(PART 1 OF 1\)](#)