

EAST COCALICO TOWNSHIP BOARD OF SUPERVISORS MEETING AGENDA

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

THURSDAY, DECEMBER 3, 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) WEDNESDAY, DECEMBER 2, 2020 – LEGAL AND PERSONNEL MATTERS
- 3) **VISITOR:** EAST COCALICO SWIM TEAM PRESIDENT - DAWN ORGERA
- 4) **PAST MEETING MINUTES APPROVAL:**
 - a) THURSDAY, NOVEMBER 25, 2020 BOARD OF SUPERVISOR MEETING MINUTES
- 5) **ACTION ITEMS:**
 - a) **LAND PLANNING ENGINEER:**
 - **561 S. MUDDY CREEK ROAD (PET FOOD EXPERTS):** FINANCIAL SECURITY RELEASE
- 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 – (NONE AT THIS TIME)
- 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

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.

9) **NEW BUSINESS FOR DISCUSSION:**

- a) STRATIC PLANNING FOR OUR FIRE COMPANIES
- b) DECEMBER 17th BOARD OF SUPERVISORS MEETING

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:** THURSDAY, DECEMBER 17TH AT 7:00 PM

13) **EXECUTIVE SESSION:**

14) **ADJOURNMENT**

BOARD OF SUPERVISORS MEETING THURSDAY, DECEMBER 3, 2020

The advertised meeting of the East Cocalico Township Board of Supervisors was called to order on Thursday, December 3, 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, and Recording Secretary Lisa A. Kashner

Engineer: None

Newspaper: Larry Alexander of the Ephrata Review

Visitors:* Chad Weaver, Brian Wise, Suzie and Doug Mackley, Dawn Orgera, Tara Griest, Jill Cordan, Scott Achey, Donny Stover, Seeran Zartarian, Dawn Orgera, 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 December 3, 2020 Board of Supervisors Meeting was duly advertised and in accordance with the second-class Township code in the Lancaster newspaper on December 1, 2020.

EXECUTIVE SESSIONS HELD: Wednesday, December 2, 2020 for contractual and personnel matters.

Chairman Fry discussed the previously approved amendment of Article 1 of East Cocalico Township Police Officers Association, a side-agreement letter pertaining to buy-back of vacation time. Since the COVID pandemic, Chairman Fry read the following motions.

MOTION: Chairman Fry made a motion, seconded by Vice Chairman Carrasco, to amend Article No. 1 of the East Cocalico Township Police Officers Association side letter agreement pertaining to the buy back of vacation time that was signed and executed on June 16, 2020 to the following: The parties agree that Police Officers may elect for the Township to buy back his or her unused vacation and/or personnel time accrued in 2020. All 2020 vacation and/or personnel time eligible for buy back by the Township must be in one-week increments, with a minimum of forty (40) hours and a maximum of eighty (80) hours. 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 buy back or rollover of 2020 vacation and/or personnel time for all non-uniformed employees up to a maximum of eighty (80) hours. Eligible buy back time will be paid out in one-week increments with a maximum of forty (40) hours per pay period. Offer to buy back unused time will expire with the last pay period in 2020. Any time rolled over to 2021 and not used in 2021, will expire and be brought to a zero balance as of December 31, 2021. Chairman Fry asked if there were any comments or questions; there were none, motion carried (3/0).

VISITOR: East Cocalico Swim Team President, Dawn Orgera noted that any issues are in the past and wanted to discuss the Rental Agreement as well as the Ephrata Recreation Center Agreement and its status. Ms. Orgera wants to know some of the details of the proposal and how it could potentially affect the Cocalico Swim Team. Chairman Fry stated that all Swim Meets are in the proposal and will be taken care of by the Township noting one Life Guard will be provided by the Rec Center (if the agreement is approved). As for their morning practices, that item is not in the proposal and will need to be negotiated. If approved, Ms. Orgera asked to see a copy of the Rec Center Agreement

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and Chairman Fry agreed that he would send it after the new year. Ms. Orgera to send an invite to Chairman Fry and Ms. Pollick for further discussions on the draft Township Agreement and Swim Team Agreement. Discussions continued.

PAST MEETING MINUTES APPROVAL: Chairman Fry stated the draft meeting minutes are before the Board for approval, and one correction is to be made with changing the day from Thursday to Wednesday, November 25, 2020.

MOTION: Chairman Fry made a motion, seconded by Secretary Mitchell, to approve the Wednesday, November 25, 2020, Board of Supervisor meeting minutes as corrected. Chairman Fry asked if there were any comments or questions. Some questions were asked and answered. There were no other comments or questions. Motion carried (3/0).

ACTION ITEMS: LAND PLANNING ENGINEER: Ms. Pollick read the motions from the Becker Engineering Engineer's Report, dated December 1, 2020.

561 S. MUDDY CREEK ROAD (PET FOOD EXPERTS) – FINANCIAL SECURITY RELEASE: Ms. Pollick briefly highlighted the plan. No one was in attendance representing this plan tonight.

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 Preliminary/Final Land Development Plan and lot add-on plan for 561 South Muddy Creek Road (also known as Pet Food Experts) in the amount of \$5,000.00. 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 noting that (1) the body cams and MVRs (Mobile Video Recorders) are functioning and in use; (2) the toy drive is going very well, and (3) the process of background checks on two individuals with the possibility of hiring continues.

ZONING OFFICERS REPORT: It was noted that Mr. Luongo will give this report at the next Supervisors meeting.

ROAD MASTER REPORT: The full report will be given at the next meeting.

FINANCIAL ADMINISTRATOR REPORT: Chairman Fry noted that the full Financial Administrator Report will be given at the next meeting. Mr. Mackley had questions concerning the proposed 2021 budget discussed at a previous meeting; lengthy discussions held. Other comments and questions were received, and answered.

TREASURER'S REPORT – Chairman Fry stated that the List of Bills will be presented at the next meeting.

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.

EPHRATA RECREATION CENTER – REVIEW POOL MANAGEMENT 2021 AGREEMENT: Ms. Pollick stated that this will be on the next meeting agenda giving the Supervisors time to review it. The Ephrata Rec Center was notified concerning their safety program and incident reports; response is pending.

NEW BUSINESS FOR DISCUSSION:

STRATEGIC PLANNING FOR TOWNSHIP FIRE COMPANIES: Secretary Mitchell and Ms. Pollick highlighted and the following motion was made.

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MOTION: Chairman Fry made a motion, seconded by Vice Chairman Carrasco, to authorize the Township Manager to establish communications with Jerry Ozog, Executive Director of the Pennsylvania Fire and Emergency Services Institute. Chairman Fry asked if there were any comments or questions; there were some questions received. Chairman Fry asked if there were any other comments or questions; there were none, motion carried (3/0).

DECEMBER 17TH BOARD OF SUPERVISORS MEETING: The Supervisors discussed, and came to the determination that the Thursday, December 17, 2020 Board of Supervisors Meeting should be held via Zoom. It was noted by Mr. Chad Weaver, Stevens Fire Co. Chief, that their facilities would allow for social distancing and they are willing to open up the Stevens Fire Hall for the overflow of residents and anyone that does not have the means of virtual meetings. This is to be noted on the Township website. Public meeting packet documents to be prepared and e-mailed to Mr. Weaver for the resident's review prior to the December 17th meeting. Mr. Stover stated that Smokestown Fire Co. would also be available for meetings if needed. Questions and comments received. Lengthy discussions continued.

MOTION: Secretary Mitchell made a motion, seconded by Chairman Fry, to hold the Thursday, December 17, 2020 7:00p.m. Board of Supervisors Meeting via Zoom, and at that time re-evaluate the January 2021 meeting, and to further place all meeting details on the Township website. Chairman Fry asked if there were any other comments or questions; there were none, motion carried (3/0).

MANAGERS REPORT: Ms. Pollick noted that the Managers Report will be given at the next Meeting.

PUBLIC COMMENT (NON-AGENDA ITEMS): Questions were asked. Lengthy discussions, comments, and questions continued; which were answered.

ANNOUNCEMENT: As previously discussed the next Board of Supervisors Meeting scheduled for Thursday, December 17, 2020 at 7:00 p.m. will be held via Zoom and will also be hosted at the Stevens Fire Company for overflow; and at that time the Supervisors will then decide if the January 2021 meeting(s) will be held via zoom or held publicly at a Fire Company.

EXECUTIVE SESSION: Nothing to report.

ADJOURN:

MOTION: There being no further business to come before the Board, Secretary Mitchell made a motion seconded by Vice Chairman Carrasco to adjourn the meeting at 8:08 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 12-03-2020, Part 1 of 1](#)