

# EAST COCALICO TOWNSHIP BOARD OF SUPERVISORS MEETING

## AGENDA

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

**THURSDAY, FEBRUARY 4, 2021 AT 9:00 A.M.**

**This meeting is held via Zoom**

- 1) **CALL TO ORDER - PLEDGE OF ALLEGIANCE**
- 2) **PROMOTIONS:**  
**STEVEN SAVAGE:** PROMOTING FROM CORPORAL TO SERGEANT, EFFECTIVE FEB. 4, 2021  
**JOSHUA SOLA:** PROMOTING FROM CORPORAL TO SERGEANT, EFFECTIVE FEB. 4, 2021
- 3) **ANNOUNCEMENT OF EXECUTIVE SESSIONS HELD:**
- 4) **PAST MEETING MINUTES APPROVAL:**
  - a) **THURSDAY, JANUARY 21, 2021 BOARD OF SUPERVISOR MEETING**
- 5) **ACTION ITEMS:**
  - a) **LAND PLANNING ENGINEER:**
    - **EARTH, TURF & WOOD – PRELIMINARY/FINAL LAND DEVELOPMENT PLAN AND LOT ADD-ON PLAN: TIME EXTENSION**
    - **196 SWARTZVILLE ROAD SUBDIVISION (GRANDE CONSTRUCTION): SKETCH PLAN AND WAIVER/MODIFICATION REQUEST**
    - **STONEY POINTE PHASE 2 FINAL SUBDIVISION PLAN: FINANCIAL SECURITY REDUCTION**
  - b) **CUSTOM COMPUTER: DOMAIN CONTROLLER UPGRADE**
  - c) **PA FIRE & EMERGENCY SERVICES INSTITUTE: PROPOSAL - JEROME OZOG**
  - d) **REAMSTOWN POOL**
    - **2021 CALENDAR: WITH SWIM MEET DATES**
    - **2021 SWIM TEAM: RENTAL AGREEMENT**
    - **2021 SNACK BAR: RENTAL AGREEMENT**
    - **EPHRATA RECREATION: LIFEGUARD CONTRACT**

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The purpose of the video is to upload the video to the website [www.YouTube.com](http://www.YouTube.com) for public viewing and archival purposes.

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- 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**
- 8) **OLD BUSINESS CONTINUED DISCUSSIONS:**
  - a) **MS4 DISCUSSION:**
    - **STONY RUN STREAMBANK REHABILITATION: PERMIT APPROVAL**
  - b) **ROADS SURVEYS: FOLLOW UP**
- 9) **NEW BUSINESS FOR DISCUSSION:**
  - a) **NORTH REAMSTOWN ROAD AND COLONEL HOWARD BLVD.: STREET LIGHTING**
- 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 MTG.: THURS., FEBRUARY 18<sup>TH</sup> @ 7:00 PM, LOCATION: \_\_\_\_\_**
- 13) **EXECUTIVE SESSION:**
- 14) **ADJOURNMENT**

## **BOARD OF SUPERVISORS MEETING THURSDAY, FEBRUARY 4, 2021**

The advertised meeting of the East Cocalico Township Board of Supervisors Meeting was called to order on Thursday, February 4, 2021 at 9:00 am., held via Zoom (a cloud-based video communications app that allows individuals to set up a virtual video and audio-conferencing). This public “live” Zoom meeting was held virtually 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 Darrick Keppley, Corporal Sola, Corporal Savage, MS4 Technician Ken McCrea, and Recording Secretary Lisa A. Kashner

**Land Planning:** Brent Lied, P.E.

**Transportation:** John Schick

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

**Visitors:\*** Chad Weaver, Ralph Buckles, Mike Knouse, Steve Gergely, Jarod Hynson, Todd Vaughn, Donny Stover, L. Grande, June Kinback, Doug Mackley, and Susie Mackley

\*Only visitors names displayed on the Zoom listing are listed.

**CALL TO ORDER, PLEDGE OF ALLEGIANCE:** Chairman Fry asked everyone in attendance to pledge allegiance to the Flag. • Chairman Fry announced this Thursday, February 4, 2021 Board of Supervisors Meeting was duly advertised in accordance with the second-class Township code in the Lancaster newspaper on February 1, 2021.

**PROMOTIONS:** Chief Keppley highlighted the history of the two Corporals being promoted to Sergeant. The Board of Supervisors congratulated and commended Steven Savage and Joshua Sola for their dedicated service, congratulating them both on their promotions to Sergeant which is effective today, February 4, 2021.

**MOTION:** Chairman Fry made a motion, seconded by Vice Chairman Carrasco, to proudly promote Corporal Steven C. Savage to the position of Sergeant effective today, February 4, 2021. 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 proudly promote Corporal Joshua D. Sola to the position of Sergeant effective today, February 4, 2021. Chairman Fry asked if there were any comments or questions; there were none. Motion carried (3/0).

**EXECUTIVE SESSIONS HELD:** Wednesday, February 3, 2021 to discuss a personnel matter.

**PAST MEETING MINUTES APPROVAL:** Thursday, January 21, 2021 Board of Supervisors Meeting.

**MOTION:** Chairman Fry made a motion, seconded by Secretary Mitchell, to approve the Thursday, January 21, 2021 Board of Supervisor Meeting Minutes as presented. Chairman Fry asked if there were any other comments or questions; there were none. Motion carried (3/0).

## BOARD OF SUPERVISORS MEETING THURSDAY, FEBRUARY 4, 2021

### ACTION ITEMS:

**LAND PLANNING ENGINEER:** Mr. Lied was participating to discuss the following plans.

**EARTH, TURF & WOOD – PRELIMINARY/FINAL LAND DEVELOPMENT PLAN AND LOT ADD-ON PLAN – TIME EXTENSION:** Mr. Gergely of Harbor Engineering and Mr. Hynson, applicant, were participating for this plan with the intent to discuss the methodology for determining the associated Transportation Impact Fee (TIF). Mr. Lied highlighted the general scope of the project and key aspects of plan. Mr. Gergely of Harbor Engineering provided additional background information and noted that they had submitted a written request to discuss a particular item related to the methodology utilized to determine the applicable TIF and their request for approval of a modification to utilize the anticipated employee counts in lieu of the building square footage. Mr. Gergely discussed at length the peak pm trip generation as determination based on the projected employee count, versus the peak trip pm trip generation based on the square footage of the building, and the resulting cost differential. Mr. Schick discussed the typical methodology that has been utilized on past projects to establish the peak pm vehicle trip counts for the TIF calculations, and that it is normally building square footage, noting that they are requesting an exception to the typical Traffic Impact Fee approach based on employees. Ms. Pollick highlighted some feedback provided by the Matt Creme, the Township Solicitor for the Transportation Impact Fee program. Mr. Hyson discussed his concerns with the TIF ordinance calculation based on the building square footage, versus the employee count, especially for his particular situation, since a significant portion of the proposed building square footage will be is to store vehicles and equipment. Lengthy discussions continued regarding various aspects of the TIF program. Various public statements were made and comments and questions were received which were answered and discussed. Mr. Lied noted that since Mr. Hyson has indicated that the preliminary floor plans have now been developed for the building, he recommends that they be shared with the Township, so that the layout and allocation of internal space and uses outlined on the floor plans can be further evaluated with respect to the TIF calculation. Vice Chairman Carrasco proposed to table this item until the next Board of Supervisors meeting. Chairman Fry and Secretary Mitchell acknowledged and agreed to table the TIF discussion to allow time to look into and re-evaluate aspects. Mr. Lied highlighted that a written time extension offer was also submitted by Mr. Gergely, and recommend the Board of Supervisors accept the time extension offer.

**MOTION:** Secretary Mitchell made a motion, seconded by Vice Chairman Carrasco, to accept the time extension offer as submitted by the applicant's consultant, dated January 25, 2021, which will extend the deadline for action on the Earth, Turf & Wood, Inc. – Preliminary/Final Land Development and Lot Add-On Plan until April 15, 2021. Chairman Fry asked if there were any comments or questions; there were none. Motion carried (3/0).

**196 SWARTZVILLE ROAD SUBDIVISION (GRANDE CONSTRUCTION) – SKETCH PLAN AND WAIVER/MODIFICATION REQUEST:** Mr. Vaughn of David Miller/Associates and Kirk Barnett of Grande Land, LP were participating for this plan. Mr. Lied provided background on the site and Grande's purchase of the property. The sketch plan was displayed and Mr. Vaughn highlighted aspects of the proposed roadways and cartways. Mr. Lied explained the current project and Sketch Plan as submitted depicts 120 single family dwellings. Mr. Lied outlined that the current discussions are related to the waiver/modification requests associated with the proposed roadway widths and right-of-way widths, as submitted by DM/A on December 10, 2020. Mr. Lied and Mr. Schick provided feedback relative to the request and other recent Township developments where the roadway widths and right-of-way widths were reduced to widths narrower than this request, as part of the plan approvals (including Stoney Pointe, Heatherwoods and portions of Carriage Hill). Mr. Lied and Mr. Schick also highlighted that the widths proposed are consistent with the current plans for the adjacent Village at East project and the connecting roadway link proposed between the developments. Mr. Vaughn and Mr. Barnett further clarified their waiver/modification request and the reasoning for the 34' cartway width, and 54' right-of-way width requested. The road widths, right-of-way widths and waiver/modification request were discussed in more detail. Questions and comments were received which were answered.

**MOTION:** Chairman Fry made a motion, seconded by Secretary Mitchell, to approve a waiver/modification of §194-25.J.(1) of the East Cocalico Township Subdivision and Land Development Ordinance pertaining to the design widths of the proposed cartways and rights-of-way for the internal roads within the development, and authorize the use of reduced widths of 34' for cartways and 54' for rights-of-way in the locations as generally depicted on the Sketch Plan prepared by DM/A and submitted with the written modification request, dated December 10, 2020, conditioned upon the final design of all roadways being determined acceptable by the Township/Township Transportation Engineer, including aspects such as the alignment (vertical and horizontal), intersection designs, traffic control signage, potential traffic calming measures, parking restrictions, etc. Chairman Fry asked if there were any comments or questions; there were none. Motion carried (3/0).

**BOARD OF SUPERVISORS MEETING**  
**THURSDAY, FEBRUARY 4, 2021**  
**(CONTINUED)**

**ACTION ITEMS:      LAND PLANNING ENGINEER:**

**STONEY POINTE PHASE 2 FINAL SUBDIVISION PLAN – FINANCIAL SECURITY REDUCTION:** No one was participating for this plan. Mr. Lied provided background on the current status of the project and on-going closeout and future pending dedication of open space to the Township.

**MOTION:** Vice Chairman Carrasco made a motion, seconded by Secretary Mitchell, to authorize a \$47,423.15 reduction in the current financial security being held by the Township for the Stoney Pointe Phase 2 Final Subdivision Plan, resulting in the remaining financial security to be held by the Township being reduced to \$21,176.85, based on Landmark's written acknowledged that the remaining security is also to be used to secure the proper completion of all outstanding items associated with the development as identified by Becker during the As-Built Plan review. Chairman Fry asked if there were any comments or questions; there were none. Motion carried (3/0).

The next item for discussion was moved up on the Agenda to accommodate an appointment.

**ROADS SURVEYS / ROADWAY ANALYSIS:** Mr. Knouse of Rettew and Associates discussed the Rettew proposal for the Township's analytical roadway analysis: where the Township roads stand today and to assist the Township in future budgeting. The Township roads to be evaluated is 59.85 miles. Mr. Knouse discussed, highlighting that the traditional way of analysis is labor intensive. Discussed in detail was the proposal in which to partner with RoadBotics to collect the data electronically on all Township road miles, which ultimately a 5-year roadway plan can be captured. The total proposed fee is \$33,500.00. Mr. Knouse continued with discussions. Questions and comments were received which were answered. The Supervisors discussed and agreed to table until the next Board of Supervisors Meeting.

**CUSTOM COMPUTER – DOMAIN CONTROLLER UPGRADE:** Ms. Pollick highlighted the Custom Computer domain controller upgrade/file server. The following motion was made.

**MOTION:** Vice Chairman Carrasco made a motion, seconded by Chairman Fry, to accept the proposal submitted by Custom Computer, in the amount of \$2,933.85 for the purpose of updating the Township's domain controller and migration of all programs and files accordingly. Chairman Fry asked if there were any comments or questions; there were none. Motion carried (3/0).

**PA FIRE & EMERGENCY SERVICES INSTITUTE – PROPOSAL, JEROME OZOG:** Ms. Pollick highlighted the proposal. Lengthy discussions were held. The Supervisors discussed and agreed to table until the next Board of Supervisors Meeting. Ms. Pollick to reach out to Mr. Ozog to be certain the proposal accommodates the eight Fire Companies and EMS and not just the three companies located within the Township.

**REAMSTOWN POOL - 2021 CALENDAR WITH SWIM MEET DATES:** Vice Chairman Carrasco stated he received a call from Tara Griest (Swim Team President) requesting that the Swim Team Rental Agreement and Ephrata Recreation Center – Life Guard Agreement be tabled until the Swim Team Board can attend the next Board of Supervisors Meeting to discuss the contract/agreement. The Supervisors agreed to table the 2021 Swim Team Rental Agreement until the next meeting. Discussions were held. Chairman Fry noted that the COVID-19 pandemic can alter the 2021 Reamstown Pool Calendar as presented.

**MOTION:** Vice Chairman Carrasco made a motion, seconded by Chairman Fry, to accept the 2021 pool schedule calendar as presented pending no limitations from the PA Department of Health and CDC guidelines in reference to COVID-19. Chairman Fry asked if there were any comments or questions; there were none. Motion carried (3/0).

**2021 SWIM TEAM – RENTAL AGREEMENT:** Tabled until the next Board of Supervisors Meeting.

**2021 SNACK BAR – RENTAL AGREEMENT:** Ms. Pollick highlighted; no changes from last years' agreement.

**MOTION:** Chairman Fry made a motion, seconded by Secretary Mitchell, to authorize the signing of the 2021 East Cocalico Township Reamstown Community Pool Snack Bar Operating Agreement with Kim Porter as presented. Chairman Fry asked if there were any comments or questions; there were none. Motion carried (3/0).

# BOARD OF SUPERVISORS MEETING

## THURSDAY, FEBRUARY 4, 2021

### **ACTION ITEMS:**

*(CONTINUED)*

**EPHRATA RECREATION – LIFEGUARD CONTRACT:** Ms. Pollick highlighted the agreement: services provided is \$710.00 per diem, if the pool is open 4 hours or less the fee is \$410 per diem for services performed. The summary of incidences was received and reviewed. Questions and comments were received which were answered.

**MOTION:** Chairman Fry made a motion, seconded by Secretary Mitchell to sign and execute the Ephrata Recreation Center Service Agreement to act as the 2021 service provider for East Cocalico Township's Reamstown Community Pool. Chairman Fry asked if there were any comments or questions; there were none. Vice Chairman Carrasco opposed. Motion carried (2/1).

### **DEPARTMENT REPORTS:**

**POLICE DEPARTMENT REPORT:** Chief Keppley highlighted the new hires, noting that testing for the new Officers has started, and asks for two motions for these Officers in order to keep things moving in hiring process. The following motions are conditional offers under the understanding that all previously discussed conditions are met. The start date is hoped for the week of February 22<sup>nd</sup> pending the status of all tests.

**MOTION:** Vice Chairman Carrasco made a motion, seconded by Chairman Fry, to approve a conditional offer of employment as a Level 1 Police Officer to Jose Gonzalez of Wyomissing, PA. 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 as a Level 1 Police Officer to Robert Focht of Lancaster, PA. Chairman Fry asked if there were any comments or questions; there were none. Motion carried (3/0).

**ZONING OFFICERS REPORT:** The Zoning Officers Report highlighted at the next Board of Supervisors Meeting.

**ROAD MASTER REPORT:** The Road Masters Report highlighted at the next Board of Supervisors Meeting.

**TREASURER'S REPORT:** The Financial Administrators Report highlighted at the next Board of Supervisors Meeting.

**LIST OF BILLS:** Secretary Mitchell highlighted.

**MOTION:** Secretary Mitchell made a motion, seconded by Chairman Fry, to approve the list of bills as presented (starting date 12/31/2020 – ending date 01/18/2021) in the amount of \$186,548.78: (1) General Fund \$171,113.78, (2) Hydrant Fund \$15,435.00. 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:**

**STONY RUN STREAMBANK REHABILITATION – PERMIT APROVAL:** Mr. McCrea discussed, noting that this was applied for and received word that the permitting has been approved. Mr. McCrea stated that he has been working with TeamAg in reference to the pollution reduction strategy. Secretary Mitchell highlighted and discussed the documentation gathered on the farmlands that has been done to gain MS4 credits. The challenge is finding the farmland within the urbanized area, stating that Cocalico water shed is just over 100 acres. Discussions continued, stating that more is to come.

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

**NORTH REAMSTOWN ROAD & COLONEL HOWARD BLVD. – STREET LIGHTING:** Per the last Board of Supervisors Meeting, Chairman Fry indicated that the North Reamstown Road and Colonel Howard Blvd. area is very dark, and suggested that Vice Chairman Carrasco and Secretary Mitchell look at the area. Vice Chairman Carrasco and Secretary Mitchell stated that they drove the area one evening and agreed with Chairman Fry.

**MOTION:** Chairman Fry made a motion, seconded by Secretary Mitchell, to contact PP&L about placing a street light at the North Reamstown Road & Colonel Howard Boulevard location. Chairman Fry asked if there were any comments or questions; there were none. Motion carried (3/0).

## **BOARD OF SUPERVISORS MEETING THURSDAY, FEBRUARY 4, 2021**

**MANAGERS REPORT:** Nothing reported.

**PUBLIC COMMENT (NON-AGENDA ITEMS):** Mr. Buckles had questions concerning a Right-To-Know Request that he submitted. Ms. Pollick answered. Mr. Buckles questioned violations of the first Amendment Rights over the last year, he noted specific items and asked if these items could be discussed at the next Board of Supervisors Meeting. Mr. Mackley discussed items from the last meeting concerning the Lancaster County EDC stating that the Township is a member of EDC. Mr. Mackley questioned how many Executive Meetings were held face-to-face. Questions were answered. Discussions have continued in reference to Executive Sessions held in person last year while COVID was in place. Mr. Mackley noted that he would like to know at the next Board of Supervisors meeting how many face-to-face Executive sessions were held at the Township building in 2020. Questioned that public meetings are being held via Zoom but Executive Sessions are held in-person. Lengthy discussions continued. Questions and comments were asked, which were answered noting that meetings are held via Zoom to help in protecting the residents and staff. The solicitation signs were discussed. Ms. Pollick noted that the proof was just received. Discussions continued.

**ANNOUNCEMENT:** Lengthy discussions were held concerning the next Board of Supervisors Meeting if the meeting should be held via Zoom or in person, and discussed Township staff working remotely. After lengthy discussions, Ms. Pollick noted that starting this coming Monday, she will be at the Township building Monday-Friday 8am-4:30pm, and the Supervisors noted the February 18, 2021 Board of Supervisors meeting will be held at the Stevens Fire Company for the public to attend with social distancing in place, as well as the opportunity to view via Zoom.

**MOTION:** Vice Chairman Carrasco made a motion, seconded by Chairman Fry, to be hold the February 18, 2021 Board of Supervisors Meeting as an in-person public meeting held at the Stevens Fire Company at 7:00 p.m. with the ability to allow anyone who does not want to be in-person to have the ability to log-in via Zoom. Chairman Fry asked if there were any comments or questions; there were none. Secretary Mitchell opposed. Motion carried (2/1).

**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 12:02 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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**[THURSDAY, FEBRUARY 4, 2021 BOARD OF SUPERVISORS MEETING \(PART 1 OF 1\)](#)**