

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

The advertised meeting of the East Cocalico Township Board of Supervisors Meeting was called to order on Thursday, March 4, 2021 at 7:00 p.m., 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, MS4 Technician Ken McCrea, Road Master Bret Hoffert, and Recording Secretary Lisa A. Kashner

**Land Planning:** Brent Lied

**Solicitor:** Joe Kenneff

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

**Visitors:\*** Doug and Suzie Mackley, Joyce Gerhart, June Kinback, Randy Groff, Brian Wise, Tara Erking, Eddy McAlanis, Wilmers iPad, Don, Steve Brubaker, C, Matthew Arment, Kurt Good, Randi, Chris Wise, Ralph Buckles, Daniel Wieder, Kendall Wanner, Seeran Mizii, Tom, Sue, Chance Firestone, Alexandria Craig, Jeff Garner, Todd Shoaf, Chad Weaver, and Mr. Groff

\*Only the visitors names as 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 that this Board of Supervisors Meeting was duly advertised in accordance with the second-class Township code in the Lancaster newspaper on March 1, 2021.

**EXECUTIVE SESSIONS HELD:** None held.

### **PAST MEETING MINUTES APPROVAL:**

**MOTION:** Chairman Fry made a motion, seconded by Secretary Mitchell, to approve the Thursday, February 18, 2021 Board of Supervisor Meeting Minutes as amended. Chairman Fry asked if there were any other comments or questions. There were no comments or questions. Motion carried (3/0).

### **ACTION ITEMS:**

**LAND PLANNING ENGINEER:** Mr. Lied participated to discuss the following projects.

**MT. ZION BAPTIST CHURCH – FINAL LAND DEVELOPMENT PLAN:** No applicants were present for this plan. Mr. Lied highlighted.

**MOTION:** Vice Chairman Carrasco made a motion, seconded by Secretary Mitchell, to accept the written time extension offer as submitted by the applicant’s consultant, dated February 26, 2021, which will extend the deadline for action on the Mt. Zion Baptist Church – Final Land Development Plan until June 13, 2021. Chairman Fry asked if there were any other comments or questions. There were no comments or questions. Motion carried (3/0).

**WASBASH LANDING PH. 2 – FINAL PLAN SUBDIVISION & LAND DEVELOPMENT PLAN:** No applicants were present for this plan. Mr. Lied highlighted.

**MOTION:** Vice Chairman Carrasco made a motion, seconded by Secretary Mitchell, to accept the written time extension offer as submitted by the applicant’s consultant, dated February 22, 2021, which will extend the deadline for action on the Wabash Landing Phase 2 – Final Plan Subdivision and Land Development Plan until May 21, 2021. Chairman Fry asked if there were any other comments or questions. There were no comments or questions. Motion carried (3/0).

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**ACTION ITEMS:**

***(CONTINUED)***

**LAND PLANNING ENGINEER:**

**EARTH, TURF & WOOD, INC. – PRELIMINARY/FINAL LAND DEVELOPMENT & LOT ADD-ON PLAN:**

No applicants were present for this plan. Mr. Lied highlighted the applicant's consultant contacted the Township and requested to discuss the Transportation Impact Fee associated with the project at an upcoming Board of Supervisors Meeting, to discuss the trip counts for the future facility based on projected employee counts. No motion needed.

The Supervisor agreed to moved ahead to the Heatherwoods subdivision plan since consultants are in attendance.

**HEATHERWOODS – LOT ANNEXATION PLAN FOR LOTS 26 & 27:** Joyce Gerhart was in attendance for this plan. Mr. Lied highlighted the plan.

**MOTION:** Chairman Fry made a motion, seconded by Secretary Mitchell, to grant conditional approval of the Lot Annexation Plan for Heatherwoods Lots 26 & 27, conditioned upon the applicant addressing all items outlined in the Becker Engineering review Letter dated February 10, 2021, to the satisfaction of the Township, Township Solicitor, and Township Engineer. Chairman Fry asked if there were any other comments or questions. There were no comments or questions. Motion carried (3/0).

**MOTION:** Vice Chairman Carrasco made a motion, seconded by Chairman Fry, to authorize the Board of Supervisors to sign the Lot Annexation Plan for Heatherwoods Lots 26 & 27, upon the applicant addressing all conditions of approval and submitting signed and sealed plans to the satisfaction of the Township and Township Engineer. Chairman Fry asked if there were any other comments or questions. There were no comments or questions. Motion carried (3/0).

**FOUR SEASONS PRODUCE – PRELIMINARY/FINAL LAND DEVELOPMENT PLAN:** Todd Shoaf and Randy Groff were in attendance for this plan. The plan was displayed on the screen. Mr. Lied highlighted the plan, and Mr. Shoaf and Mr. Groff continued with highlighting the plan. The follow motions were read, comments and questions were received which were answered.

**MOTION:** Vice Chairman Carrasco made a motion, seconded by Chairman Fry, to approve waiver/modification of §194-9 of the East Cocalico Township Subdivision and Land Development Ordinance related to Preliminary Plan processing, to authorize the plan to be submitted and reviewed as a combined plan meeting the requirements of both Preliminary and Final Plan. Chairman Fry asked if there were any other comments or questions. There were no comments or questions. Motion carried (3/0).

**MOTION:** Vice Chairman Carrasco made a motion, seconded by Chairman Fry, to approve waiver/modification of §194-14.C.(4) of the East Cocalico Township Subdivision and Land Development Ordinance related to depicting existing physical features, to authorize the applicant to provide LIDAR topography and GIS information 100' beyond the property boundary, as currently depicted on the current plans. Chairman Fry asked if there were any other comments or questions. There were no comments or questions. Motion carried (3/0).

**MOTION:** Vice Chairman Carrasco made a motion, seconded by Chairman Fry, to approve waiver/modification of §194-30.R.(1) of the East Cocalico Township Subdivision and Land Development Ordinance related to drive through capability for oversized parking spaces, to authorize back-in type spaces as depicted on the current plans as submitted. Chairman Fry asked if there were any other comments or questions. There were no comments or questions. Motion carried (3/0).

**MOTION:** Vice Chairman Carrasco made a motion, seconded by Chairman Fry, to approve waiver/modification of §194-30.R.(3) of the East Cocalico Township Subdivision and Land Development Ordinance related to oversized parking space on-site signage, to authorize the use of numbered stalls and the usage and guidance of on-site security and check-in personnel at the guard house. Chairman Fry asked if there were any other comments or questions. There were no comments or questions. Motion carried (3/0).

**MOTION:** Vice Chairman Carrasco made a motion, seconded by Chairman Fry, to approve waiver/modification of §194-41.C. of the East Cocalico Township Subdivision and Land Development Ordinance related to street trees, to authorize street trees not to be provided along North Reading Road (Route 272) and continue to utilize existing vegetation along Wabash Road. Chairman Fry asked if there were any other comments or questions. There were no comments or questions. Motion carried (3/0).

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**ACTION ITEMS:**

***(CONTINUED)***

**LAND PLANNING ENGINEER:**

**FOUR SEASONS PRODUCE**

**MOTION:** Vice Chairman Carrasco made a motion, seconded by Chairman Fry, to approve waiver/modification of §194-41.D.(2) of the East Cocalico Township Subdivision and Land Development Ordinance related to the distribution of landscaping material associated with the buffer yard area, to allow the counting of existing and proposed landscaping material as required, but to have the vegetation located outside the 20' landscape strip. Chairman Fry asked if there were any other comments or questions. There were no comments or questions. Motion carried (3/0).

**MOTION:** Vice Chairman Carrasco made a motion, seconded by Chairman Fry, to approve waiver/modification of §194-14.E.(4)(o)[4] of the East Cocalico Township Subdivision and Land Development Ordinance related to requirements to maintain the current level of service at intersections with a rating of C or lower, as it relates to the northbound approach of Wabash Road at South Line Road, based on the limited increased delay identified. Chairman Fry asked if there were any other comments or questions. There were no comments or questions. Motion carried (3/0).

**MOTION:** Vice Chairman Carrasco made a motion, seconded by Chairman Fry, to approve waiver/modification of §194-33.1 of the East Cocalico Township Subdivision and Land Development Ordinance related to the requirements related to the vertical depth of concrete curb, to authorize the use of standard PennDOT 18" deep vertical curb for the proposed internal site curbing. Chairman Fry asked if there were any other comments or questions. There were no comments or questions. Motion carried (3/0).

**MOTION:** Vice Chairman Carrasco made a motion, seconded by Chairman Fry, to approve waiver/modification of §194-37 of the East Cocalico Township Subdivision and Land Development Ordinance related to the requirements for installation of concrete monuments along the public road right-of-way, to authorize the reduction in required monuments to limit direct conflict with existing sidewalk, ramps and similar site features and permit alternate markings in those locations. Chairman Fry asked if there were any other comments or questions. There were no comments or questions. Motion carried (3/0).

**MOTION:** Vice Chairman Carrasco made a motion, seconded by Chairman Fry, to approve waiver/modification of §185-14.C.(6) of the East Cocalico Township Stormwater Management and Earth Disturbance Ordinance related to basin embankment soil structure and characteristics to allow the continued utilization of the existing basin embankment, in lieu of reconstruction, conditioned upon the applicant's engineer or geotechnical consultant providing a letter of support. Chairman Fry asked if there were any other comments or questions. There were no comments or questions. Motion carried (3/0).

**MOTION:** Vice Chairman Carrasco made a motion, seconded by Chairman Fry, to approve waiver/modification of §185-24.D. of the East Cocalico Township Stormwater Management and Earth Disturbance Ordinance related to basin dewatering time, to allow the basin dewatering time to exceed 24 hours for rate control storage, conditioned upon the applicant obtaining applicable NPDES permit approval, and addressing the stormwater comments as outlined in the Becker Engineering review letter dated February 22, 2021 to the satisfaction of the Township/Township Engineer. Chairman Fry asked if there were any other comments or questions. There were no comments or questions. Motion carried (3/0).

**MOTION:** Vice Chairman Carrasco made a motion, seconded by Chairman Fry, to approve waiver/modification of §185-28.A.(8) of the East Cocalico Township Stormwater Management and Earth Disturbance Ordinance related to basin fencing for basins with side slopes greater than 5:1 and depths exceeding 5', to allow the modified basin to remain unfenced. Chairman Fry asked if there were any other comments or questions. There were no comments or questions. Motion carried (3/0).

**MOTION:** Vice Chairman Carrasco made a motion, seconded by Chairman Fry, to approve waiver/modification of §185-33.A. of the East Cocalico Township Stormwater Management and Earth Disturbance Ordinance related to drainage easements for stormwater piping, to authorize the easements to be omitted within two limited areas where the pipe is proposed to be located under certain portions of the new building. Chairman Fry asked if there were any other comments or questions. There were no comments or questions. Motion carried (3/0).

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**ACTION ITEMS:**

***(CONTINUED)***

**LAND PLANNING ENGINEER:**

**TWIN PINE STORMWATER MANAGEMENT PLAN:** No applicants were present for this plan. Mr. Lied highlighted.

**MOTION:** Chairman Fry made a motion, seconded by Vice Chairman Carrasco, to authorize the release of the remaining financial security in the amount of \$2,000 for the Twin Pine Stormwater Management plan. Chairman Fry asked if there were any other comments or questions. There were no comments or questions. Motion carried (3/0).

**FUEL SHARING AGREEMENT (2021-2022):** Ms. Pollick highlighted. Solicitor Goodman reviewed the agreement and determined that it is satisfactory.

**MOTION:** Chairman Fry made a motion, seconded by Secretary Mitchell, to enter into and sign the 2021/2022 Fuel Agreement with the Cocalico School District. Chairman Fry asked if there were any other comments or questions. There were no comments or questions. Motion carried (3/0).

**2021 ROADWAY PROJECTS – AUTHORIZATION TO ADVERTISE:** Ms. Pollick highlighted the contracts noting that the correct specs are within the bids. Mr. Hoffert discussed in further detail the analysis of the proposed road projects. It was noted the contract packet was reviewed by the Water and Sewer Authority.

Contract #1: Paving of Rose Hill and Muddy Creek Road

Contract #2: Seal coating of Steffy Road, Napierville Road, and Frysville Road

Time table: Projects are start May 3, 2021; with completion of the projects by August 31, 2021.

**MOTION:** Chairman Fry made a motion, seconded by Secretary Mitchell, to accept the 2021 East Cocalico Township Road Projects schedule as presented by Rettew & Associates and proceed with the necessary advertisements of both the paving and bituminous seal coating contracts. Chairman Fry asked if there were any other comments or questions. Some questions asked, which were answered. No other comments or questions asked. Motion carried (3/0).

Vice Chairman Carrasco suggested that the road project maps be placed on the Township website under the “news” tab. The Supervisors agreed.

**DEPARTMENT REPORTS:**

**POLICE DEPARTMENT REPORT:** Chief Keppley highlighted his report. • Chief Keppley requests consideration to remove Logan High from probationary status now that one year of service is complete.

**MOTION:** Chairman Fry made a motion, seconded by Secretary Mitchell, to remove Logan High from probational Officer status to the regular Officer status due to his completing a satisfactory year. Chairman Fry asked if there were any comments or questions; there were none. Motion carried (3/0).

**ZONING OFFICERS REPORT:** Mr. Luongo noted the Zoning Officers Report will be at the next Supervisors Meeting.

**ROAD MASTER REPORT:** Mr. Hoffert noted the Road Masters Report will be at the next Supervisors Meeting.

**MS4 STORMWATER REPORT:** Mr. McCrea highlighted his report, discussed the Stoney Run Stream project next to the Township building. The Reamstown Heights subdivision will be looked at in reference to the old stormwater pipes and the condition they are in. Livestake nursery will have some UGI volunteers to help with this project. Mr. McCrea is also working on documents on the bidding for farmers to put some of their land into the program of MS4 sediment project reduction. The letters are currently in review. A booklet will be sent the farmers in the Township. Discussions continued. Questions and comments were asked, which were answered.

**FINANCIAL ADMINISTRATOR REPORT:** Ms. Pollick noted that the Financial Report will be at the next Supervisors Meeting.

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### **TREASURER'S REPORT:**

**LIST OF BILLS:** Secretary Mitchell highlighted the List of Bills: Starting date 02/12/2021 – Ending date 03/01/2021.

**MOTION:** Secretary Mitchell made a motion, seconded by Chairman Fry, to approve the list of bills as presented in the amount of \$188,050.42: (1) General Fund \$174,231.44, (2) Street Light Fund \$13,818.98. Chairman Fry asked if there were any comments or questions; there were none. Motion carried (3/0).

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

**PA FIRE & EMERGENCY SERVICES INSTITUTE – PROPOSAL, JERRY OZOG:** Ms. Pollick noted that more information is to come. The Supervisors agreed to table this item to keep it on the agenda.

**NORTH REAMSTOWN ROAD & COLONEL HOWARD BLVD. – STREET LIGHTING:** Ms. Pollick stated that PP&L is looking into and that it may take another 2-3 weeks. The Supervisors agreed to keep on the agenda.

**DENVER BOROUGH REGIONAL MAP MEETING – FOLLOW UP DISCUSSIONS:** Chairman Fry discussed noting that Denver Borough would like to go to the County for a rail trail study. Chairman Fry suggested writing a letter to Denver Borough in approval of the rail trail. The Supervisors agreed. Comments and questions were received, which were answered.

**RECREATION BOARD - REAMSTOWN PARK BIKE / SKATE / SCOOTER PARK:** Ms. Erkinger discussed the recommended location of the bike / skate / scooter park. The park location was displayed on the screen. Three telephone quotes were received. It was noted that Mr. Goodman stated it's acceptable to receive the lowest telephone quote which was Arment Concrete Skate Park. Mr. Arment discussed. The proposed skate park was displayed on the screen. Discussions continued. Discussions were held concerning stormwater. It was noted to continue the stormwater discussions at an upcoming Board of Supervisors Meeting when Mr. Lied is present for comment and to forward the infiltration trench detail plan to Mr. Lied for review awhile. Comments and questions received which were answered.

**REAMSTOWN POOL COMMITTEE – LIST OF GOALS/ACTIONS FOR 2021:** Mr. McAlanis discussed the pool committee and how it needs to be structured and/or set up; a list of ideas/desires from the Recreation Board. Discussions continued. The Supervisors discussed to formulate some ideas/goals and bring before Mr. McAlanis at a future Board of Supervisors Meeting. It was noted to gather four years of financials for Mr. McAlanis review. It was also noted to place on the March 9<sup>th</sup> Recreation Board Meeting what the Recreation Board would like to see out from the Reamstown Pool area as well.

**NEW BUSINESS FOR DISCUSSION:** Nothing to report.

**MANAGERS REPORT:** Ms. Pollick highlighted her report (1) The Township has been assigned Care Act money to help assist in COVID, heard back from the County today the amount of \$134,632.00 has been approved, (2) PSATS has cancelled the annual Spring conference, (3) Recreation Board discussions on the pool committee, (4) mowing proposals being worked on, (5) attended meetings noted, (6) followed up on e-mails, and (7) responded to Mr. Buckles question at the previous Board of Supervisors Meeting.

**PUBLIC COMMENT (NON-AGENDA ITEMS):** The following questions/comments were received which were answered and discussed: (1) Tax Collector office hours, (2) grants completed by the Township Manager, (3) Personnel policy/Human Resource book, (4) the presence of the Township Solicitor Kenneff at a Board of Supervisor Meeting, (5) maintenance along Colonel Howard Boulevard, (6) previous meeting discussion on runoff/sediment concerns and that a silk sock was installed at the Cherry Place Property (Hollinger), (7) work on the State bridge on Steven Road, (8) computer licenses bought for staff working remotely, (9) a 11/1/2018 strategic plan document was presented, and to place these working documents on the Township website, and (10) Township Manager spending limit.

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**ANNOUNCEMENT:** The Cocalico Leaders Meeting will be held at 7:00 p.m. on Tuesday, March 23, 2021 at the Denver Recreation Center. ▪ The Supervisors were in agreement to still hold the Thursday, March 18, 2021 7:00 p.m. Supervisors Meeting via Zoom (previously advertised). Meeting details to be placed on the Township's website. ▪ Chairman Fry read his letter of resignation, stating the last day of his elected/appointed position to be Wednesday, March 31, 2021.

**MOTION:** Secretary Mitchell made a motion, seconded by Vice Chairman Carrasco, to accept with regrets the resignation of Supervisor Chairman Alan Fry with his last day being Wednesday, March 31, 2021. Chairman Fry asked if there were any comments or questions; there were none. Motion carried (3/0).

**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 9:24 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, MARCH 4, 2021 BOARD OF SUPERVISORS MEETING \(PART 1 OF 1\)](#)**