

EAST COCALICO TOWNSHIP BOARD OF SUPERVISORS MEETING AGENDA

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

THURSDAY, APRIL 1, 2021 AT 9:00 A.M.

Held at East Cocalico Township, 100 Hill Road, Denver, PA 17517

- 1) **CALL TO ORDER - PLEDGE OF ALLEGIANCE**
- 2) **ANNOUNCEMENT OF EXECUTIVE SESSIONS HELD:**
- 3) **PAST MEETING MINUTES APPROVAL:**
 - a) **THURSDAY, MARCH 18, 2021 BOARD OF SUPERVISOR MEETING**
- 4) **ACTION ITEMS:**
 - a) **LAND PLANNING ENGINEER:**
 - **EARTH, TURF, & WOOD, INC.: TIME EXTENSION**
 - **FOUR SEASONS PRODUCE: RESUBMISSION #1**
 - b) **2021 ROADWAY PROJECTS BIDS: CONSIDERATION TO AWARD**
 - c) **2021-2023 LAWN MOWING - VANTAGE PROPERTY SOLUTIONS LLC: QUOTE CONSIDERATION - MOWING AT TOWNSHIP BUILDING, REAMSTOWN PARK, OLD HOMESTEAD PARK, AND STONEY POINTE BASINS**
 - d) **2021-2023 LAWN MOWING - STOKES LAWNCARE & LANDSCAPING: QUOTE CONSIDERATION - MOWING INSIDE THE FENCE AT REAMSTOWN POOL ONLY**
 - e) **2021 LAWN CARE - TRUGREEN: QUOTE CONSIDERATION - LAWN CARE WEED CONTROL AT TOWNSHIP BUILDING, OLD HOMESTEAD, REAMSTOWN POOL, STONEY POINTE PARK, MEDIAN STRIPS AT COLONEL HOWARD BLVD. AND MUDDY CREEK CHURCH ROAD**
 - f) **REAMSTOWN COMMUNITY POOL: CONSIDERATION TO KEEP THE 2021 POOL RATES THE SAME AS 2020 RATES AND CONTINUE WITH THE “SHARED” PASS WITH THE DENVER POOL**

5) **DEPARTMENT REPORTS:**

- a) **POLICE DEPARTMENT REPORT**
- b) **ZONING OFFICER REPORT**
- c) **ROAD DEPARTMENT REPORT:** *Presented at the second meeting of the month*
- d) **MS4 STORMWATER REPORT:**
 - **COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG):** PUBLIC DISCUSSION OF REAMSTOWN HEIGHTS STORMWATER PIPE LINING PROJECT
- e) **FINANCIAL ADMINISTRATOR REPORT:** *Presented at the second meeting of the month*

6) **TREASURERS REPORT:**

- a) **LIST OF BILLS:** AUTHORIZE LIST OF BILLS FOR PAYMENT

7) **OLD BUSINESS CONTINUED DISCUSSIONS:**

- a) **PA FIRE & EMERGENCY SERVICES INSTITUTE:** PROPOSAL - JEROME OZOG - *table*
- b) **NORTH REAMSTOWN ROAD & COLONEL HOWARD BLVD.:** STREET LIGHTING - *table*
- c) **RECREATION BOARD:**
 - BEYOND YOUR ORDINARY (BYO) PLAYGROUND
 - BASKETBALL COURT QUOTES
 - SKATEPARK: ARMENT CONCRETE - WATER RUN OFF DISCUSSION

8) **NEW BUSINESS / INFORMATIONAL:**

- a) **REAMSTOWN FIRE CO.:** CONSIDERATION FOR TOLL ROAD FUNDRAISER
- b) **CORRUGATED CARDBOARD:** DUMPSTER STATS

9) **MANAGERS REPORT:**

10) **PUBLIC COMMENT:**

- a) **PUBLIC COMMENT:** NON-AGENDA ITEMS ONLY (SIGN IN BEFORE MAKING PUBLIC COMMENT, STATE NAME AND STREET ADDRESS IN EAST COCALICO TWP.)

11) **ANNOUNCEMENTS:**

- a) **NEXT SUPERVISORS MTG.:** THURS, APRIL 15TH @ 7:00 PM, PUBLIC MEETING HELD AT EAST COCALICO TOWNSHIP MUNICIPAL BUILDING *AND* VIA ZOOM LOG-IN CAPABILITY

12) **EXECUTIVE SESSION:**

13) **ADJOURNMENT**

BOARD OF SUPERVISORS MEETING THURSDAY, APRIL 1, 2021

The advertised meeting of the East Cocalico Township Board of Supervisors Meeting was called to order on Thursday, April 1, 2021 at 9:00 a.m., held in-person by following all current CDC guidelines, (social distancing and wearing a mask) and held via Zoom (a cloud-based video communications app that allows individuals to set up a virtual video and audio-conferencing). This meeting was held safely in order to ensure public safety during the COVID pandemic.

ATTENDANCE:

Supervisors: Vice Chairman Romao “RC” Carrasco, and Secretary Jeffrey W. Mitchell

Employees: Assistant Manager/Zoning Officer Tony Luongo, Police Chief Darrick Keppley, Financial Administrator Judi Lumis, MS4 Technician Ken McCrea, and Recording Secretary Lisa A. Kashner

Land Planning: Brent Lied

Transp. Eng.: Mike Knouse

Visitors in Person: Larry Alexander of the Ephrata Review, Kathleen O’Connell, Chad Weaver, Donny Stover, Suzie Mackley, Doug Mackley, Seeran Mizii, Annmarie Eckert, Don Miller, Lorenzo Bonvea, Chance Firestone, Gail, Eli Scenz, Ronald B. Ford, and Edward McAlanis

Visitors via Zoom:* Ralph Buckles, Stephen, Rob Jones, Dan Wider, Smith H., Sue, Junes iPhone, J, J, Monica, East Cocalico PD, Tara E., A man, Detailers, Eddy, and Eric Detwiler

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

CALL TO ORDER, PLEDGE OF ALLEGIANCE: Vice Chairman Carrasco asked everyone in attendance to pledge allegiance to the Flag. • Vice Chairman Carrasco announced that this Board of Supervisors Meeting was duly advertised in accordance with the second-class Township code in the Lancaster newspaper on December 23, 2020, and thanked the Community for their attendance this morning. • Mr. McCrea explained the tedious procedure in setting up Zoom.

EXECUTIVE SESSIONS HELD: March 20, 2021 (8am-10:15am) for personnel. • March 22, 2021 (8am-8:30am) staff meeting. • March 22, 2021 (8:30am-9:45am) executive session for personnel. • March 25, 2021 (8am-9am) staff meeting (W2s).

PAST MEETING MINUTES APPROVAL:

MOTION: Secretary Mitchell made a motion, seconded by Vice Chairman Carrasco, to approve the Thursday, March 18, 2021 Board of Supervisor Meeting Minutes. Vice Chairman Carrasco asked if there were any other comments or questions. There were none. Motion carried (2/0).

ACTION ITEMS:

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

EARTH, TURF & WOOD, INC. – PRELIMINARY/FINAL LAND DEVELOPMENT AND LOT ADD-ON PLAN (04-15-2021): The applicant or applicant’s consultants were not present for this plan. Mr. Lied briefly updated the status of the project and related outside agency reviews and highlighted that the Township recently received a written time extension offer letter from the applicant’s consultant dated March 26, 2021. As a result of the receipt of the written time extension offer, the following motion was made.

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 March 26, 2021, which will extend the deadline for action on the Earth, Turf & Wood, Inc. – Preliminary/Final Land Development and Lot Add-On Plan until July 15, 2021. Vice Chairman Carrasco asked if there were any other comments or questions. There were none. Motion carried (2/0).

**BOARD OF SUPERVISORS MEETING
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ACTION ITEMS: **LAND PLANNING ENGINEER:** *(CONTINUED)*

FOUR SEASONS PRODUCE – PRELIMINARY/FINAL LAND DEVELOPMENT PLAN (04-25-2021): The applicant or applicant's consultant were not present for this plan. Mr. Lied highlighted the current status of the project outside agency reviews. Mr. Lied noted that an updated plan submission was recently received and is currently under review by Becker. Mr. Lied noted that based on recent coordination with the applicant's consultant and the Township Solicitor there are several motions which would be appropriate related to agreements. After discussions, motions were made following the discussions.

MOTION: Vice Chairman Carrasco made a motion, seconded by Secretary Mitchell, to authorize the Board of Supervisors to sign the Traffic Signal Easement Agreement when signed by the applicant and submitted to the Township in a form acceptable to the Township and Township Solicitor. Vice Chairman Carrasco asked if there were any other comments or questions. There were none. Motion carried (2/0).

MOTION: Vice Chairman Carrasco made a motion, seconded by Secretary Mitchell, to authorize the Board of Supervisors to sign the Stormwater Management and Easement Agreement when signed by the applicant and submitted to the Township in a form acceptable to the Township and Township Solicitor. Vice Chairman Carrasco asked if there were any other comments or questions. There were none. Motion carried (2/0).

SHADY GROVE CAMPGROUND – LOT ANNEXATION & STORMWATER MANAGEMENT PLAN (04-25-2021): The applicant or applicant's consultant were not present for this plan. Mr. Lied briefly highlighted the status of the project. Mr. Lied noted that a written time extension offer was recently received from the applicant's consultant. After the discussions, the following motion was made.

MOTION: Secretary Mitchell made a motion, seconded by Vice Chairman Carrasco, to accept the written time extension offer as submitted by the applicant's consultant dated March 26, 2021, which will extend the deadline for action on the Shady Grove Campground – Lot Annexation & Stormwater Management Plan until June 24, 2021. Vice Chairman Carrasco asked if there were any other comments or questions. There were none. Motion carried (2/0).

Mr. Lied highlighted the discussions that took place at the recent Planning Commission Meeting pertaining to the Sketch Plan for the Crossings of Cocalico Village Overlay Project. Mr. Lied indicated that following the discussions with the Planning Commission the applicant's design team indicated that they would like to further discuss Sketch Plan and key requested waiver/modifications with the Board of Supervisors. Mr. Lied discussed in detail, and the Supervisors agreed for Mr. Lied to reach out to the representatives to attend the April 15th Supervisors meeting.

Mr. Lied highlighted and explained aspects of the Townships Act 209 Transportation Impact Fee (TIF) program and associated Capital Improvement Plan (CIP) developed to address long range transportation improvements associated with development. Comments were received which were answered.

Vice Chairman Carrasco noted the agenda will be adjusted slightly by discussing the Recreation Board items now (listed under Old Business).

RECREATION BOARD: Mr. McAlanis and Ms. Erkingler were present to discuss the skate park. Mr. McAlanis highlighted the progress of Arment staking out the boundaries of the skate park. A resident spoke about a petition that was gathered, the petition was distributed, it's in opposition of residents living along East Church Street, discussions continued. Vice Chairman Carrasco noted the contractor for the skate park, Arment, should go out and mark specifically the skate park boundaries, and to place information on the Township website. Lengthy discussions continued. Mr. McAlanis discussed the resurfacing of the basketball court, noting three quotes were received. Vice Chairman Carrasco noted the action item given to Mr. Luongo to see that the skate park is properly marked for the residents to see the outline.

**BOARD OF SUPERVISORS MEETING
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ACTION ITEMS:

(CONTINUED)

BASKETBALL COURT QUOTES: Mr. McAlanis discussed the resurfacing of the basketball court, noting that three quotes were received:

Quote #1 – JW Seal Coating for \$33,932.00

Quote #2 – Lyons & Hohl Paving for \$27,876.00

Quote #3 – Martin Paving for \$33,782.00

Discussions were held in reference to the time frame with the pool opening and the Road Crew helping. The following motion was made.

MOTION: Vice Chairman Carrasco made a motion, seconded by Secretary Mitchell, to accept Lyons & Hohl Paving in the amount of, and not to exceed \$27,876.00. Vice Chairman Carrasco asked if there were any other comments or questions. There were none. Motion carried (2/0).

BEYOND YOUR ORDINARY (BYO) PLAYGROUND: Mr. McAlanis discussed in detail the proposed playground for Stoney Pointe Park. A picture of the playground was displayed. Discussions continued. Vice Chairman Carrasco noted to place this information on the Township website. Questions and comments were received which were answered. The Supervisors noted their appreciation with all of the work the Recreation Board has put into these projects.

MOTION: Secretary Mitchell made a motion, seconded by Vice Chairman Carrasco, to accept the quote from Beyond Your Ordinary (BYO) Playground for Stoney Pointe Park in the amount of \$47,039.41. Vice Chairman Carrasco asked if there were any other comments or questions. There were none. Motion carried (2/0).

2021 REAMSTOWN POOL PRICING: Mr. McAlanis discussed the Reamstown Pool and recommended keeping the pricing the same as Denver Pool's pricing, shared passes, the use of color-coded passes, and to share with Denver their chemical/certification technician. Discussions continued. Vice Chairman Carrasco suggested tabling the 2021 pool rates for now. The pool working group to be meeting to discuss further, meeting date to come, advertisement to be placed.

2021 ROADWAY PROJECTS BIDS – CONSIDERATION TO AWARD: Vice Chairman Carrasco highlighted noting that the bids were received and reviewed by Rettew. Contract #1: A total of eight bids were received from different companies, the bids received ranged from \$347,000 to \$484,000. The following motion was made to the lowest responsible bidder, proposed for completion of Contract #1 by August 31, 2021.

MOTION: Vice Chairman Carrasco made a motion, seconded by Secretary Mitchell, to award the 2021 roadway project (Contract #1) paving to H&K Group, Inc. in the amount of \$347,620.61. Vice Chairman Carrasco asked if there were any other comments or questions. There were some comments and questions received, which were answered. No comments or questions. Motion carried (2/0).

Contract #2: A total of two bids were received from different companies, the bids ranged from \$67,000 to \$77,000.

MOTION: Vice Chairman Carrasco made a motion, seconded by Secretary Mitchell, to award the 2021 roadway project (Contract #2) bituminous seal coat to Martin Paving, Inc. in the amount of \$67,515.65. Vice Chairman Carrasco asked if there were any other comments or questions. There were no comments or questions. Motion carried (2/0).

2021-2023 LAWN MOWING – VANTAGE PROPERTY SOLUTIONS LLC: Mr. Detwiler was present via Zoom to discuss. Secretary Mitchell discussed the contract. Fishing Creek Park to have some plantings of wildflowers which require no mowing, and Stoney Pointe to look at the basins which require no mowing to allow vegetation to grow for stormwater runoff – Township staff and mowing contractor to coordinate a time to go out and view these locations; and a time adjustment for mowing the Reamstown Park was discussed to mow the area before the pool opening time; Mr. Detwiler agreed to adjusting his time for mowing the Reamstown Park before the pool opens.

MOTION: Secretary Mitchell made a motion, seconded by Vice Chairman Carrasco, to approve the 2021-2023 lawn mowing contract from Vantage Property Solutions LLC. Vice Chairman Carrasco asked if there were any other comments or questions. There were some questions and comments, which were answered. Motion carried (2/0).

BOARD OF SUPERVISORS MEETING

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ACTION ITEMS:

(CONTINUED)

Mr. Detwiler agreed to attend the next Board of Supervisors meeting for his feedback after viewing Fishing Creek Park and the Stoney Pointe Basins.

MOTION: Secretary Mitchell made a motion, seconded by Vice Chairman Carrasco, to approve the 2021-2023 lawn mowing contract from Vantage Property Solutions LLC for the Stoney Pointe Basins. Vice Chairman Carrasco asked if there were any other comments or questions. There were none. Motion carried (2/0).

Secretary Mitchell discussed the next mowing contract received from Stokes Lawncare & Landscaping to mow inside the Reamstown Pool fence only at a \$100 per mow.

MOTION: Secretary Mitchell made a motion, seconded by Vice Chairman Carrasco, to approve the 2021-2023 lawn mowing contract from Stokes Lawncare & Landscaping. Vice Chairman Carrasco asked if there were any other comments or questions. There were none. Motion carried (2/0).

2021 LAWN CARE - QUOTE CONSIDERATION: Secretary Mitchell discussed, noting that two proposals were received: Total Lawn Care and TruGreen for lawn care weed control at the Township building, Old Homestead Park, Reamstown Pool, Stoney Pointe Park, and the median strips at Colonel Howard Blvd. and Muddy Creek Church Road. Secretary Mitchell highlighted, and discussions were held. The Supervisors agreed to table this item until the next Board of Supervisors Meeting. Comments and questions were received which were answered. The Township Roadmaster and Chairman of the Recreation Board to view the Township parks together looking for any areas of concern.

REAMSTOWN COMMUNITY POOL: Discussed earlier on the agenda.

DEPARTMENT REPORTS:

POLICE DEPARTMENT REPORT: Chief Keppley briefly highlighted his report.

ZONING OFFICERS REPORT: Mr. Luongo noted his report will be given at the next Board of Supervisors meeting. Mr. Luongo highlighted the political signs being posted around the Township. Guidelines were followed and Notices of violations were sent out. Lengthy discussions were held. Comments and questions were asked, which were answered.

ROAD MASTER REPORT: It was noted the Roadmaster report will be at the next Board of Supervisors meeting.

MS4 STORMWATER REPORT/HEARING - COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG): Mr. McCrea highlighted, noting the Township is in the process of applying for a grant, and one of the steps is a public hearing. The adoption of Resolution 2021-03 was approved at the previous Board of Supervisors Meeting. Mr. McCrea displayed pictures for all to view. Discussions were held, noting the long-term maintenance involved to the many old stormwater pipes within the Township. The slip lining of the pipes was displayed and discussed. The grant is \$200,000 with a 20% match. The locations looked at are: Blue Jay Drive, Cardinal Drive, Oriol Drive, and some areas on Bunker Hill Road. Mr. McCrea displayed and discussed in detail. Ms. Kathy Imhoff asked what the pipe is made of, and Mr. McCrea answered.

FINANCIAL ADMINISTRATOR REPORT: It was noted the Financial Administrator report will be at the next Board of Supervisors meeting.

TREASURER'S REPORT:

LIST OF BILLS: Secretary Mitchell highlighted the List of Bills: Starting date 03/12/2021 – Ending date 03/30/2021. Questions and comments were received, which were answered.

MOTION: Secretary Mitchell made a motion, seconded by Vice Chairman Carrasco, to approve the list of bills as presented in the amount of \$291,434.28: (1) General Fund \$291,434.28. Vice Chairman Carrasco asked if there were any comments or questions; there were some questions asked which were answered. There were no other comments or questions. Motion carried (2/0).

BOARD OF SUPERVISORS MEETING

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OLD BUSINESS CONTINUED DISCUSSIONS:

PA FIRE & EMERGENCY SERVICES INSTITUTE – PROPOSAL, JERRY OZOG: Item is tabled.

NORTH REAMSTOWN ROAD & COLONEL HOWARD BLVD. – STREET LIGHTING: Item is tabled, and assigned to Mr. Luongo as an action item for further research.

RECREATION BOARD - REAMSTOWN PARK BIKE/SKATE/SCOOTER PARK: Discussed early in the agenda.

NEW BUSINESS FOR DISCUSSION:

REAMSTOWN FIRE CO. - CONSIDERATION FOR TOLL ROAD FUNDRAISER: Vice Chairman Carrasco read the letter aloud for a donation collection point.

MOTION: Vice Chairman Carrasco made a motion, seconded by Secretary Mitchell, to approve the Reamstown Fire Company to hold a toll road fundraiser on Friday, April 1st from 7am until 6pm. Vice Chairman Carrasco asked if there were any comments or questions; there were none. Motion carried (2/0).

Chief Keppley highlighted the statistics of the collection of corrugated cardboard over the years. The residents are using the dumpster, with great recycling stats. • Vice Chairman Carrasco highlighted overlapping of some internal job functions and staff stepping up during this time. The Supervisors thanked the Township staff. Vice Chairman Carrasco noted some of the processes implemented were: A Human Resource Office was implemented which is moved to the back of the Township building, and entire Township staff has stepped up. Chief Keppley was complimented as stepping in as the in-house Manager. • Vice Chairman Carrasco discussed a letter sent to Township staff from IBX in reference to Township files missing containing very important/personnel information. The Township is offering fraudulent protection/identity protection to all staff. Comments and questions were received which were answered. • Discussed to open the Reamstown Pool on time this year. • Discussions held on the status of the open Board of Supervisor. Secretary Mitchell noted that three “Letters of Interest” were received, and individual reviews are ongoing.

MANAGERS REPORT: Chief Keppley reported and reviewed: life insurance, vehicle insurance, Cares Act, Township staff back at the Township building as of Monday 4/5, moving offices and purchasing new office furniture, computer server updated, and requested a motion to place Police Vehicle #6 on Municibid to be sold as is.

MOTION: Vice Chairman Carrasco made a motion, seconded by Secretary Mitchell, to approve placing the Police Vehicle #6 on Municibid to sell as is. Vice Chairman Carrasco asked if there were any comments or questions; there were none. Motion carried (2/0).

Chief Keppley discussed the Stevens Road bridge project will, suggests to place the information on the Township website and to notify local businesses as it gets closer. Discussion continued. Chief Keppley highlighted the Township meetings he recently attended: Cocalico Leaders Meeting, Planning Commission Workshop Meeting, Planning Commission meeting, and Recreation Board Meeting. Chief Keppley discussed Township payments made via on-line, and that notification of all on-line payments will now go to Secretary Mitchell. Also, discussed was the removal of the separation tanks at the Highway Departments restroom facility. Chief Keppley to look into further and bring more information before the Supervisors at their next meeting. Secretary Mitchell highlighted the need for an appointment of a Right-To-Know Officer. After further discussions were held, the following motions were made.

MOTION: Secretary Mitchell made a motion, seconded by Vice Chairman Carrasco, to appoint Darrick Keppley as the Right-To-Know Officer for the Township. Vice Chairman Carrasco asked if there were any comments or questions; there were none. Motion carried (2/0).

MOTION: Vice Chairman Carrasco made a motion, seconded by Secretary Mitchell, to appoint Jeffrey W. Mitchell from Assistant Treasurer to the Treasurer for the Township. Vice Chairman Carrasco asked if there were any comments or questions; there were none. Motion carried (2/0).

BOARD OF SUPERVISORS MEETING THURSDAY, APRIL 1, 2021

PUBLIC COMMENT (NON-AGENDA ITEMS): Discussions held on the recent changes within the Township and how staff is stepping up while the Township is going through some internal changes. The Supervisors thanked all staff. ▪ A question was received and answered on the Cares Act. ▪ Mr. Luongo noted he has stepped down as Township Assistant Manager for personal reasons. ▪ A question was received and answered on how many hours the Supervisors spend doing Township work during a week.

ANNOUNCEMENT:

The next Board of Supervisors Meeting will be held on Thursday, April 15, 2021 at 7:00 p.m. as a combination-type meeting: (1) an in-person public meeting held at the Township building, and (2) with the option of anyone wanting to log-in and view via Zoom may do so.

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 12:18 p.m. Vice Chairman Carrasco asked if there were any questions. There were none. Motion carried. (2/0)

Respectfully submitted,

Lisa A. Kashner
Township Recording Secretary

VIEW THIS MEETING IN ITS ENTIRETY BY VISITING YOUTUBE. PLEASE CLICK BELOW:

[THURSDAY, APRIL 1, 2021 BOARD OF SUPERVISORS MEETING \(PART 1 OF 1\)](#)