

# **EAST COCALICO TOWNSHIP BOARD OF SUPERVISORS MEETING AGENDA**

**THURSDAY, JUNE 3, 2021 AT 7:00 P.M.**

**Held in person at the Reamstown Fire Company, 12 W. Church St., Reamstown**

**With the option of “live” Zoom to be determined.**

- 1) **CALL TO ORDER - PLEDGE OF ALLEGIANCE**
- 2) **ANNOUNCEMENT OF EXECUTIVE SESSIONS HELD**
- 3) **PAST MEETING MINUTES APPROVAL:**
  - **THURSDAY, MAY 6, 2021 BOARD OF SUPERVISOR MINUTES: RE-APPROVAL**
  - **THURSDAY, MAY 20, 2021 BOARD OF SUPERVISORS MINUTES**
- 4) **TOWNSHIP SOLICITOR:**
  - **ORDINANCE 2021-03: INTERMUNICIPAL AGREEMENT WITH DENVER BOROUGH**
- 5) **ACTION ITEMS:**
  - a) **LAND PLANNING ENGINEER:**
    - **WABASH LANDING PHASE 2: FINAL PLAN SUB. & LAND DEVEL. PLAN**
    - **MT. ZION BAPTIST CHURCH: FINAL LAND DEVELOPMENT PLAN**
    - **SHADY GROVE CAMPGROUND: LOT ANNEXATION & STMW. MGMT. PLAN**
    - **CARRIAGE HILL PHASES 3 & 4: PRELIMINARY/FINAL SUBDIVISION PLAN**
  - b) **C.M. HIGH 2021-2022: PREVENTATIVE MAINTENANCE AGREEMENT**

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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](http://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.

6) **DEPARTMENT REPORTS:**

a) **POLICE DEPARTMENT REPORT**

b) **MS4 STORMWATER REPORT**

7) **TREASURERS REPORT:**

➤ **LIST OF BILLS:** AUTHORIZE LIST OF BILLS FOR PAYMENT

8) **OLD BUSINESS CONTINUED DISCUSSIONS:**

➤ **FIRE & EMERGENCY SERVICE INSTITUTE:** PROPOSAL (JEROME OZOG) –*tabled*

➤ **N. REAMSTOWN RD. & COLONEL HOWARD BLVD.:** STREET LIGHTING –*tabled*

9) **NEW BUSINESS / INFORMATIONAL**

10) **MANAGERS REPORT**

11) **PUBLIC COMMENT:**

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

12) **ANNOUNCEMENTS:**

➤ **NEXT SUPERVISORS MTG.:** THURSDAY JUNE 17<sup>TH</sup> @ 7:00 PM, IN-PERSON PUBLIC MEETING HELD AT THE TOWNSHIP BUILDING, 100 HILL ROAD AND VIA “LIVE” ZOOM

13) **EXECUTIVE SESSION**

14) **ADJOURNMENT**

## **BOARD OF SUPERVISORS MEETING THURSDAY, JUNE 3, 2021**

The advertised meeting of the East Cocalico Township Board of Supervisors Meeting was called to order on Thursday, June 3, 2021 at 7:00 p.m., held in-person at the Reamstown Fire Company, 12 W. Church St., Reamstown, by following the current CDC guidelines, (social distancing), and held via "live" Zoom (a cloud-based video communications app that allows individuals to view live through virtual video and audio). This meeting was held while ensuring the public safety during the COVID pandemic.

**Supervisors:** Chairman Romao Carrasco, Vice Chairman Craig A. Ebersole, Secretary Jeffrey W. Mitchell

**Twp. Staff:** Police Chief Darrick Keppley, MS4 Technician Ken McCrea, Recording Secretary Lisa A. Kashner

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

**Visitors in** Larry Alexander from the Ephrata Review, Lorenzo Bonura, Don Miller, Allen & Terri Maxwell,

**Attendance:** Regina Haldeman, Michael Hession, Kevin Zimmerman, Donny Stover, Josh Boulton, Chad Weaver, Suzie Mackley, Doug Mackley, Brian Wise, June Kinback, Mike Youndt, Kelly Morgan, Joe Zimmerman, Harvey Achey, Eddy McAlanis, Cheryl Forsyth, Ron Forsyth, Betty Weaver and Barry Weaver

**Visitors via Zoom:\*** Darrick Keppley, Renee, Zoom user, Alan Fry, Scott Achey, Regina Haldeman, Jeff Garner, iPhone

\*Visitors via Zoom are shown as displayed on the Zoom call list.

**CALL TO ORDER, PLEDGE OF ALLEGIANCE:** Chairman Carrasco asked everyone in attendance to pledge allegiance to the Flag. • This meeting was duly advertised in accordance with the second-class Township code in the Lancaster newspaper on April 14, 2021.

**EXECUTIVE SESSIONS HELD:** One Executive Session held on May 27th for approximately 2 hours related to personnel matters.

**PAST MEETING MINUTES APPROVAL:** The May 6, 2021 Board of Supervisors was before them for re-approval.

**MOTION:** Vice Chairman Ebersole made a motion, seconded by Secretary Mitchell, to re-approve the Thursday, May 6, 2021, Board of Supervisor meeting minutes for an error found after approval. Chairman Carrasco asked if there were any comments or questions; there were none, motion carried (3/0).

Discussed some errors found in the May 20, 2021 minutes proposed for approval tonight.

**MOTION:** Vice Chairman Ebersole made a motion, seconded by Chairman Carrasco, to approve the Thursday, May 20, 2021, Board of Supervisor meeting minutes with the corrections as noted. Chairman Carrasco asked if there were any comments or questions; there were none. Secretary Mitchell stated that he opposes to vote on the May 20th minutes based off of an executive session announced within the minutes that he was not informed of, and decisions made that he was also not informed of until after they were made. Secretary Mitchell opposed. Motion carried (2/1).

### **TOWNSHIP SOLICITOR:**

**ORDINANCE 2021-03 INTERMUNICIPAL AGREEMENT WITH DENVER BOROUGH:** Discussed the authorizing of East Cocalico Township to enter into an Intermunicipal Agreement with Denver Borough for the services of Michael Hession as Township Manager.

**MOTION:** Secretary Mitchell made a motion, seconded by Chairman Carrasco, to approve the Intermunicipal Services Agreement between East Cocalico Township and Denver Borough. Chairman Carrasco asked if there were any comments or questions; there were some which were answered. There were no other comments or questions. Motion carried (3/0).

## BOARD OF SUPERVISORS MEETING THURSDAY, JUNE 3, 2021

**ACTION ITEMS:** LAND PLANNING ENGINEER: Mr. Lied highlighted the following plans.

**WABASH LANDING PHASE 2 - FINAL PLAN SUBDIVISION & LAND DEVELOPMENT PLAN:** Josh Boulton and Kevin Zimmerman were in attendance for this plan. Mr. Lied highlighted the plan. Mr. Lied explained that the applicant and applicant's consultant are currently working with PennDOT to obtain the PennDOT Highway Occupancy Permit for the proposed access onto Stevens Road. Mr. Lied outlined the two proposed motions that are necessary to authorize the Township to sign PennDOT Form M-950AA and issue the PennDOT Stormwater Acknowledgement Letter.

Mr. Boulton discussed aspects of the project and displayed the plan for reference. Mr. Boulton noted that there were a few comments in the most recent Becker Engineering, LLC review letter dated May 11, 2021, that were identified for discussion with the Township and Board of Supervisors. Key items discussed related to the Becker review letter including SALDO Comment 2 pertaining to the assignment of maintenance responsibility for the fencing installed for screening along Lots 92, 93, 94, 171 and the remaining lands. Mr. Boulton noted that this fence was added during Phase 1 construction and that the applicant's preference was to have the long-term maintenance be assigned to the individual lot owners, rather than the HOA. Several questions were asked, and the Board of Supervisors ultimately did not object to the proposed approach. Mr. Boulton also noted that per SALDO Comment 4 in the review letter, the applicant is now proposing to remove the public restrooms from the lighthouse in the open space area. Mr. Lied stated that since this was previously identified as a Village Overlay amenity, that he requested that the Board of Supervisors be informed and acknowledge the proposed change. Mr. Boulton noted that the lighthouse will remain and will likely be used for HOA storage. The Board of Supervisors did not object to the proposed change. Mr. Lied discussed SALDO Comment 8, bullet point 5, pertaining to temporary parking arrangements related to Lot 157, to ensure compliance with required parking until Phase 3 is completed, and additional on-street parking is then provided. Mr. Lied noted that the applicant has agreed to provide paved parking for these areas if Phase 3 is not initiated within 5 years. Mr. Boulton and Mr. Lied explained some of the stormwater design challenges associated with the design of the Stevens Road drainage improvement and the concerns related to the submerged pipe discharge and the dewatering of the stormwater feature in the area of the newly added dwelling on Lot 175, as outlined in Stormwater Comment 2 in the review letter. Mr. Lied indicated that as a result of these concerns and the recent discussions with the Planning Commission, that the applicant has agreed to provide a signed acknowledgement from the owner of Lot 175. It was noted that Mr. Kreider will own Lot 175, and that the lot was recently added as part of the on-going coordination and final agreement with the applicant (Sunview Partners). Mr. Lied referenced General Comment 2 in the review related to porch sizes, and noted that based on recent discussions with the Planning Commission, the applicant has agreed to a minimum porch depth of 5'. Mr. Lied stated that during Phase 1 construction porch sizes were being proposed smaller than originally identified in the project Architectural Design Manual. The Board of Supervisors did not object to this approach. Mr. Boulton also explained the approach related to proposed cluster mailbox locations within Phase 2 and addressing the applicable US Postal Service design standards. Mr. Boulton also requested that the Board of Supervisors consider conditionally approving the Phase 2 Final Plan, based on the conditional recommendation by the Planning Commission. The following motions were made during, or as a result of, the project discussions:

**MOTION:** Vice Chairman Ebersole made a motion, seconded by Secretary Mitchell, to authorize the Township Manager or representative of the Board of Supervisors to sign PennDOT Form M-950AA related to the Developer's (Sunview Partners, LP) pursuit of a PennDOT Highway Occupancy Permit to obtain authorization to install the proposed drainage facilities within the PennDOT right-of-way, conditioned upon Sunview Partners, LP. signing the Stormwater Management and Easement Agreement (SWMEA) as prepared by the Township Solicitor documenting their commitment to install and have the HOA accept the responsibility for the long-term maintenance of the drainage facilities. Chairman Carrasco asked if there were any comments or questions; there were none, motion carried (3/0).

**MOTION:** Chairman Carrasco made a motion, seconded by Vice Chairman Ebersole, to authorize the Township Manager or representative of the Board of Supervisors to sign the Stormwater Consistency Letter as drafted by the Township Engineer for submission to PennDOT in conjunction with the Developer's (Sunview Partners, LP) pursuit of a PennDOT Highway Occupancy Permit. Chairman Carrasco asked if there were any comments or questions; there were none, motion carried (3/0).

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**ACTION ITEMS: LAND PLANNING ENGINEER: (CONTINUED)**  
**WABASH LANDING PHASE 2**

**MOTION:** Secretary Mitchell made a motion, seconded by Vice Chairman Ebersole, to conditionally approve the Final Phase 2 Subdivision Plan for Wabash Landing conditioned upon the applicant and the applicant's consultants addressing all outstanding items outlined in the Becker Engineering, LLC review letter dated May 11, 2021, to the satisfaction of the Township, Township Zoning Officer, Township Solicitor, and Township Engineer. Chairman Carrasco asked if there were any comments or questions; there were none, motion carried (3/0).

**MT. ZION BAPTIST CHURCH – FINAL LAND DEVELOPMENT PLAN:** No applicants were in attendance for this plan. Mr. Lied highlighted the status of the project and the recent written time extension received from the applicant's consultant.

**MOTION:** Vice Chairman Ebersole made a motion, seconded by Chairman Carrasco, to accept the written time extension offer as submitted by the applicant's consultant, dated May 28, 2021, which will extend the deadline for action on the Mt. Zion Baptist Church – Final Land Development Plan until October 11, 2021. Chairman Carrasco asked if there were any comments or questions; there were none, motion carried (3/0).

**SHADY GROVE CAMPGROUND – LOT ANNEXATION & STORMWATER MANAGEMENT PLAN:** No applicants or applicant's representatives were in attendance for this plan. Mr. Lied highlighted the status of the plan and pending deadline for action. Mr. Lied noted that the Township did not receive and updated plan submission in response to the prior Becker review letter. Mr. Lied indicated that Township did receive correspondence from the applicant's representative, which the Zoning Officer distributed to the Township Solicitor. Mr. Lied indicated that a written time extension was recently received from the applicant's consultant. Limited project discussions were held, with the following motion resulting.

**MOTION:** Chairman Carrasco made a motion, seconded by Secretary Mitchell, to accept the 90-day time extension as offered by the applicant which will extend the action on the Shady Grove Campground Lot Annexation & Stormwater Management Plan until September 22, 2021. Chairman Carrasco asked if there were any comments or questions; there were none, motion carried (3/0).

**CARRIAGE HILL PHASES 3 & 4 – PRELIMINARY/FINAL SUBDIVISION PLAN – FINANCIAL SECURITY REDUCTION:** No applicants or applicant representatives were in attendance for this plan. Mr. Lied highlighted the security reduction request and recent evaluation and correspondence issued by Becker. Discussions were held, comments and questions were asked which were answered. As a result of the discussions, the following motion was made.

**MOTION:** Secretary Mitchell made a motion, seconded by Vice Chairman Ebersole, to authorize a \$1,008,717.57 reduction in the current financial security being held by the Township for the Carriage Hill Phases 3 & 4 – Preliminary/Final Subdivision Plan, resulting in the remaining financial security being reduced to \$879,434.39. Chairman Carrasco asked if there were any comments or questions; there were none, motion carried (3/0).

Mr. Lied highlighted that there was some recent email correspondence regarding the Stoney Pointe Park and the pending transfer of the DEP Chapter 105 General Permit from the applicant/developer. Discussions held, and Mr. Lied indicated their office will follow-up with Landmark on this matter, related to the permit expiration date.

**C.M. HIGH 2021-2022 PREVENTATIVE MAINTENANCE AGREEMENT:** Discussed, noting that there was no price change from last year. The following motion was made.

**MOTION:** Secretary Mitchell made a motion, seconded by Vice Chairman Ebersole, to authorize the C.M. High, Inc. 2021-2022 Traffic Preventative Maintenance proposal in the amount of \$2,895.00. Chairman Carrasco asked if there were any comments or questions; there were none, motion carried (3/0).

## BOARD OF SUPERVISORS MEETING THURSDAY, JUNE 3, 2021

### **DEPARTMENT REPORTS:**

**POLICE DEPARTMENT REPORT:** Chief Keppley highlighted the Police Department report. Officer Logan High to be presented Top Gun award. Interviews were held for an Administrative Assistant position in the Police Department Office, the proposed the following motion.

**MOTION:** Chairman Carrasco made a motion, seconded by Secretary Mitchell, to approve hiring Kate Yelk for the Administrative Assistant position for the Police Department with a start date of June 21, 2021 at \$20.00 per hour. Chairman Carrasco asked if there were any comments or questions; there were none, motion carried (3/0).

**MS4 STORMWATER REPORT:** Mr. McCrea highlighted his report: (1) The grant application for the Rose Hill Basin retrofit has been submitted, (2) UGI volunteers coming in to help plant trees and shrubs along the stream bank at the Township building, and (3) active working on the stormwater basins within the Township are going well.

**TREASURER'S REPORT:** Secretary Mitchell highlighted, and the following motions were made:

**MOTION:** Secretary Mitchell made a motion, seconded by Chairman Carrasco, to approve the list of bills: General Fund for \$26,651.09. Secretary Mitchell asked if there were any comments or questions. Comments and questions were received, which were answered. Secretary Mitchell asked if there were any other questions; there were none, motion carried (3/0).

**MOTION:** Secretary Mitchell made a motion, seconded by Vice Chairman Ebersole, to approve the list of bills: General Fund for \$130.00. Secretary Mitchell asked if there were any comments or questions; there were none, motion carried (3/0).

Secretary Mitchell highlighted the payroll list dated May 9th to May 22<sup>nd</sup> in the amount of \$86,603.05.

**MOTION:** Secretary Mitchell made a motion, seconded by Chairman Carrasco, to approve paying \$150.00 in cash for the start-up of the Reamstown Pool (check #61022). Secretary Mitchell asked if there were any comments or questions; there were none, motion carried (3/0).

**OLD BUSINESS CONTINUED DISCUSSIONS:** Chairman Carrasco discussed the American Rescue Plan Act (COVID-19) noting that the Township has been recently notified to apply for funds. The Department states that the disbursement is due within five days, the amount East Cocalico Township can potentially receive is \$1,117,239.18 payable in two installments (June 2021 and June 2022) and to be used by 2024. The uses are limited to the following categories: water, sewer, broadband infrastructure, replace loss sector revenue, address negative economic impacts caused by public health emergency, and support public health expenditures and provide a premium paid for essential workers. Any future discussions pertaining to the spending of these disbursements shall be discussed in public session. Discussions continued. Questions and comments were asked which were answered. As a result, Chairman Carrasco proposed two motions:

**MOTION:** Vice Chairman Ebersole made a motion, seconded by Secretary Mitchell to authorize the Chairperson to execute the necessary forms and to complete the registration on the DCED's Single Application webpage for American Rescue Plan Act funding. These forms include the Federal Funding Accountability and Transparency Act Sub-Recipient Data Sheet, the U.S. Department of the Treasury Coronavirus State and Local Fiscal Recovery Funds, and the Assurances of Compliance with Civil Rights Requirements. Total amount of funding will be \$1,117,239.18, to be obligated for allowable projects between March 2021 and December 2024. Chairman Carrasco asked if there were any comments or questions; there were some comments and questions which were answered. No other comments or questions were asked, motion carried (3/0).

**MOTION:** Vice Chairman Ebersole made a motion, seconded by Chairman Carrasco, to approve and authorize the opening of a new Money Market bank account at Univest Bank and Trust Company for the deposit of American Rescue Plan Act funds. All interest earned on these funds will be spent on allowable projects as required by law. Chairman Carrasco asked if there were any comments or questions; there were some comments and questions which were answered. No other comments or questions were asked, motion carried (3/0).

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**OLD BUSINESS CONTINUED DISCUSSIONS:**

***(CONTINUED)***

**FIRE & EMERGENCY SERVICE INSTITUTE - PROPOSAL (JEROME OZOG):** Tabled. Questions and comments were asked, which were answered.

**NORTH REAMSTOWN ROAD & COLONEL HOWARD BOULEVARD - STREET LIGHTING:** Tabled. Chief Keppley noted that he had no correspondence with PP&L to date.

**NEW BUSINESS / INFORMATIONAL:** Vice Chairman Ebersole noted that earlier in the meeting the services agreement between East Cocalico Township and Denver Borough was approved; and in addition is Ordinance 2021-03 proposed for approval that goes along with the Agreement. Discussions continued. Comments and questions were asked, which were answered.

**MOTION:** Vice Chairman Ebersole made a motion, seconded by Secretary Mitchell, to adopt Ordinance 2021-03 for the Intermunicipal Services Agreement between East Cocalico Township and Denver Borough. Chairman Carrasco asked if there were any comments or questions; there were some which were answered. There were no other comments or questions. Motion carried (3/0).

**MANAGERS REPORT:** Chief Keppley highlighted, and proposed the following motion.

**MOTION:** Vice Chairman Ebersole made a motion, seconded by Chairman Carrasco, to prepare and distribute five free daily Reamstown Pool passes for the volunteers of the Adamstown Library. Chairman Carrasco asked if there were any comments or questions; there were some which were answered. There were no other comments or questions. Motion carried (3/0).

Mike Hession noted that he is working with Lancaster County Planning to update the Strategic Comprehensive Plan for the Cocalico Region. Mr. Hession discussed, noting a Supervisor is needed as a volunteer. Discussions continued. Chairman Carrasco volunteered.

**PUBLIC COMMENT (NON-AGENDA ITEMS):** Mr. McAlanis highlighted the pool committee. Discussions were held. • Mr. Mackley questioned the missing Township files. Discussions were held. • Ms. Kinback asked about the paving project in Rose Hill Development. Discussions were held.

**ANNOUNCEMENT:** The next Board of Supervisors Meeting scheduled for Thursday, June 17, 2021 held at the East Cocalico Township Municipal Building, 100 Hill Road, Denver, and held via "live" Zoom.

**EXECUTIVE SESSION:** None.

**ADJOURN:**

**MOTION:** There being no further business to come before the Board, Vice Chairman Ebersole made a motion seconded by Secretary Mitchell to adjourn the meeting at 9:33 p.m. Chairman Carrasco 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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[06/03/2021 BOARD OF SUPERVISORS MEETING – PART 1 OF 1](#)**