

# **EAST COCALICO TOWNSHIP**

## **BOARD OF SUPERVISORS MEETING**

### **AGENDA**

**THURSDAY, OCTOBER 21, 2021 AT 7:00 P.M.**

**Held in person at the East Cocalico Township Municipal Building,  
100 Hill Road, Denver and held via “live” Zoom**

- 1) **CALL TO ORDER - PLEDGE OF ALLEGIANCE**
- 2) **ANNOUNCEMENT OF EXECUTIVE SESSIONS HELD**
- 3) **PRESENTATION:** CAROLYN REISTE, DIRECTOR OF ADAMSTOWN AREA LIBRARY, ADAMSTOWN AREA LIBRARY OVERVIEW & PROGRAMS DURING THE PAST YEAR
- 4) **PAST MEETING MINUTES APPROVAL:**
  - THURSDAY, OCTOBER 7, 2021 BOARD OF SUPERVISOR MINUTES
- 5) **ACTION ITEMS:**
  - a) **LAND PLANNING ENGINEER:**
    - **WABASH LANDING PHASE 2:** FINAL PLAN SUBDIVISION AND LAND DEVELOPMENT PLAN
    - **BRUNNERS GROVE ROAD (LOT 3):** TIME EXTENSION
  - b) **APPOINTMENTS:**
    - DIRECTOR OF COMMUNITY DEVELOPMENT: SHARYN E. YOUNG
    - REC BOARD MEMBER: BRENT WILSON (TERM EXPIRATION OF 12/31/2022)
  - c) **STURDY BUILT (STEPHEN SENSENIG, 985 STONE HILL ROAD) REQUEST TO DEFER TRANSPORTATION IMPROVEMENT FEES**
  - d) **MS4: FARMERS SAVING SOIL STOPPING SEDIMENT**
  - e) **EAST COCALICO LIONS CLUB: REQUEST PERMISSION TO HOLD THE ANNUAL TOLL ROAD FUNDRAISER ON FRIDAY, NOVEMBER 26<sup>TH</sup> (7AM-5PM) AT INTERSECTION OF CHURCH STREET AND REAMSTOWN ROAD**

**6) DEPARTMENT REPORTS:**

**a) MANAGER:**

- 206 NORTH REAMSTOWN ROAD CULVERT PROJECT
- TRUCK TURNING DAMAGE – LINE ROAD AND WABASH ROAD INTERSECTION

**b) POLICE DEPARTMENT:**

**c) FINANCIAL ADMINISTRATOR:**

**d) ZONING OFFICER:**

**e) ROADMASTER:**

**f) MS4 STORMWATER:** *Full report presented at the next meeting.*

**7) TREASURERS REPORT:**

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

**8) OLD BUSINESS CONTINUED DISCUSSIONS:**

**a)**

**9) NEW BUSINESS / INFORMATIONAL:**

**a)**

**10) PUBLIC COMMENT:**

**a) PUBLIC COMMENT:** NON-AGENDA ITEMS ONLY (STATE NAME)

**11) ANNOUNCEMENTS:**

- a) NEXT SUPERVISORS MTG.:** THURSDAY, NOVEMBER 4<sup>TH</sup> @ 7:00 PM, IN-PERSON PUBLIC MEETING AND VIA “LIVE” ZOOM, HELD AT THE EAST COCALICO TOWNSHIP MUNICIPAL BUILDING, 100 HILL ROAD, DENVER, PA 17517

**12) EXECUTIVE SESSION:**

**13) ADJOURNMENT**

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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.

## BOARD OF SUPERVISORS MEETING THURSDAY, OCTOBER 21, 2021

The advertised meeting of the East Cocalico Township Board of Supervisors Meeting was called to order on Thursday, October 21, 2021, at 7:00 p.m., held in-person at the East Cocalico Township Municipal Building, 100 Hill Road, Denver, 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 ensuring the public safety during the COVID pandemic.

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

**Twp. Staff:** Township Manager Michael Hession, Police Chief Darrick Keppley, and MS4 Technician Ken McCrea

**Land Planning:** Casey Kerschner

**Visitors in Attendance:** Don and Ann Eckman, Alan R. Fry, Larry Alexander, Lorraine Kulp, Sharyn Young, Josh Boultebee, Don Miller, Kerry Haas, Carolyn Reiste, Chad Weaver, Brian Wise, Barry Weaver, Steve Brubaker, Kevin Zimmerman

**Visitors via Zoom:\*** Lisa K., Jason's iPhone, June's iPhone, and Suzanne Mackley

\*Visitors via Zoom are shown as displayed on the Zoom call list. ▪ Chairman Carrasco stated this meeting was duly advertised in accordance with the second-class Township code in the Lancaster Newspaper on December 23, 2020.

**CALL TO ORDER, PLEDGE OF ALLEGIANCE:** Chairman Carrasco asked everyone in attendance to pledge allegiance to the Flag.

**ANNOUNCEMENT OF EXECUTIVE SESSIONS HELD:** Chairman Carrasco noted that as was stated at the October 7<sup>th</sup> Board of Supervisors Meeting, there was an Executive Session held after the Meeting with no decisions made. An informational meeting was held to present the draft 2022 budget held on October 14<sup>th</sup> from 7:30 a.m. to 9:30 a.m., and yesterday, October 20<sup>th</sup>, a public meeting was held on the 2022 draft budget starting at 7:00 p.m. and ending approximately 9:15 p.m.

**PRESENTATION:** Carolyn Reiste, Director of the Adamstown Area Library, provided an overview of the Library's programs and events during the past year. Some questions were asked which were answered.

**PAST MEETING MINUTES APPROVAL:** The Thursday, October 7, 2021, Board of Supervisors meeting minutes were presented for consideration for approval.

**MOTION:** Vice Chairman Ebersole made a motion, seconded by Chairman Carrasco, to approve the Thursday, October 7, 2021, Board of Supervisor meeting minutes. Chairman Carrasco asked if there were any comments or questions; there were none, motion carried (3/0).

## **BOARD OF SUPERVISORS MEETING THURSDAY, OCTOBER 21, 2021**

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

**WABASH LANDING PHASE 2 - FINAL PLAN SUBDIVISION AND LAND DEVELOPMENT PLAN:** Mr. Kevin Zimmerman and Mr. Josh Boultebee were in attendance for this this project. Mr. Kerschner highlighted the status of the project and Mr. Boultebee went into further detail. Discussions were held.

**MOTION:** Chairman Carrasco made a motion, seconded by Secretary Mitchell, to approve the Final Phase 2 Subdivision Plan for Wabash Landing, as last revised October 15, 2021, conditioned upon the applicant submitting all required legal documents with appropriate signatures, the applicant paying the \$25,000.00 capital contribution for future improvements at the intersection of Church Street and S.R. 272, the applicant obtaining a PennDOT Highway Occupancy Permit and the applicant obtaining an acknowledgment from ECTA confirming satisfaction with the Phase 2 Final Plan and associated ECTA agreements. Chairman Carrasco asked if there were any comments or questions; there were none, motion carried (3/0).

**MOTION:** Vice Chairman Ebersole made a motion, seconded by Chairman Carrasco, to acknowledge the required amount of financial security to be establish with and held by the Township for the Final Phase 2 Subdivision Plan for Wabash Landing in the amount of \$2,089,558.04, per the Probable Construction Cost Opinion, prepared by Pioneer Management, dated May 13, 2021, last revised October 1, 2021. 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 Secretary Mitchell, to authorize the Board of Supervisors to sign the “Developer’s Agreement Regarding Phase 2 Final Plan Approval for Wabash Landing” when executed by the applicant and submitted to the Township in the form acceptable to the Township and Township Solicitor. 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 Secretary Mitchell, to authorize the Board of Supervisors to sign the Improvement Guarantee Agreement (IGA) with accompanying financial security when executed by the applicant and submitted to the Township in the form acceptable to the Township Solicitor. Chairman Carrasco asked if there were any comments or questions; there were none, motion carried (3/0).

**MOTION:** Secretary Mitchell made a motion, seconded by Vice Chairman Ebersole, to authorize the Board of Supervisors to sign the Stormwater Management and Easement Agreement (SWMEA) when executed by the applicant and submitted to the Township in a form acceptable to the Township Solicitor. 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 Board of Supervisors to sign the Emergency Access Easement Agreement for Phase 2 of Wabash Landing, when executed by the applicant and submitted to the Township in the form acceptable to the Township Solicitor. Chairman Carrasco asked if there were any comments or questions; there were none, motion carried (3/0).

**MOTION:** Vice Chairman Ebersole made a motion, seconded by Chairman Carrasco, to authorize the Board of Supervisors to sign the plans when executed and certified by all necessary parties and submitted to the Township in a form acceptable to the Township and Township Solicitor, and release the plans for recording when the Township has received all other required legal documents, the required financial security, the required capital contribution, the PennDOT Highway Occupancy Permit and ECTA approval. Chairman Carrasco asked if there were any comments or questions; there were none, motion carried (3/0).

**BOARD OF SUPERVISORS MEETING  
THURSDAY, OCTOBER 21, 2021**

**ACTION ITEMS:**

***(CONTINUED)***

**BRUNNERS GROVE ROAD (LOT 3) - TIME EXTENSION:** Mr. Kerschner highlighted the status of the project.

**MOTION:** Chairman Carrasco made a motion, seconded by Vice Chairman Ebersole, to approve the written time extension offer as submitted by the applicant's consultant, dated October 19, 2021, which will extend the deadline for action on the Brunnens Grove Road (Lot 3) – Stormwater Management Plan until December 16, 2021. Chairman Carrasco asked if there were any comments or questions; there were none, motion carried (3/0).

**APPOINTMENTS - DIRECTOR OF COMMUNITY DEVELOPMENT: SHARYN E. YOUNG:** Mr. Hession highlighted and Ms. Young addressed the Board and indicated that she is looking forward to starting her work with East Cocalico Township.

**MOTION:** Chairman Carrasco made a motion, seconded by Secretary Mitchell, to appoint Sharyn E. Young as the Director of Community Development for East Cocalico Township. Chairman Carrasco asked if there were any comments or questions; there were none, motion carried (3/0).

**REC BOARD MEMBER - BRENT WILSON (TERM EXPIRATION OF 12/31/2022):** Mr. Hession highlighted that the Recreation Board met on Tuesday, October 12<sup>th</sup> and discussed the letter of interest submitted by Brent Wilson to serve on the Board. The Recreation Board recommended that the Board of Supervisors appoint Mr. Wilson to fill the vacant term.

**MOTION:** Chairman Carrasco made a motion, seconded by Vice Chairman Ebersole, to appoint Brent Wilson to fill the vacant position on the recreation board, which term shall expire on December 31, 2022. Chairman Carrasco asked if there were any comments or questions; there were none, motion carried (3/0).

**STURDY BUILT (STEPHEN SENSENIG, 985 STONE HILL ROAD) REQUEST TO DEFER**

**TRANSPORTATION IMPROVEMENT FEES:** Mr. Hession highlighted the request received from Stephen Sensenig, 985 Stone Hill Road – Sturdy Built, to defer the payment of the \$28,728.00 in Transportation Improvement Fees for this project for a period of 24 months.

**MOTION:** Chairman Carrasco made a motion, seconded by Secretary Mitchell, to approve the request from Stephen Sensenig, 985 Stone Hill Road – Sturdy Built, to defer the payment of the \$28,728.00 in Transportation Improvement Fees for this project for a period of 24 months with the full amount to be paid to the Township by October 21, 2023. Chairman Carrasco asked if there were any comments or questions; there were none, motion carried (3/0).

**MS4 - FARMERS SAVING SOIL STOPPING SEDIMENT PROGRAM:** Ken McCrea highlighted the program which is designed to help the Township obtain the sediment reduction credits required. Mr. Hession added a summary of the program changes designed to address the questions from the previous meeting including a summary of the program's monitoring, enforcement, and auditing mechanisms. An informational letter will be sent out to property landowners. Discussions followed. Questions and comments were asked which were answered.

**MOTION:** Secretary Mitchell made a motion, seconded by Chairman Carrasco, to authorize East Cocalico Township to implement the Farmers Saving Soil - Stopping Sediment (FS4) Grant Program within the urbanized area of the Township for a three (3) year period, renewed annually on a first-come, first-served basis within the Township's budget limits for all farmers who meet the required qualifications, and, to set the grant awards issued through the program at \$150.00 per acre for Conservation Tillage (30-59% residue) and \$225.00 per acre for High Residue (at least 60% residue). Chairman Carrasco asked if there were any comments or questions; there were none, motion carried (3/0).

**BOARD OF SUPERVISORS MEETING  
THURSDAY, OCTOBER 21, 2021**

**ACTION ITEMS:**

***(CONTINUED)***

**EAST COCALICO LIONS CLUB - REQUEST PERMISSION TO HOLD THE ANNUAL TOLL ROAD FUNDRAISER ON FRIDAY, NOVEMBER 26TH (7AM-5PM) AT INTERSECTION OF CHURCH STREET AND REAMSTOWN ROAD:** Mr. Hession highlighted.

**MOTION:** Vice Chairman Ebersole made a motion, seconded by Chairman Carrasco, to approve the East Cocalico Lions Club's request for permission to conduct their annual toll road fundraiser on Friday, November 26, 2021 from 7:00 a.m. to 5:00 p.m. at the intersection of Church Street and Reamstown Road. Chairman Carrasco asked if there were any comments or questions; there were none, motion carried (3/0).

**DEPARTMENT REPORTS:**

**MANAGER - 206 NORTH REAMSTOWN ROAD CULVERT PROJECT:** Mr. Hession highlighted that he has spoken with the property owner who is interested in partnering with the Township to address this issue. The proposed Stormwater Easement and Maintenance Agreement will be revised to reflect the current members of the Board and Supervisors and will be given to the property owner to be signed before being presented to the Board of Supervisors for action.

**TRUCK TURNING DAMAGE – LINE ROAD AND WABASH ROAD INTERSECTION:** Mr. Hession highlighted. Discussions continued concerning the damage at the Line Road and Wabash Road intersection and the placement of signs. Comments and questions were asked which were answered.

**MOTION:** Chairman Carrasco made a motion, seconded by Vice Chairman Ebersole, to authorize the Township to submit a request to PennDOT for approval for the Township to purchase, install, and maintain signage in the right-of-way that will notify trucks traveling northbound on Line Road that they cannot turn right onto Wabash Road. Chairman Carrasco asked if there were any comments or questions; there were none, motion carried (3/0).

**POLICE DEPARTMENT REPORT:** Chief Keppley reported that five (5) officers currently are attending a Crisis Intervention Training (CIT) program; the officers completed the last of the car seat safety details at the entrance of the Weavers Market Store which was a great success; Officer Gonzalez participated in Kid's Day at the Denver Fair; the second round of firearms training is scheduled for next week; evacuation drills were held at the Cocalico School District which were successful; the DATA Pilot training is complete and has been used several times already; Officer Odenwalt attended the Denver Days program on October 16<sup>th</sup>; Sgt. Progin and Cpl. Luongo attended the Schoeneck Lions Club dinner and the Lions Club gave a \$500.00 donation to the Department; and, Trick or Treat Night is scheduled for Friday, October 29<sup>th</sup> and the Police Department will hand out red and blue light flashers and candy; Comments and questions were asked which were answered.

**FINANCIAL ADMINISTRATOR REPORT:** Financial Administrator Judi Lumis provided an overview of the Balance Sheets and financial report. Ms. Lumis also provided a summary of the status of the 2022 Draft Budget.

**ZONING OFFICER:** Mr. Hession read the Zoning Officer's report dated September 2021.

**ROAD DEPARTMENT REPORT:** Mr. Hoffert highlighted the October 2021 Road Master Report.

**MS4 STORMWATER REPORT:** Full report presented at the next meeting.

## BOARD OF SUPERVISORS MEETING THURSDAY, OCTOBER 21, 2021

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

**LIST OF BILLS - AUTHORIZE LIST OF BILLS FOR PAYMENT:** The List of Bills were highlighted, and the following motions were made.

**MOTION:** Vice Chairman Ebersole made a motion, seconded by Chairman Carrasco, to approve the "Light Fund Bank Account" list of bills in the amount of \$13,316.56 (starting date 10/08/2021 – ending date 10/21/2021). Chairman Carrasco asked if there were any comments or questions; there were none, motion carried (3/0).

**MOTION:** Vice Chairman Ebersole made a motion, seconded by Chairman Carrasco, to approve the "Hydrant Fund Bank Account" list of bills in the amount of \$15,795.00 (starting date 10/08/2021 – ending date 10/21/2021). Chairman Carrasco asked if there were any comments or questions; there were none, motion carried (3/0).

**MOTION:** Vice Chairman Ebersole made a motion, seconded by Chairman Carrasco, to approve the "Electronic" payment list of bills in the amount of \$81,213.52 (payroll dated 10/13/2021 for pay period 09/26/2021 to 10/09/2021). Chairman Carrasco asked if there were any comments or questions; there were none, motion carried (3/0).

**MOTION:** Vice Chairman Ebersole made a motion, seconded by Chairman Carrasco, to approve the check payments for the "General Fund Bank Account" list of bills in the amount of \$138,446.25 (starting date 10/08/2021 – ending date 10/21/2021). Chairman Carrasco asked if there were any comments or questions; there were none, motion carried (3/0).

**OLD BUSINESS CONTINUED DISCUSSIONS:** Nothing to report.

**NEW BUSINESS / INFORMATIONAL:** Secretary Mitchell reported that he and Mr. Hession attended the Reamstown Municipal Park Skatepark Ribbon Cutting Ceremony held on Sunday, October 17, 2021. The program was very well attended with food and music and Tara Erkinger from the Recreation Board did a great job scheduling the event.

**PUBLIC COMMENT (NON-AGENDA ITEMS):** Steve Brubaker reported that prior to the former Township Manager leaving, she was working on developing a list of Township roads where brake retarders would be prohibited, and signage would be posted. The roadways included East Church Street, SR 272 near the gas station, and SR 272 northbound from Ephrata. Mr. Hession will research the status of those efforts and will update the Board of Supervisors. • Don Miller asked whether the Road Crew members have obtained their certification to apply swimming pool chemicals. Mr. Hoffert confirmed that they have not.

**ANNOUNCEMENT:** The next Board of Supervisors Meeting scheduled for Thursday, November 4, 2021, at 7:00 p.m. in-person and via "live" Zoom, held at the East Cocalico Township Municipal Building, 100 Hill Road, Denver, PA 17517. The Board of Supervisors also will meet on October 27<sup>th</sup> for the second 2022 Budget Workshop meeting. A third Budget Workshop meeting is scheduled for Monday, November 1<sup>st</sup>, if needed.

### **EXECUTIVE SESSION:**

### **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 8:45 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

**VIEW THIS MEETING IN ITS ENTIRETY BY VISITING YOUTUBE. PLEASE CLICK BELOW:**  
**[OCTOBER 21, 2021 BOARD OF SUPERVISORS MEETING VIDEO](#)**