

# **EAST COCALICO TOWNSHIP**

## **BOARD OF SUPERVISORS MEETING**

### **AGENDA**

**THURSDAY, JANUARY 20, 2022 AT 7:00 P.M.**

**Held in person and held via “live” Zoom at the  
East Cocalico Township Municipal Building, 100 Hill Road, Denver, PA 17517**

- 1) CALL TO ORDER - PLEDGE OF ALLEGIANCE**
- 2) RETIREMENT RECOGNITION: OFFICER NEFF AND OFFICER FIRESTONE**
- 3) ANNOUNCEMENT OF EXECUTIVE SESSIONS HELD**
- 4) PAST MEETING MINUTES APPROVAL:**
  - a) MONDAY, JANUARY 3, 2022 BOARD OF SUPERVISOR MINUTES**
- 5) ACTION ITEMS:**
  - a) LAND PLANNING ENGINEER:**
    - **EDWARDS/MOHLER: LOT ANNEXATION PLAN**
    - **35 KEELER AVENUE: STORMWATER MANAGEMENT PLAN**
  - b) RECREATION BOARD RESIGNATION: TARA ERKINGER**
  - c) RECREATION BOARD RECOMMENDATION: TERESA AMATURO**
  - d) TRANSPORTATION IMPACT FEE ADVISORY COMMITTEE (TIFAC)**  
**RECOMMENDATION: KERRY HAAS AND JUNE KINBACK**
- 6) DEPARTMENT REPORTS:**
  - a) MANAGER**
    - **HALLER ENTERPRISES: 2022 PREDICTIVE MAINTENANCE AGREEMENT**
    - **HALLER ENTERPRISES: GAS BOILER CONTROL SYSTEM SAFETY REPAIRS**
    - **REGIONAL ELECTED OFFICIALS MEETING: AGENDA ITEMS**

**6) DEPARTMENT REPORTS: (CONTINUED)**

**b) POLICE DEPARTMENT**

- **RECOGNITION OF PROBATIONARY STATUS REMOVED:** OFFICER ODENWALT

**c) DIRECTOR OF COMMUNITY DEVELOPMENT**

**d) FINANCIAL ADMINISTRATOR:**

- **TAX CLAIM BUREAU CERTIFICATION OF UNCOLLECTED REAL ESTATE TAXES FOR 2021**

**e) ROADMASTER REPORT:**

- **ROAD DEPARTMENT PICK-UP TRUCK UTILITY BED:** *previously tabled*

**f) MS4: AUDIO/VISUAL IMPROVEMENT PROPOSAL**

**7) TREASURERS REPORT:**

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

**8) OLD BUSINESS CONTINUED DISCUSSIONS:**

**9) NEW BUSINESS / INFORMATIONAL:**

- a) FIRE SERVICES: ASSISTANCE PROGRAM**  
**b) MUNICIPAL BUILDING: LIGHTING AND PAINTING**

**10) PUBLIC COMMENT:**

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

**11) ANNOUNCEMENTS:**

- a) NEXT SUPERVISORS MTG.: THURSDAY, FEBRUARY 3, 2022 @ 7:00 PM, IN-PERSON PUBLIC MEETING AND VIA “LIVE” ZOOM, HELD AT THE EAST COCALICO TOWNSHIP MUNICIPAL BUILDING, 100 HILL ROAD, DENVER.**

**12) EXECUTIVE SESSION:**

**13) ADJOURNMENT**

## BOARD OF SUPERVISORS MEETING THURSDAY, JANUARY 20, 2022

The advertised meeting of the East Cocalico Township Board of Supervisors Meeting was called to order on Thursday, January 20, 2022, at 7:00 p.m., held in-person at the East Cocalico Township Municipal Building, 100 Hill Road, Denver, PA 17517 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 Lorenzo Bonura, Secretary Jeffrey W. Mitchell

**Twp. Staff:** Township Manager Michael Hession, Police Chief Darrick Keppley, Director of Community Development Sharyn Young, Financial Administrator Judi Lumis, MS4 Technician Ken McCrea, Road Master Bret Hoffert (via Zoom), and Recording Secretary Lisa A. Kashner (via Zoom)

**Consultants:** Land Planning Engineer Casey Kerschner

**Visitors in Attendance:** Alan R. Fry, Don and Anna Eckman, Larry Alexander, James J. Stoner, Sam Weaver, Donny Stover, Nelson Sipe, Don Miller, Brian Wise, Keith Neff, James Mohler, Barry Weaver, Jeff Garner, Steve Brubaker, Doug Mackley, Suzie Mackley, Barry Garner, and Ron Forsyth

**Visitors via Zoom:\*** Suzie, Marie Firestone, Allen Maxwell, iPad, Scott Achey, Joe Zimmerman, iPhone, and Jason

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

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

Chairman Carrasco stated this meeting was duly advertised in accordance with the second-class Township code in the Lancaster Newspaper on December 1, 2021.

**RETIREMENT RECOGNITION:** Chairman Carrasco read the letters submitted by Officer Michael Firestone concerning his retirement on January 15, 2022, and Officer Keith Neff concerning his retirement effective January 21, 2022. Chief Keppley reported that Officer Firestone has served the East Cocalico Township Police Department for 27 years and Officer Neff has served the East Cocalico Township Police Department for 25 years, and he highlighted the service by both officers during their tenure with the Township.

**MOTION:** Secretary Mitchell made a motion, seconded by Vice Chairman Bonura, to accept, with regrets, the retirement of Police Officers Keith Neff and Michael Firestone from the East Cocalico Township Police Department. Chairman Carrasco asked if there were any comments or questions. There were none. Motion carried. (3/0)

**EXECUTIVE SESSIONS HELD:** Chairman Carrasco stated that one Executive Session was held after the last Board of Supervisors Meeting on January 3, 2022 which involved personnel and legal matters. The meeting started at approximately 8:55 p.m. and lasted until approximately 11:00 p.m.

**PAST MEETING MINUTES APPROVAL:** The January 3, 2022 Meeting Minutes were before the Supervisors.

**MOTION:** Vice Chairman Bonura made a motion, seconded by Chairman Carrasco, to approve the Monday, January 3, 2022 Board of Supervisor Meeting Minutes. Chairman Carrasco asked if there were any comments or questions; there were none. Motion carried (3/0).

Doug Mackley questioned page 5 where the wording "to appoint Daniel J. Becker as ECTA's Authority Chairman for a term expiring December 31, 2022", stating it should be edited by deleting the word Chairman "to appoint Daniel J. Becker as an Authority Board Member with the East Cocalico Township Water & Sewer Authority for a term expiring December 31, 2022". The Supervisors agreed and made the following motion.

## **BOARD OF SUPERVISORS MEETING THURSDAY, JANUARY 20, 2022**

**MOTION:** Vice Chairman Bonura amended the previous motion, seconded by Chairman Carrasco, to approve the Monday, January 3, 2022 Board of Supervisor Meeting Minutes with the correction to page 5 as stated. Chairman Carrasco asked if there were any comments or questions; there were none. Motion carried (3/0).

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

**EDWARDS/MOHLER – LOT ANNEXATION PLAN:** No one was present for this plan tonight. The plan was displayed on the screen. Mr. Kerschner highlighted the plan and presented the recommended motions.

**MOTION:** Chairman Carrasco made a motion, seconded by Secretary Mitchell, to approve a waiver/modification of §194-13.B.(3)(a) of the East Cocalico Township Subdivision and Land Development Ordinance related to depicting existing features within 200' of the subject properties and deem the plan information currently provided adequate, **(2)** to approve a waiver/modification of §194-13.B.(4) of the East Cocalico Township Subdivision and Land Development Ordinance related to the requirement for a Pennsylvania Natural Diversity Inventory (PNDI) Search, conditioned on General Plan Note 8 remaining on the plan, and **(3)** to approve the Edwards/Mohler Annexation Plan, based on the applicant/applicant's consultant addressing the comments in the Becker Engineering, LLC review letter dated December 17, 2021, with the status of comments updated via email on January 4, 2022, to the satisfaction. Chairman Carrasco asked if there were any comments or questions; there were some, which were answered. Motion carried (3/0).

**35 KEELER AVENUE – STORMWATER MANAGEMENT PLAN:** No one was present for this plan tonight. Mr. Kerschner highlighted the plan and presented the recommended motions.

**MOTION:** Vice Chairman Bonura made a motion, seconded by Chairman Carrasco, to **(1)** accept a waiver/modification of §185-14.(4) of the of the East Cocalico Township Stormwater Management and Earth Disturbance Ordinance related to showing all physical and man-made features within 200' of the development site, and **(2)** to accept a waiver/modification of §185-27.A.(1).(a)[4] of the of the East Cocalico Township Stormwater Management and Earth Disturbance Ordinance related to utilizing a 6" conveyance line in lieu-of the ordinance specified 8" for facilities outside of the right-of-way and not subject to vehicular loading. 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 **(1)** to conditionally approve the 35 Keeler Avenue Stormwater Management Plan, based on the applicant/applicant's consultant addressing the comments in the Becker Engineering, LLC review letter dated January 12, 2022, to the satisfaction of the Township, **(2)** to authorize the Board of Supervisors to sign the Improvement Guarantee Agreement (IGA) when executed by the applicant and submitted to the Township in the form acceptable to the Township Solicitor, and accompanied by financial security in the amount of \$18,474.46 or as confirmed by the Township Engineer pending review of updated plan, and in a form acceptable to the Township Solicitor, **(3)** 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, and **(4)** 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, once the Township has received all other items necessary to satisfy conditions of approval. Chairman Carrasco asked if there were any comments or questions; there were none. Motion carried (3/0).

**RECREATION BOARD RESIGNATION – TARA ERKINGER:** Mr. Hession highlighted.

**MOTION:** Chairman Carrasco made a motion, seconded by Vice Chairman Bonura, to accept the resignation of Tara Erkinger from the Township's Recreation Board. Chairman Carrasco asked if there were any comments or questions; there were none. Motion carried (3/0).

## **BOARD OF SUPERVISORS MEETING THURSDAY, JANUARY 20, 2022**

**MOTION:** Chairman Carrasco made a motion, seconded by Vice Chairman Bonura, to appoint Teresa Amaturro to fill the vacant position on the Recreation Board, which term shall expire on December 31, 2026. Chairman Carrasco asked if there were any comments or questions; there were none. Motion carried (3/0).

**ACTION ITEMS:** Mr. Hession highlighted other interests received for the Transportation Impact Fee Committee.

**MOTION:** Vice Chairman Bonura made a motion, seconded by Chairman Carrasco, to appoint Kerry Haas to the Transportation Impact Fee Advisory Committee. Chairman Carrasco asked if there were any comments or questions; there were none. Motion carried (3/0).

**MOTION:** Chairman Carrasco made a motion to appoint June Kinback to the Transportation Impact Fee Advisory Committee. There was no second to this motion, so the motion failed.

Steve Brubaker highlighted the previous Board of Supervisors Reorganization Meeting, noting that Secretary Mitchell made a motion, seconded by Vice Chairman Bonura, to appoint Don Miller to the Planning Commission. Mr. Brubaker asked if the Supervisors received the Planning Commission recommendations to reappoint Ralph Buckles and Kathleen O'Connell to the Planning Commission. The Supervisors noted that they have received and reviewed the recommendations. Vice Chairman Bonura discussed the meeting attendance of Ms. O'Connell having a less than 50% attendance, and that a phone call meeting is pending with Mr. Buckles. Discussions continued. Comments and questions were asked which were answered.

**DEPARTMENT REPORTS – MANAGER:** Mr. Hession highlighted.

### **HALLER ENTERPRISES – 2022 PREDICTIVE MAINTENANCE AGREEMENT:**

**MOTION:** Vice Chairman Bonura made a motion, seconded by Chairman Carrasco, to accept the Haller Enterprises Preventative Maintenance Proposal for 2022 in the amount of \$1,598.00. Chairman Carrasco asked if there were any comments or questions; there were none. Motion carried (3/0).

### **HALLER ENTERPRISES – GAS BOILER CONTROL SYSTEM SAFETY REPAIRS:**

**MOTION:** Chairman Carrasco made a motion, seconded by Secretary Mitchell, to contract with Haller Enterprises to repair the Gas Boiler #1 controls as per Estimate 413583340 (dated 12/2/2021) at a projected cost of \$2,024.00. Chairman Carrasco asked if there were any comments or questions; there were none. Motion carried (3/0).

**REGIONAL ELECTED OFFICIALS MEETING – AGENDA ITEMS:** Mr. Hession noted the upcoming Cocalico Regional Meeting held on February 25<sup>th</sup> at 7:00 pm held at the Denver Building.

Mr. Hession noted that the following items are proposed to be discussed at the next Supervisors Meeting **(1)** John Schick of Rettew is anticipated to be present to discuss the proposal for the intersection at Church Street and Rt. 272, **(2)** final quotations for the Municipal Building generator, and **(3)** a review of the draft TIF Deferral Payment Agreement.

**POLICE DEPARTMENT REPORT – RECOGNITION OF PROBATIONARY STATUS REMOVED (OFFICER ODENWALT):** Chief Keppley highlighted the Police Department report including the completion of the probationary period by Officer Rachel Odenwalt.

**MOTION:** Chairman Carrasco made a motion, seconded by Vice Chairman Bonura, to remove Officer Rachael Odenwalt from probationary status retroactive to January 4, 2022. Chairman Carrasco asked if there were any comments or questions; there were none. Motion carried (3/0).

Chief Keppley also reported on the total calls of service for 2021; the completion of use of force training; the Department's recent staffing adjustments due to illnesses; and the unexpected passing of crossing guard Don Fenninger.

**BOARD OF SUPERVISORS MEETING  
THURSDAY, JANUARY 20, 2022**

**DEPARTMENT REPORTS:**

**(CONTINUED)**

**DIRECTOR OF COMMUNITY DEVELOPMENT:** Ms. Young highlighted her report, discussed gathering examples of other short-term vacation rental ordinances similar to Airbnb, and she will also be looking at a recent Zoning Hearing Board decision where a short-term vacation rental was approved as a special exception.

**FINANCIAL ADMINISTRATOR - TAX CLAIM BUREAU CERTIFICATION OF UNCOLLECTED REAL ESTATE TAXES FOR 2021:** Ms. Lumis highlighted the fund balance changes from January 1, 2021 to December 31, 2021. Lengthy discussions continued. Ms. Lumis also summarized the U.S. Treasury Department's Final Rule concerning the use of ARPA funds and the ability of the Township to use up to \$10 million in ARPA funds for lost revenue. Ms. Lumis also highlighted the Tax Claim Bureau Certification reports for 2021. The following motion was recommended.

**MOTION:** Chairman Carrasco made a motion, seconded by Secretary Mitchell, to execute the Lancaster County Tax Claim Bureau Certificate of uncollected real estate taxes for 2021. Chairman Carrasco asked if there were any comments or questions; there were none. Motion carried (3/0).

**ROADMASTER REPORT – ROAD DEPARTMENT PICK-UP TRUCK UTILITY BED:** Mr. Hoffert highlighted his report including confirming that the electric panel will be installed at the Highway Shed on January 25, 2022; the Department installed the all-poly broom on the Township road sweeper; the components of the slide at the Reamstown Pool have been removed to be powder coated, and the Department is gathering information to repair the block wall in the Pool restrooms; street sweeping will be scheduled for April, 2022; he has contacted Mike Knouse at Rettew to begin to compile the 2022 street project specifications; and he provided a summary of the multiple cost quotations received for the new truck bed, light gate, lighting, and plow. The following motion was made.

**MOTION:** Vice Chairman Bonura made a motion, seconded by Chairman Carrasco, to approve and execute the proposal from E.M. Kutz dated January 12, 2022 for a to provide equipment for the new truck at a not to exceed price of \$24,622.00. Chairman Carrasco asked if there were any comments or questions; there were none. Motion carried (3/0).

**MS4 – AUDIO/VISUAL IMPROVEMENT PROPOSAL:** Mr. McCrea highlighted the proposed improvements to the audio/visual equipment, or the Supervisors meetings held in Chambers and the quote received from Associated IT Services for \$4,200.00 for audio system upgrades.

**MOTION:** Vice Chairman Bonura made a motion, seconded by Chairman Carrasco, to contract with Associated IT Services for the installation of audio equipment upgrades for the Township's video streaming system at a cost of \$4,200.00 as per Estimate #2785 dated January 5, 2022. Chairman Carrasco asked if there were any comments or questions; there were none. Motion carried (3/0).

Mr. McCrea will contact representatives at Associated IT Services for an additional quote to add a network cable to the back of the room in Chambers area for the control computer.

**TREASURER'S REPORT:** Ms. Lumis highlighted.

**MOTION:** Secretary Mitchell made a motion, seconded by Vice Chairman Bonura, to approve the "electronic" payment list of bills in the amount of \$84,009.12. 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 Bonura, to approve the check payments for the end of year "General Fund Bank Account" list of bills in the amount of \$349,415.42. Chairman Carrasco asked if there were any comments or questions; there were none, motion carried (3/0).

## **BOARD OF SUPERVISORS MEETING THURSDAY, JANUARY 20, 2022**

**MOTION:** Secretary Mitchell 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 \$155,836.71. 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 Bonura, to approve the “Electronic” Payment list of bills in the amount of \$349,842.78. 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 Chairman Carrasco, to approve the check payments for the “Hydrant Fund Bank Account” list of bills in the amount of \$15,795.00. Chairman Carrasco asked if there were any comments or questions; there were none, motion carried (3/0).

Secretary Mitchell reported that the Fulton Bank Credit Card invoice is due for payment and since the payment needs to be mailed and not paid directly at Fulton Bank, there is a short timeframe between the approval at the next Supervisors meeting and the due date and to avoid finance/late charges, it is recommended that the bill be approved tonight. Discussions held and the following motion was made:

**MOTION:** Secretary Mitchell made a motion, seconded by Chairman Carrasco, to approve the Fulton Credit Card list of bills as present with validation from the Financial Administrator Judi Lumis, Treasurer Jeffrey Mitchell, and Assistant Treasurer Lorenzo Bonura before the next Board of Supervisors in February 2022. 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 – FIRE SERVICES ASSISTANCE PROGRAM:** Chairman Carrasco highlighted the need for volunteer firefighters because of the declining numbers. Displayed on the screen was the presentation. More than 90 percent of the state’s fire companies are volunteer, and since the 1970s the number of volunteer firefighters has declined by 88 percent. The program is designed to provide incentives and encouragement directly to individual active volunteers to assist and facilitate recruitment, retention, and appreciation. The program could include annual Township funding, incentive funds encumbered for this program, active volunteers meeting specific criteria, and not for equipment or running of Department as it is about the volunteers. Chairman Carrasco highlighted the presentation in whole and discussed the first appreciation funds payout at year two. Discussions continued. Questions and comments were received which were answered. The Supervisors noted that this is a great start, and to table the item for future discussions.

**MUNICIPAL BUILDING – LIGHTING AND PAINTING:** Vice Chairman Bonura discussed the condition of the Township Municipal Building in respect to brining the building up to date with new lighting and painting. Discussions continued. To be investigated further for future discussions.

**PUBLIC COMMENT (NON-AGENDA ITEMS):** Mr. Mackley asked whether Landmark Homes had satisfied the condition from the August 5<sup>th</sup> Board of Supervisors meeting for the Stoney Pointe swale, and Ms. Young confirmed that Landmark had. Mr. Mackley highlighted and questioned some comments from the April 2021 and the August 2021 Board of Supervisor Meetings, and the Township’s 2020 Census population in reference to the Drug Task Force. Questions and comments were answered.

**ANNOUNCEMENT:** Chairman Carrasco announced that he will be attending his first meeting with the Lancaster County Planning Commission on Monday, January 24<sup>th</sup> at 2:30pm. • The next Board of Supervisors Meeting will be held on Thursday, February 3, 2022, at 7:00 p.m., held in-person held at the East Cocalico Township Municipal Building, 100 Hill Road, Denver, and held via "live" Zoom.

**EXECUTIVE SESSION:** None.

**BOARD OF SUPERVISORS MEETING  
THURSDAY, JANUARY 20, 2022**

**ADJOURN:**

**MOTION:** There being no further business to come before the Board, Vice Chairman Bonura made a motion seconded by Chairman Carrasco to adjourn the meeting at 9:37 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:  
[JANUARY 20, 2022 BOARD OF SUPERVISORS MEETING VIDEO](#)**