

# **EAST COCALICO TOWNSHIP**

## **BOARD OF SUPERVISORS MEETING**

### **AGENDA**

**THURSDAY, FEBRUARY 3, 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) ANNOUNCEMENT OF EXECUTIVE SESSIONS HELD**
- 3) PAST MEETING MINUTES APPROVAL:**
  - a) THURSDAY, JANUARY 20, 2022: BOARD OF SUPERVISOR MINUTES**
- 4) ACTION ITEMS:**
  - a) LAND PLANNING ENGINEER:**
    - **MT. ZION BAPTIST CHURCH – FINAL LAND DEVEL. PLAN: TIME EXTENSION**
    - **395 MOHNS HILL RD/YOUNDT – STORMWATER MGMT. PLAN: TIME EXTENSION**
  - b) TRANSPORTATION ENGINEER:**
    - **CHURCH STREET AND SR 272 INTERSECTION ANALYSIS AND CONCEPT PLAN: STUDY PRESENTATION**
    - **DRAFT TRANSPORTATION IMPACT FEE AGREEMENTS – PAYMENT DEFERRAL OPTION AND REDUCED FEE OPTION**
  - c) REAMSTOWN HEIGHT DEVELOPMENT STORMWATER PIPE LINING PROJECT: TEMPORARY ACCESS AND CONSTRUCTION EASEMENTS AND PERMANENT ACCESS EASEMENTS**

**5) DEPARTMENT REPORTS:**

**a) MANAGER**

- DRAFT EAST COCALICO TOWNSHIP EMPLOYEE MANUAL
- REGIONAL TRAIL FEASIBILITY COMMITTEE

**b) POLICE DEPARTMENT**

- HIRE CROSSING GUARD

**c) DIRECTOR OF COMMUNITY DEVELOPMENT**

**d) MS4 STORMWATER**

**6) TREASURERS REPORT:**

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

**7) OLD BUSINESS CONTINUED DISCUSSIONS:**

- PRAYER AT BOARD OF SUPERVISOR MEETINGS

**8) PUBLIC COMMENT:**

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

**9) ANNOUNCEMENTS:**

**a) NEXT SUPERVISORS MTG.: THURSDAY, FEBRUARY 17, 2022 @ 7:00 PM, IN-PERSON PUBLIC MEETING AND VIA “LIVE” ZOOM, HELD AT THE EAST COCALICO TOWNSHIP MUNICIPAL BUILDING, 100 HILL ROAD, DENVER.**

**10) EXECUTIVE SESSION:**

**11) ADJOURNMENT**

## **BOARD OF SUPERVISORS MEETING THURSDAY, FEBRUARY 3, 2022**

The advertised meeting of the East Cocalico Township Board of Supervisors Meeting was called to order on Thursday, February 3, 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, MS4 Technician Ken McCrea, and Recording Secretary Lisa A. Kashner (via Zoom)

**Consultants:** Transportation Engineer John Schick of Rettew

**Visitors in Attendance:** Alan R. Fry, Don Miller, Brian Wise, Nelson Ilgen, Kerry Haas, Don Eckman, John Schick, Doug Mackley, Suzie Mackley, Lorraine Kulp, June Kinback, Gerald Hartranft, Steve Brubaker

**Visitors via Zoom:\*** Alan R. Fry, Donny Stover, 17177252698

\*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.

**EXECUTIVE SESSIONS HELD:** Chairman Carrasco stated that no Executive Session were held.

**PAST MEETING MINUTES APPROVAL:** The January 20, 2022 Meeting Minutes were before the Supervisors.

**MOTION:** Vice Chairman Bonura made a motion, seconded by Chairman Carrasco, to approve the Thursday, January 20, 2022 Board of Supervisor Meeting Minutes. Chairman Carrasco asked if there were any comments or questions; there were none. Motion carried (3/0).

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

**MT. ZION BAPTIST CHURCH – FINAL LAND DEVELOPMENT PLAN:** No one was present for this plan tonight.

**MOTION:** Chairman Carrasco made a motion, seconded by Secretary Mitchell, to accept the written time extension offer as submitted by the applicant's consultant, dated January 27, 2022, which will extend the deadline for action on the Mt. Zion Baptist Church – Final Land Development Plan until June 8, 2022. Chairman Carrasco asked if there were any comments or questions; there were some, which were answered. Motion carried (3/0).

**395 MOHNS HILL ROAD:** No one was present for this plan tonight.

**MOTION:** Secretary Mitchell made a motion, seconded by Chairman Carrasco, to accept the written time extension offer as submitted by the applicant's consultant, dated January 25, 2022, which will extend the deadline for action on the 395 Mohns Hill Road Stormwater Management Plan until May 19, 2022. Chairman Carrasco asked if there were any comments or questions; there were none. Motion carried (3/0).

## BOARD OF SUPERVISORS MEETING THURSDAY, FEBRUARY 3, 2022

### ACTION ITEMS:

(CONTINUED)

**CHURCH STREET AND SR 272 INTERSECTION ANALYSIS AND CONCEPT PLAN – STUDY PRESENTATION:** John Schick of Rettew discussed and highlighted in detail the draft analysis and concept plan for the Church Street and SR 272 intersection. Two scenarios were studied: a signalized intersection with more turning lanes and a roundabout intersection. The study was presented and displayed on the screen displaying the two Reading Road (SR 272) and Church Street (SR 1051) concepts. Mr. Schick provided an overview of the traffic counts for the intersection and the projected traffic counts in 2041 and provided an overview of the capacity analysis for the intersection. He then provided an overview of the signalized intersection design and the roundabout intersection design, focusing on proposed improvements, impacts to neighboring properties, impacts on potential traffic queues and traffic speeds, and the potential impacts of long-term maintenance. Mr. Schick also discussed the potential costs for both options with those costs projected to be between \$2.5 million and 2.75 million. Discussion followed concerning the two options, the location and function of roundabouts in the County and the region, stormwater impacts and potential maintenance costs, potential funding sources, potential impacts on neighboring properties, and the advantages and disadvantages of both options. Lengthy discussions continued, and the Supervisors agreed to have Rettew develop and submit a proposal to fine tune the roundabout option for the intersection at Church Street and SR 272. Comments and questions were asked which were answered.

**DRAFT TRANSPORTATION IMPACT FEE AGREEMENTS – PAYMENT DEFERRAL OPTION AND REDUCED FEE OPTION:** Mr. Hession discussed the draft Transportation Impact Fee Agreements prepared by the Township Solicitor including the Payment Deferral Agreement and the Reduced Fee Agreement. The Agreements will be available for non-residential projects only and will develop guidelines for how TIF payments can be deferred or reduced in the future. The Agreements also provide the Township with the flexibility to use the monies on any transportation project in the Township and eliminates the rights of the developer to seek a refund of the TIF payments. Discussion followed concerning establishing the length of the deferral period of two (2) years; the frequency of deferral payments (quarterly); and the percentage to be used for the reduced fee option. The Supervisors asked to see data on the impacts of setting a reduced fee percentage of 80% similar to the agreement in Manheim Township. Future discussions to be held and the Supervisors expressed interest in having both agreements available and offering the developer the flexibility to choose either a deferred payment option or a reduced payment option based on their preference. Comments and questions were asked which were answered.

The Police Department item was moved up on the agenda for the purpose of Chief Keppley having to leave.

**POLICE DEPARTMENT – HIRING OF CROSSING GUARD:** Chief Keppley discussed with the passing of Don Fenninger, the Police Department has a need to hire another Crossing Guard. Shawn Crills, a Fire Police member in Denver, has expressed an interest in serving as Crossing Guard. The following motion was made.

**MOTION:** Vice Chairman Bonura made a motion, seconded by Secretary Mitchell, to hire Shawn Crills as a part-time Crossing guard for the East Cocalico Police Department. Chairman Carrasco asked if there were any comments or questions; there were none. Motion carried (3/0).

Chief Keppley discussed that he had noticed the in-car computers are becoming aged and it has been determined that five computers are needed. Chief Keppley discussed the different in-car computers available and suggested the possibility of using the ARPA funding for the purchase. Don Miller asked questions on the price and style. Discussions continued. Chief Keppley to approach the Supervisors with more information at their next meeting.

Chief Keppley excused himself and left the meeting at 8:32 p.m.

# BOARD OF SUPERVISORS MEETING

## THURSDAY, FEBRUARY 3, 2022

### ACTION ITEMS:

(CONTINUED)

**REAMSTOWN HEIGHT DEVELOPMENT STORMWATER PIPE LINING PROJECT - TEMPORARY ACCESS AND CONSTRUCTION EASEMENTS AND PERMANENT ACCESS EASEMENTS:** Mr. Hession highlighted, noting that there are five property owners that need to sign a Temporary Access and Construction Easement and Permanent Access Easement Agreement: (1) 104 Oriole Drive, (2) 68 Oriole Drive, (3) 10 Oriole Drive, (4) 23 Blue Jay Drive, and (5) 57 W. Church Street for the Township to proceed with the televising, cleaning, and lining of sections of stormwater pipes located outside of the current right-of-way. Mr. Hession noted that to date, only one agreement has been received from 68 Oriole Drive, Stevens. The following motion was made.

**MOTION:** Vice Chairman Bonura made a motion, seconded by Secretary Mitchell, to authorize the Chairman of the Board of Supervisors to execute the Temporary Access and Construction Easement and Permanent Access Easement between East Cocalico Township and Donna Jean Slabach, 68 Oriole Drive, Stevens, PA 17578. Chairman Carrasco asked if there were any comments or questions; there were none. Motion carried (3/0).

### DEPARTMENT REPORTS – MANAGER:

**DRAFT EAST COCALICO TOWNSHIP EMPLOYEE MANUAL:** Mr. Hession highlighted noting the Draft Employee Manual had been submitted to the Supervisors for review and comment. The next step will be to distribute a copy of the Draft Manual to the employees for review and comment and then to the Township Solicitor for review.

**REGIONAL TRAIL FEASIBILITY COMMITTEE:** Mr. Hession highlighted possible participation in a feasibility study to develop a regional trail from Ephrata to East Cocalico Township, thru Denver, into West Cocalico Township and connecting with Adamstown. DCNR stated there is grant money for this. The Township can consider having a representative from the Planning Commission and the Recreation Board to sit in on this feasibility study.

Mr. Hession also discussed existing police pension monies totaling approximately \$100,000.00 that are in the Ephrata National Bank and Univest Accounts and the possibility of using these monies to help offset future Other Post Employment Benefit (OPEB) costs. Discussed followed concerning using the monies to offset the annual OPEB line item in the budget including the line item in 2022 and subsequent years and/or obtaining a proposal from Girard to develop a trust account to invest the monies for future use. The Township will request a proposal from Girard and the Supervisors will consider these options at a subsequent meeting. • Mr. Hession discussed the possibility of the Supervisors appointing an Assistant Fire Official position, noting that Harvey Achey is the Fire Official. Don Miller questioned the schooling needed and Mr. Hession read the qualifications needed. Discussions held. Mr. Hession will contact the three Fire Companies for a recommendation for the Board to consider for this appointment.

**DIRECTOR OF COMMUNITY DEVELOPMENT:** No report.

**MS4 STORMWATER:** Mr. McCrea noted that he is working on updating the Township's Stormwater Ordinance and discussed the next round of CDBG grant funding, the areas in the Township eligible for this funding, and the potential projects to consider including additional stormwater pipe lining. Discussions continued. Comments and questions were asked which were answered.

**TREASURER'S REPORT:** Secretary Mitchell highlighted and read aloud. Secretary Mitchell reported that check #61912 is the Fulton Bank Credit Card Invoice that was discussed at the last meeting and is in tonight's General Fund Account for approval tonight.

**MOTION:** Secretary Mitchell made a motion, seconded by Chairman Carrasco, to approve the check payments for the end of year "General Fund Bank Account" list of bills in the amount of \$223,453.63 (starting date 01/21/2022 – ending date 02/03/2022). 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 \$120,794.99 (payroll dated 02/02/2022 for pay period 01/16/2022 to 01/29/2022). Chairman Carrasco asked if there were any comments or questions; there were none, motion carried (3/0).

## **BOARD OF SUPERVISORS MEETING THURSDAY, FEBRUARY 3, 2022**

**OLD BUSINESS CONTINUED DISCUSSIONS – PRAYER AT BOARD OF SUPERVISOR MEETINGS:** Vice Chairman Bonura discussed, noting that after talking with the Township Solicitor, the invitation of Preachers from around the Community will not work according to the Solicitors, however keeping the prayer internally for the Board of Supervisors to announce after the Pledge of Allegiance will work. The Supervisors agreed to add prayer to the future Board of Supervisors Meeting Agendas after the pledge of allegiance.

**PUBLIC COMMENT (NON-AGENDA ITEMS):** Don Miller asked if the Road Crew received their pesticide certification. Mr. Hession stated that two of the Road Crew staff have taken the training and tests on January 25<sup>th</sup>. To date, they have not heard back. • Steve Brubaker discussed the January 20<sup>th</sup> Board of Supervisor meeting where Supervisor Mitchell and Supervisor Bonura rejected a Planning Commission recommendation to re-appoint Kathleen O'Connell based upon her attendance. Steve Brubaker asked when attendance criteria was voted on when re-appointing volunteers. Secretary Mitchell stated that attendance is his personal preference. Vice Chairman Bonura stated that attendance is also his wish, it is not personal. Vice Chairman Bonura stated there were two or three unsuccessful attempts to reach out to Ms. O'Connell for a phone interview, noting that a phone interview with Mr. Ralph Buckles was completed. Steve Brubaker noted his concerns on how long it will take until the Planning Commission has seven members. Discussions continued. It was noted that a previous Supervisor, Craig Ebersole, wrote a letter on his thoughts as a sitting Supervisor, and suggested not to have a member serve on multiple Boards. The letter was addressed to each of the Supervisors. Chairman Carrasco stated that the letter was parting words of wisdom and thoughts on his behalf, and has nothing to do with his actions. Suzie Mackley questioned two recent volunteers on the TIF Committee and asked if they were interviewed, and Vice Chairman Bonura answered that he talked with the new appointee Mr. Haas. Doug Mackley asked if the 80% attendance is applied to the Board of Supervisors. Doug Mackley questioned the Recreation Board Member that has not attended for a while, and the Supervisors noted that particular member had taken a Leave of Absence. Discussions continued concerning volunteers and attendance on the different Boards.

**ANNOUNCEMENT:** Chairman Carrasco announced that the next Board of Supervisors Meeting will be held on Thursday, February 17, 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:** Vice Chairman Bonura requested an Executive Session after this meeting; the Supervisors acknowledged. No decisions will be made.

### **ADJOURN:**

**MOTION:** There being no further business to come before the Board, Secretary Mitchell made a motion seconded by Vice Chairman Bonura to adjourn the meeting at 9:30 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:  
[FEBRUARY 3, 2022 BOARD OF SUPERVISORS MEETING VIDEO](#)**