

# **EAST COCALICO TOWNSHIP**

## **BOARD OF SUPERVISORS MEETING**

### **AGENDA**

**THURSDAY, FEBRUARY 17, 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, FEBRUARY 3, 2022: BOARD OF SUPERVISOR MINUTES**
- 4) ACTION ITEMS:**
  - a) LAND PLANNING ENGINEER:**
    - **VILLAGE AT EAST COCALICO - FINAL SUBDIVISION AND LAND DEVELOPMENT PLAN: TIME EXTENSION OFFER**
    - **MATTHEW GRANT - LOT ANNEXATION PLAN: TIME EXTENSION OFFER**
  - b) REAMSTOWN HEIGHTS DEVELOPMENT STORMWATER PIPE LINING PROJECT: TEMPORARY ACCESS AND CONSTRUCTION EASEMENTS AND PERMANENT ACCESS EASEMENTS**
  - c) CHURCH STREET AND SR 272 INTERSECTION: ROUNDABOUT ADVANCED OPERATIONAL ANALYSIS PROPOSAL**
  - d) TRANSPORTATION IMPACT FEE PROPOSED AGREEMENTS: TIF PAYMENT DEFERRAL AGREEMENT AND TIF REDUCED PAYMENT AGREEMENT**
  - e) FUEL SHARING AGREEMENT: 2022-2023**

**5) DEPARTMENT REPORTS:**

**a) MANAGER**

- **PARK TRASH CANS:** ORDER
- **FISHING CREEK PARK:** ASH TREE REMOVAL ESTIMATES
- **COMPREHENSIVE TREE STUMP REMOVAL PROJECT:** FISHING CREEK PARK AND REAMSTOWN MUNICIPAL PARK
- **REAMSTOWN COMMUNITY POOL:** RESTROOM BLOCK WALL REPAIRS
- **INVOICE/BILL PAYMENT PROCESS:** DRAFT RESOLUTION

**b) POLICE DEPARTMENT**

- **HIRING REQUEST:** ADDITIONAL POLICE OFFICER
- **POLICE DEPARTMENT IN-CAR COMPUTERS:** COST ESTIMATE

**c) DIRECTOR OF COMMUNITY DEVELOPMENT**

**d) FINANCIAL ADMINISTRATOR**

- **BUDGET STATUS REPORT:** JANUARY 2022
- **NON-UNIFORM PENSION PLAN:** CHANGE IN CUSTODIAN
- **OPEB TRUST ACCOUNT:** ESTABLISHMENT OF FUND
- **IRON MOUNTAIN AGREEMENT:** RETENTION, STORAGE, AND DESTRUCTION OF TOWNSHIP RECORDS

**e) ROADMASTER**

- **SALT SHED:** BUDGET PROPOSAL

**f) MS4 COORDINATOR**

- **MUNICIPAL BUILDING:** AUDIO/VISUAL WIRING IMPROVEMENTS

**6) TREASURERS REPORT:**

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

**7) OLD BUSINESS CONTINUED DISCUSSIONS:**

- a) FIRE SERVICES:** ASSISTANCE PROGRAM

**8) PUBLIC COMMENT:**

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

**9) ANNOUNCEMENTS:**

- a) NEXT SUPERVISORS MTG.:** THURSDAY, MARCH 3, 2022 @ 7:00 PM, IN-PERSON PUBLIC MEETING HELD AT THE STEVENS FIRE COMPANY, 91 STEVENS ROAD AND HELD VIA “LIVE” ZOOM, HELD.

**10) EXECUTIVE SESSION:**

**11) 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, FEBRUARY 17, 2022

The advertised meeting of the East Cocalico Township Board of Supervisors Meeting was called to order on Thursday, February 17, 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, Director of Community Development Sharyn Young, Police Chief Darrick Keppley, MS4 Technician Ken McCrea, Roadmaster Bret Hoffert (via Zoom), and Recording Secretary Lisa A. Kashner (via Zoom)

**Visitors in Attendance:** Alan R. Fry, Larry Alexander, Doug Mackley, Suzie Mackley, Sam Weaver, Donald Miller, Nelson Iglar, Robert Beidler, Kerry Haas, Brian Wise, Lorraine Kulp, Donny Stover, June Kinback, Don & Anna Eckman, Sarah Mains, Jeff Garner, Monica Craig Fry, Eddy McAlanis, Clark Bearinger, Kristine Bearinger, and Nedra Bearinger

**Visitors via Zoom:\*** Jen, M, 7177252698, iPhone, Beth, and Allen Maxwell

\*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 an executive session was held after the last Board of Supervisor Meeting on February 3<sup>rd</sup> and that Executive Session was for legal items.

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

**MOTION:** Vice Chairman Bonura made a motion, seconded by Chairman Carrasco, to approve the Thursday, February 3, 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:** Sharyn Young highlighted the following plans.

**VILLAGE AT EAST COCALICO FINAL SUBDIVISION AND LAND DEVELOPMENT PLAN – TIME EXTENSION OFFIER:** No representatives were present for this plan, and the following motion was presented.

**MOTION:** Vice Chairman Bonura made a motion, seconded by Secretary Mitchell, to accept the written time extension offer as submitted by the applicant's consultant, dated February 9, 2022, which will extend the deadline for action on the Village of East Cocalico Subdivision and Land Development Plan until May 19, 2022. Chairman Carrasco commented that he will be recusing himself from this vote since he lives in Quail Hollow and this is very closely tied and affiliated with the development and served on the Quail Hollow Board. Secretary Mitchell noted he also has a past working relationship with the developer and may need to recuse himself. Discussions continued, noting this is only a time extension, and primarily is procedural item. Chairman Carrasco asked if there were any comments or questions; there were none. Motion carried (2/0) with Chairman Carrasco abstaining from the vote.

**BOARD OF SUPERVISORS MEETING**  
**THURSDAY, FEBRUARY 17, 2022**  
**(CONTINUED)**

**ACTION ITEMS: LAND PLANNING ENGINEER:**

**MATTHEW GRANT (INSTRUMENT #6322704 AND #5082254) LOT ANNEXTION PLAN:** No representatives were present for this plan. A time extension will allow them to work through conditions of Planning Commission recommendations of approval as well as PennDOT highway occupancy permit process. The following motion was presented.

**MOTION:** Chairman Carrasco made a motion, seconded by Vice Chairman Bonura, to accept the written time extension offer as submitted by the applicant's consultant, dated February 4, 2022, which will extend the deadline for action on the Matthew Grant (Instrument No's 6322704 and 5082254) Lot Annexation Plan until May 5, 2022. Chairman Carrasco asked if there were any comments or questions; there were none. Motion carried (3/0).

**REAMSTOWN HEIGHTS DEVELOPMENT STORMWATER PIPE LINING PROJECT – TEMPORARY ACCESS AND CONSTRUCTION EASEMENTS AND PERMANENT ACCESS EASEMENTS:** Mr. Hession highlighted, stating that this agreement gives the contractor the right to access the facilities to clean and televise the stormwater pipe.

**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 David and Heather Pierdomenico, 4 Oriole Drive, Stevens, PA 17578. Chairman Carrasco asked if there were any comments or questions; there were none. Motion carried (3/0).

**CHURCH STREET & SR 272 INTERSECTION:** Mr. Hession highlighted the potential improvements to the Church Street and SR 272 intersection and the proposal received from Rettew a proposal to complete an advanced operational analysis of that intersection, refining the design of the roundabout. The proposal details the two plans concerning the advanced operational analysis which includes conducting an advanced roundabout capacity analysis. Nedra Bearinger commented that the intersection at the Denver square is controlled by a traffic light, noting that the Church Street intersection could have turning lanes in place of a roundabout. Discussions were held on the safety of a roundabout and the cost savings entailed without the use of a traffic light. Kerry Haas asked how wide is the roundabout lane. Discussions continued. Comments and questions were asked which were answered noting that it seems at this point a roundabout is the best option.

**MOTION:** Chairman Carrasco made a motion, seconded by Vice Chairman Bonura, to approve the project change order/addendum submitted by Rettew for the Church Street and SR 272 intersection improvements study dated February 10, 2022 at the cost of \$8,800.00. Chairman Carrasco asked if there were any comments or questions; there were none. Motion carried (3/0).

**TRANSPORTATION IMPACT FEE PROPOSED AGREEMENTS:** Mr. Hession highlighted the discussion held at a previous meeting on developing two proposed transportation impact fee deferral agreements for non-residential projects with one agreement offering a deferred payment option allowing payment of the fees quarterly over a 24-month period and the second agreement offering a reduced fee of 80% with the reduced payment due prior to the issuance of any construction permit. Discussions continued. Comments and questions were asked which were answered.

**MOTION:** Vice Chairman Bonura made a motion, seconded by Chairman Carrasco, to approve the Transportation Impact Fee Waiver/Fee Deferral Agreement and the Transportation Impact Fee Waiver/Fee Reduction Agreement. Chairman Carrasco asked if there were any comments or questions; there were none. Motion carried (3/0).

**FUEL SHARING AGREEMENT:** Mr. Hession highlighted.

**MOTION:** Vice Chairman Bonura made a motion, seconded by Secretary Mitchell, to authorize the Board of Supervisors Chairperson to execute the 2022-2023 Fuel Agreement between East Cocalico Township and the Cocalico School District. Chairman Carrasco asked if there were any comments or questions; there were none. Motion carried (3/0).

## **BOARD OF SUPERVISORS MEETING THURSDAY, FEBRUARY 17, 2022**

### **DEPARTMENT REPORTS: MANAGER**

**PARK TRASH CANS:** Mr. Hession discussed the need for park trash cans to replace the deteriorating cans currently used in the Township parks system. The Road Department replaced two (2) trash containers in 2021 at the Stoney Point Park and at the Old Homestead Playground. The new trash containers will be the same 55-gallon containers with lids and stands. The Road Crew has asked for authorization to purchase five additional containers which will be installed at the Fishing Creek Park, the lower Pool parking lot, the basketball court by the Pool, the tennis court, and at the skate park location. Discussions continued.

**MOTION:** Chairman Carrasco made a motion, seconded by Secretary Mitchell, to purchase five (5) trash containers, lids, and stands from Kirby Built to be installed in the Township Park system at a cost of \$3,138.50 minus shipping. Chairman Carrasco asked if there were any comments or questions; there were none. Motion carried (3/0).

### **COMPREHENSIVE TREE STUMP REMOVAL PROJECT – FISHING CREEK PARK AND REAMSTOWN MUNICIPAL PARK:** Mr. Hession highlighted, and the following motions were made.

**MOTION:** Secretary Mitchell made a motion, seconded by Vice Chairman Bonura, to contract with Cocalico Tree Service to cut and remove 13 dead ash trees at the Fishing Creek Park at a cost of \$5,135.00 as per Quote #8. Chairman Carrasco asked if there were any comments or questions; there were none. Motion carried (3/0).

**MOTION:** Vice Chairman Bonura made a motion, seconded by Chairman Carrasco, to contract with Cocalico Tree Service to grind and remove debris from 45 trees at Fishing Creek Park at a cost of \$4,815.00 as per Quote #9. Chairman Carrasco asked if there were any comments or questions; there were none. Motion carried (3/0).

**MOTION:** Vice Chairman Bonura made a motion, seconded by Chairman Carrasco, to contract with Cocalico Tree Service to grind and remove debris from 32 tree stumps at the Reamstown Municipal Park at a cost of \$4,096.00 as per Quote #7. Chairman Carrasco asked if there were any comments or questions; there were none. Motion carried (3/0).

**REAMSTOWN COMMUNITY – RESTROOM BLOCK WALL REPAIRS:** Mr. Hession highlighted, and the following motion was made.

**MOTION:** Vice Chairman Bonura made a motion, seconded by Chairman Carrasco, to contract with Hehnly Masonry LLC to repair the block wall in the women's restroom at the Reamstown Community Pool at a cost not to exceed \$2,500.00. Chairman Carrasco asked if there were any comments or questions; there were none. Motion carried (3/0).

**INVOICE/BILL PAYMENT PROCESS – DRAFT RESOLUTION:** Mr. Hession and Judi Lumis highlighted a draft Resolution designed to develop a process for the Township to approve and pay invoices received and due prior to the next Township Board of Supervisors' meeting to avoid being assessed late fees and charges. A draft Resolution was drafted and submitted to the Solicitor for review/comments.

### **POLICE DEPARTMENT:**

**HIRING REQUEST – ADDITIONAL POLICE OFFICER:** Chief Keppley discussed tabling the discussion concerning the hiring of a new Police Officer, and a letter received recently requesting funding for Lancaster Drug Task Force. Discussions continued.

**BOARD OF SUPERVISORS MEETING  
THURSDAY, FEBRUARY 17, 2022**

**POLICE DEPARTMENT:**                      *(CONTINUED)*

**POLICE DEPARTMENT IN-CAR COMPUTERS – COST ESTIMATE:** Chief Keppley discussed an estimate received for the five in-car computers that spoken about at the last meeting. Chief Keppley has been in contact with GTAC. Discussions continued.

**MOTION:** Chairman Carrasco made a motion, seconded by Vice Chairman Bonura, to authorize the purchase of five Getac K-120 Intel Core i7-8550U Processor with webcam and tablet hard handled units for the East Cocalico Township Police Department per Quote #ITS051235NJ. Chairman Carrasco asked if there were any comments or questions; there were none. Motion carried (3/0).

**DIRECTOR OF COMMUNITY DEVELOPMENT:** Sharyn Young discussed and highlighted the pre-application process for anyone who is contemplating bringing in a Subdivision Land Development, Stormwater Management proposal into the Township who's not yet ready to bring a formal plan submission to the Township but would like to discuss things before submitting. Ms. Young also highlighted a recent meeting with new owners of the Dutch Cousins Campground concerning some possible development at the facility and the need for the owner to work through various zoning issues concerning these plans.

**FINANCIAL ADMINISTRATOR:**

**BUDGET STATUS REPORT – JANUARY 2022:** Judi Lumis discussed. Comments and questions were asked which were answered.

**NON-UNIFORM PENSION PLAN – CHANGE IN CUSTODIAN:** Judi Lumis discussed the administrative changes proposed for the non-uniform pension plan. Comments and questions were asked which were answered.

**OPEB TRUST ACCOUNT – ESTABLISHMENT OF FUND:** Judi Lumis discussed the proposal received from Girard for consideration to create a OPEB Trust Account. Comments and questions were asked which were answered.

**IRON MOUNTAIN AGREEMENT – RETENTION, STORAGE, AND DESTRUCTION OF TOWNSHIP RECORDS:** Judi Lumis discussed. Comments and questions were asked which were answered. A proposal was received from Iron Mountain for the storage of Township records. The following motion was made.

**MOTION:** Vice Chairman Bonura made a motion, seconded by Chairman Carrasco, to authorize and sign the contract with Iron Mountain for the storage and destruction of Township records. Chairman Carrasco asked if there were any comments or questions; there were none. Motion carried (3/0).

**ROADMASTER:** Bret Hoffert highlight his report.

**SALT SHED – BUDGET PROPOSAL:** Mr. Hoffert highlighted noting that Mr. McCrea and himself have been working on trying to get numbers. A proposal is in front of the Supervisors from Conestoga Buildings. Mr. Hoffert noted that he is looking for a direction to keep the project moving along and possibly to bid out, with and Engineer to look over. Discussions continued and Mr. Hoffert will provide an overview on site for each of the Supervisors concerning the proposed new salt shed.

Mr. Hoffert responded to questions from the public concerning PennDOT's paving on South Muddy Creek Road and its impacts to the entrance to the Quail Hollow Development and a section of Muddy Creek Road where water is now ponding due to the paving. Mr. Hoffert indicated that officials from PennDOT will address the issue at the Quail Hollow Development entrance this paving season and he will contact them about the water ponding issue.

**BOARD OF SUPERVISORS MEETING  
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**DEPARTMENT REPORTS:**                      *(CONTINUED)*

**MS4 COORDINATOR:** Mr. McCrea highlighted his report.

**MUNICIPAL BUILDING – AUDIO/VISUAL WIRING IMPROVEMENTS:** Mr. McCrea noted that there is a new microphone and audio system in Chambers area. The microphone over the audience is hanging up in the center of the room. Discussions continued.

**TREASURERS REPORT:**

**LIST OF BILLS – AUTHORIZE LIST OF BILLS FOR PAYMENT**

**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 \$65,663.08 (starting date 02/04/2022 – ending date 02/17/2022). 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 check payments for the “Light Fund Bank Account” List of Bills in the amount of \$27,423.81 (starting date 02/04/2022 – ending date 02/17/2022). 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 Chairman Carrasco, to approve the “Electronic” payment List of Bills in the amount of \$81,718.94 (payroll dated 02/16/2022 for pay period 01/30/2022 to 02/12/2022). Chairman Carrasco asked if there were any comments or questions; there were none. Motion carried (3/0).

Ms. Lumis noted that since a resolution is still pending review from the Solicitor, the Township received different bills in the last day that could not be included on this list of bills but do need to be paid before our next meeting. Ms. Lumis proposed a motion to the Board, and the following motion was made.

**MOTION:** Chairman Carrasco made a motion, seconded by Secretary Mitchell, to approve the health care, equipment lease, and life insurance bills upon validation from the Township Manager, Financial Administrator, and Treasurer. Chairman Carrasco asked if there were any comments or questions; there were none. Motion carried (3/0).

Chairman Carrasco noted that before moving on to Old Business, that the previously misplaced 2020 W-2s for the Township have been located. The files were secure at all times. The files were in the care custody and control of Weinhold Nickel. Weinhold Nickel is the Townships payroll accountant and they were required to be there in order to respond or address any questions that were related to Township payroll taxes for the audit.

**OLD BUSINESS CONTINUED DISCUSSIONS:**

**FIRE SERVICES – ASSISTANCE PROGRAM:** Chairman Carrasco discussed the previously presented conceptual idea for Fire Services designed to help assist and/or retain volunteers, as related to the data surrounding the struggles the fire departments are having. Chairman Carrasco asked for the wishes are of the Board in terms of a program idea, and if the Board is interested in the proposal to move forward in terms of modeling and researching the viability. Discussions followed and it was recommended that the Board solicit input from the three (3) fire companies concerning the program before taking any additional action. Discussions continued.

## **BOARD OF SUPERVISORS MEETING THURSDAY, FEBRUARY 17, 2022**

**PUBLIC COMMENT:** Ms. Bearinger addressed the intersection of Route 272 and Denver Road noting the right-hand lane to turn into Denver Road that has arrows marked on the road straight ahead and right turn when there's a couple cars waiting to go straight ahead everybody can turn right until the light changes and then there's only a short distance for those right the straight ahead wins to cut into merge with the traffic that's going to spirit ahead. Discussions continued noting that this is a State Road. ▪ Mr. Mackley discussed the letter from the previous Supervisor Craig Ebersole. Vice Chairman Bonura and Secretary Mitchell noted that they are unable to locate their letters. Chairman Carrasco said that he has a copy and will see that Secretary Mitchell gets a copy. ▪ Mr. Maxwell referenced the previous Supervisors Meeting, noting what the Supervisors do is very clear, they are elected by the residents of the Township to lead the Township using their best discretion, experience, and knowledge to pick and choose the decisions made and to make them in the appropriate manner even when there is a disagreement. Mr. Maxwell continued by saying that the attempts to discredit is very disappointing from a residents' standpoint, and as a resident of the Township wants to see us move past the last meeting. Mr. Garner stated he is in agreement with Mr. Maxwell. Mr. Garner discussed the dangers of pulling out of Muddy Creek Road on the Rt. 272 right by the antique dealership. Lengthy discussions continued. ▪ Donny Stover highlighted and suggested that the Township building should be expanded or possibly move to another building. Donny Stover asked if all Fire Chiefs were contacted concerning Fire Company needs, and after discussions Secretary Mitchell said he will attend the next Smokestown Fire Company Meeting to be held on March 14<sup>th</sup>. Don Miller asked about the Assistant Fire Official discussed at the previous meeting, and Mr. Hession indicated that this will be discussed further when he meets with the three Fire Chiefs on February 21<sup>st</sup>. Don Miller discussed the benefits of having a GPS monitoring system installed in the Township vehicles. Lengthy discussions were held.

**ANNOUNCEMENTS:** Chairman Carrasco announced that the next Board of Supervisors Meeting will be held on Thursday, March 3, 2022, at 7:00 p.m., in-person at the Stevens Fire Company, 91 Stevens Road, via "live" Zoom.

**EXECUTIVE SESSION:** None.

### **ADJOURNMENT:**

**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 9:10 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 17, 2022 BOARD OF SUPERVISORS MEETING VIDEO](#)**