

EAST COCALICO TOWNSHIP BOARD OF SUPERVISORS MEETING

AGENDA

THURSDAY, MARCH 17, 2022 AT 9:00 A.M.

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

- 1) CALL TO ORDER - PLEDGE OF ALLEGIANCE**
- 2) ANNOUNCEMENT OF EXECUTIVE SESSIONS HELD**
- 3) PAST MEETING MINUTES APPROVAL:**
 - a) THURSDAY, MARCH 3, 2022: BOARD OF SUPERVISOR MINUTES**
- 4) ACTION ITEMS:**
 - a) LAND PLANNING ENGINEER:**
 - **31 GARDEN SPOT ROAD – STORMWATER MGMT. PLAN: CONDITIONAL APPROVAL**
 - **94 ADAMSTOWN ROAD – STORMWATER MANAGEMENT PLAN: TIME EXTENSION**
 - b) REAMSTOWN HEIGHTS DEVELOPMENT STORMWATER PIPE LINING PROJECT:**
TEMPORARY ACCESS AND CONSTRUCTION EASEMENTS AND PERMANENT ACCESS EASEMENTS – 23 BLUE JAY DRIVE
 - c) COCALICO HIGH SCHOOL LEO CLUB: TOLL ROAD / CANNING EVENT**
 - d) REAMSTOWN FIRE COMPANY NO. 1: TOLL ROAD FUNDRAISER**
 - e) 2022 HAULERS AGREEMENT: PURPLE HEART**

5) DEPARTMENT REPORTS:

a) MANAGER

- **2022 POOL SEASON: MEMBERSHIP FEES AND SCHEDULE DISCUSSION**
- **EPHRATA BOROUGH GRANT APPLICATION: LETTER OF SUPPORT REQUEST**
- **HVAC SYSTEM REPAIRS: VERTEX PROPOSAL**
- **GENERATOR PROJECT: BIDDING PROFESSIONAL SERVICES AGREEMENT**

b) POLICE DEPARTMENT

c) DIRECTOR OF COMMUNITY DEVELOPMENT

d) FINANCIAL ADMINISTRATOR

e) ROADMASTER

f) MS4 COORDINATOR:

- **CHAMBERS ELECTRIC AND DATA WIRING PROJECT: COST SUMMARY**

6) TREASURERS REPORT:

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

7) OLD BUSINESS CONTINUED DISCUSSIONS:

- a) TOWNSHIP FACEBOOK PAGE**

8) NEW BUSINESS:

9) PUBLIC COMMENT:

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

10) ANNOUNCEMENTS:

- a) NEXT SUPERVISORS MTG.: THURSDAY, APRIL 7, 2022 @ 7:00 PM, HELD IN-PERSON AND VIA “LIVE” ZOOM AT THE EAST COCALICO TOWNSHIP, 100 HILL RD., DENVER**

11) EXECUTIVE SESSION:

12) ADJOURNMENT

BOARD OF SUPERVISORS MEETING THURSDAY, MARCH 17, 2022

The advertised meeting of the East Cocalico Township Board of Supervisors Meeting was called to order on Thursday, March 17, 2022, at 9:00 a.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, Road Master Bret Hoffert, and Recording Secretary Lisa A. Kashner (via Zoom)

Visitors in Attendance: Alan R. Fry, Sam Weaver, Larry Alexander, Doug Mackley, Kerry Haas, Don and Anna Eckman, Harold Rogers, Kristine Bearinger, June Kinback, Eddy McAlanis, Ron Forsyth, and Monica Craig-Fry

Visitors via Zoom:* Gregs iPhone, Lorraine Kulp, Suzie, Jill, Don, and Clark Bearinger

*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. ▪ Chairman Carrasco announced that there is a technical difficulty that currently Mr. McCrea is working on, stating that the people on Zoom can hear the meeting perfectly, however we cannot hear them.

EXECUTIVE SESSIONS HELD: Chairman Carrasco announced that the Board of Supervisors met in an Executive Session on March 4th which consisted of three primary items one of which was a personnel matter with the Township; the other was a personnel matter related to the Police Department; and the final item was allegations of potential wrongdoing by personnel with potential civil litigation.

PAST MEETING MINUTES APPROVAL: The March 3, 2022 Meeting Minutes were before the Supervisors for approval, noting the following corrections: (1) to change the two names listed in the visitors listing from "Clark Brubaker, Kristine Bearington" to "Clark Bearinger, Kristine Bearinger", and (2) to include the comments by Mr. Mackley noting the eighteen late charges that the Township incurred last year for not paying bills on time.

MOTION: Chairman Carrasco made a motion, seconded by Vice Chairman Bonura, to approve the Thursday, March 3, 2022 Board of Supervisor Meeting Minutes with the corrections as noted. 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.

31 GARDEN SPOT ROAD – STORMWATER MANAGEMENT PLAN: 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 a waiver/modification of Section 185-19 of the of the East Cocalico Township Stormwater Management and Earth Disturbance Ordinance related to providing financial security for the stormwater aspects of this project based on the project being conducted in cooperation with the USDA-NRCS through a contractual agreement. Chairman Carrasco asked if there were any comments or questions; there were none. Motion carried (3/0).

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

ACTION ITEMS:

(CONTINUED)

MOTION: Secretary Mitchell made a motion, seconded by Chairman Carrasco to conditionally approve the Paul Zimmerman Stormwater Management Plan (31 Garden Spot Road), based on the applicant/applicant's consultant addressing the comments in the Becker Engineering, LLC review letter dated March 3, 2022, to the satisfaction of the Township. 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 authorize the Board of Supervisors to sign the Stormwater Management and Easement Agreement (SWMEA) for the Paul Zimmerman Stormwater Management Plan (31 Garden Spot Road) 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 Bonura to authorize the Board of Supervisors to sign the plans for the Paul Zimmerman Stormwater Management Plan (31 Garden Spot Road) 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).

94 ADAMSTOWN ROAD – STORMWATER MANAGEMENT PLAN: 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 March 9, 2022, which will extend the deadline for action on the stormwater Management Plan for 94 Adamstown Road until June 15, 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, the agreement gives the contractor the right to access the facilities to clean and televise the stormwater pipe. This is the fifth and final agreement received.

MOTION: Vice Chairman Bonura made a motion, seconded by Chairman Carrasco, 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 Kevin R. and Linda F. Fry, 23 Blue Jay Drive, Stevens, PA 17578. Chairman Carrasco asked if there were any comments or questions; there were none. Motion carried (3/0).

COCALICO HIGH SCHOOL LEO CLUB – TOLL ROAD / ROAD CANNING EVENT: Mr. Hession highlighted that notification was received requesting to hold a toll road canning event.

MOTION: Vice Chairman Bonura made a motion, seconded by Chairman Carrasco, to approve the Cocalico High School Leo Club toll road/canning event at the 4-way intersection of Church Street and Reamstown Road, held on Saturday, May 7, 2022 starting at 8:00 a.m. until 12 noon. Chairman Carrasco asked if there were any comments or questions; there were none. Motion carried (3/0).

REAMSTOWN FIRE COMPANY NO. 1 – TOLL ROAD EVENT: Mr. Hession highlighted that notification was received requesting to hold a toll road fundraising event. Discussion followed to include a provision in the motion to allow the three (3) fire companies to be approved to hold fundraising events following the submission of written notification to the Township concerning the event.

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ACTION ITEMS:

(CONTINUED)

MOTION: Vice Chairman Bonura made a motion, seconded by Chairman Carrasco, to approve the East Cocalico Township Fire Company's (Reamstown Fire Company, Smokestown Fire Company, and Stevens Fire Company) to hold their 2022 toll road/fundraising events upon prior notification to the Township of the date, time and location; with Reamstown Fire Company holding their event on Friday, April 15, 2022 from 7:00 a.m. to 6:00 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).

2022 HAULERS AGREEMENT – PURPLE HEART: Mr. Hession highlighted.

MOTION: Vice Chairman Bonura made a motion, seconded by Chairman Carrasco, to approve the 2022 Municipal Waste Hauler Agreement with Purple Heart Disposal. Chairman Carrasco asked if there were any comments or questions; there were none. Motion carried (3/0).

DEPARTMENT REPORTS: MANAGER

2022 POOL SEASON – MEMBERSHIP FEES AND SCHEDULE DISCUSSIONS: Mr. Hession highlighted the 2022 Ephrata Recreation Center Service Agreement, the 2022 Reamstown Pool Snack Bar, and the 2022 Reamstown Pool admission rates noting an increase of \$1.00 for each of the daily admissions, increase of \$5.00 for each of the membership rates, with no increase for swim team members. Mr. Hession reviewed the pool schedule dates and times, and noted interests to rent the pool area for pool parties in the evening after hours. These items are proposed for review, discussion, and consideration at the next Board of Supervisors Meeting in April.

EPHRATA BOROUGH GRANT APPLICATION – LETTER OF SUPPORT REQUEST: Mr. Hession highlighted and the following motion was made.

MOTION: Vice Chairman Bonura made a motion, seconded by Secretary Mitchell, to provide a letter of support for Ephrata Borough's grant application to the National Fish and Wildlife Foundation for a NFWF Small Watershed Grant Program for the Gross Run Stream restoration. Chairman Carrasco asked if there were any comments or questions; there were none. Motion carried (3/0).

HVAC SYSTEM REPAIRS – VERTEX PROPOSAL: Mr. Hession highlighted the notice received from Vertex noting a potential manufacturing defect. Discussions continue. Mr. Hession will contact the Township's insurance provider to determine whether these repairs could be covered through the Township's insurance policy.

GENERATOR PROJECT – BIDDING PROFESSIONAL SERVICES AGREEMENT: Mr. Hession discussed and highlighted the proposal submitted by ARRO Consulting, Inc. Discussions continued. Discussed to have an electrician look into this too. Comments and questions were asked which were answered.

Don and Anna Eckman discussed the continued disturbance with trucks driving on Township roads (Wabash Road) when there are signs that say: No Trucks – Except Local Deliveries. It was noted that this is a State Road, and PennDOT was notified of this. Discussions continued.

POLICE DEPARTMENT: Chief Keppley highlighted the Police Department report. Chief Keppley brought to the Board's attention that the YMCA has noted that April is sexual assault awareness month, and would like to place signs out at the Township building for awareness. The Supervisors agreed.

DIRECTOR OF COMMUNITY DEVELOPMENT: Nothing to report.

FINANCIAL ADMINISTRATOR: Nothing to report.

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DEPARTMENT REPORTS:

(CONTINUED)

ROADMASTER: Mr. Hoffert highlighted the March 2022 Road Master's report. Discussions were held on proposals received concerning a proposed salt shed. The impervious area of the proposed salt shed was discussed. Mr. Hoffert to look into further.

MS4 COORDINATOR: CHAMBERS ELECTRIC AND DATA WIRING PROJECT – COST SUMMARY:

Mr. McCrea discussed network connections to be hardwired to the computer in Chambers area, proposing the possibility of installing larger smart TV in Chambers area eliminating the need for wiring. Networking the Conference room was discussed. Approximate cost for both rooms is \$5,000.00. Discussions continued and the following motion was made.

MOTION: Chairman Carrasco made a motion, seconded by Vice Chairman Bonura, to approve Associated IT Services estimate dated February 11, 2022 in the amount of \$3,780.00. 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 Bonura, to approve Ken McCrea to purchase a new 75" smart TV (or equivalent) with a not to exceed price of \$1,000.00. Chairman Carrasco asked if there were any comments or questions; there were none. Motion carried (3/0).

Custom Computer is in the process of setting up the new e-mail addresses for staff (ECT.Town), this should take about 24-hours to complete.

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 \$68,582.11 (starting date 03/12/2022 – ending date 03/17/2022). Chairman Carrasco asked if there were any comments or questions; there were some which were answered. Motion carried (3/0).

MOTION: Secretary Mitchell made a motion, seconded by Vice Chairman Bonura, to approve the bills/invoices totaling \$4,867.83 paid prior to the March 17, 2022 Meeting. Chairman Carrasco asked if there were any comments or questions; there were some which were answered. 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 \$86,591.04 (payroll dated 03/16/2022 for pay period 02/27/2022 to 03/12/2022). Chairman Carrasco asked if there were any comments or questions; there were none. Motion carried (3/0).

OLD BUSINESS:

FACEBOOK PAGE: Mr. Hession highlighted sample Facebook and social media policies implemented by two (2) other municipalities. Discussions continued. The Supervisors agreed to obtain an additional local government social media policy to review and then to discuss with the Township Solicitor. The Board also asked that the Township develop a plan for administration of the Facebook Page and how will this be added to a job description for a current employee.

NEW BUSINESS: Chairman Carrasco reported that the Township received a request for an independent investigation of the Township zoning practices; practices of the Zoning Hearing Board; building permit process; and tax payments related to these items. Chairman Carrasco stated that at the next Supervisors meeting the Board will need to think about what we want to do and finalize what we want to do here.

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PUBLIC COMMENT: Anna Eckman asked about the telephone pole that is being hit at Line Road and Wabash Road and asked whether the Township has thought how they could help them once the pole is moved. Don Eckman asked what is allowed and what will be allowed at the intersection. Mr. Hession will discuss this with the engineer concerning the range of possibilities for future improvements to that intersection and will provide that information to the Board. Kerry Haas asked questions concerning the proposed Township Facebook page which were answered. Doug Mackley asked about the announcement at the beginning of the meeting that there was an Executive Session held and he asked what were the reasons for that Executive Session. Chairperson Carrasco responded that two (2) reasons were personnel matters and the third reason was related to potential wrongdoing. Mr. Mackley stated that the Sunshine Law requirements recently have changed and he felt that the way the Board of Supervisors announced the Executive Session they may be in violation of the law. Mr. Mackley read the specific Sunshine Law section and stated that specific agenda items should be listed to comply with the new Sunshine Law requirements and the reasons given must be meaningful and more than generalized terms. He said to simply state personnel matters or litigation tells the public nothing. The reasons stated must be sufficiently specific to inform those present that there is a discreet matter that the Borough should determine should be discussed in Executive session and he recommended that the Board speak with the Solicitor to make sure they do not violate the Sunshine Act. Chairman Carrasco responded that he clearly indicated that the Board had two (2) personnel matters that they discussed and one of them does involve an active claim. He also specified that the third matter was allegations of potential wrongdoing by personnel with potential for civil litigation. Chairman Carrasco stated that this is as much as he can say about those details.

ANNOUNCEMENTS: Chairman Carrasco made an announcement that during May 2021, East Cocalico Township and Denver Borough agreed to mutually embark on testing a new management model within Lancaster County and Cocalico Community - a one year Management Services Agreement was moved forward on at that time. Chairman Carrasco continued discussions, noting that East Cocalico Township does need its' own Township Manager. It was noted that everyone agreed that the Management Services Agreement should not be renewed. East Cocalico Township will begin its search for a new full-time Township Manager, and Mike Hession will assist in the transition of a new Manager to screen, interview, select a new Manager prior to his last day scheduled for May 27, 2022. East Cocalico Township thanks and expresses sincere gratitude to Denver Borough and to Mike Hession for stepping up and trying this new model for the benefit of both the communities. East Cocalico Township looks forward to the continued close cooperative relationship and Denver Borough.

Chairman Carrasco announced that the next Board of Supervisors Meeting will be held on Thursday, April 7, 2022, at 7:00 p.m., in-person and via "live" Zoom held at the East Cocalico Township Municipal Building.

EXECUTIVE SESSION: None.

ADJOURNMENT:

MOTION: There being no further business to come before the Board, Secretary Mitchell made a motion seconded by Chairman Carrasco to adjourn the meeting at 10:46 a.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:
[MARCH 17, 2022 BOARD OF SUPERVISORS MEETING VIDEO](#)**