

EAST COCALICO TOWNSHIP

BOARD OF SUPERVISORS MEETING

AGENDA

THURSDAY, JUNE 2, 2022 AT 7:00 P.M.

**Held in person and held via “live” Zoom at the
Reamstown Fire Company, 12 West Church Street, Reamstown, PA 17567**

- 1) CALL TO ORDER - PLEDGE OF ALLEGIANCE**
- 2) ANNOUNCEMENT OF EXECUTIVE SESSIONS HELD**
- 3) PAST MEETING MINUTES APPROVAL:**
 - a) THURSDAY, MAY 19, 2022: BOARD OF SUPERVISOR MEETING MINUTES**
 - b) THURSDAY, MAY 26, 2022: BOARD OF SUPERVISOR SPECIAL MEETING MINUTES**
- 4) ACTION ITEMS:**
 - a) LAND PLANNING ENGINEER:**
 - **WABASH LANDING PH. 3: SEWAGE FACILITIES POST CARD EXEMPTION**
 - **425 S. MUDDY CREEK RD. (CATALYST): FINANCIAL SECURITY**
 - b) COCALICO HIGH SCHOOL FOOTBALL TEAM COMMUNITY SERVICE PROJECT:
TRASH ON LESHER ROAD**
 - c) LERTA PROGRAM EXTENSION: DRAFT ORDINANCE**
 - d) GEHMAN SCHOOL ROAD BRIDGE: DRAFT ORDINANCE**
 - e) EAST COCALICO TOWNSHIP EMPLOYEE MANUAL: ADOPTION**
 - f) REAMSTOWN POOL PRIVATE GROUP RENTALS: APPROVAL OF REVISED RATES**
 - g) STONEY POINTE GAGA PIT: RUBBER MULCH PURCHASE**
 - h) REAMSTOWN POOL SOUND SYSTEM: SPEAKER REPLACEMENT**
 - i) TOWNSHIP WOODY YARD WASTE: REMOVAL/CHIPPING**

5) DEPARTMENT REPORTS:

a) POLICE DEPARTMENT

b) DIRECTOR OF COMMUNITY DEVELOPMENT

➤ DESIGNATION OF SPENDING LIMITS FOR TOWNSHIP STAFF

➤ PART-TIME SEASONAL EMPLOYEE FOR COMMUNITY DEVELOPMENT DEPARTMENT

c) MS4 COORDINATOR

6) TREASURERS REPORT:

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

7) OLD BUSINESS CONTINUED DISCUSSIONS:

a) VACANCY BOARD MEMBER: CANDIDATE

b) SUPPORT FOR VOLUNTEER FIRE FIGHTERS: POSSIBLE NEW PROGRAM

8) NEW BUSINESS:

9) PUBLIC COMMENT:

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

10) ANNOUNCEMENTS:

a) NEXT SUPERVISORS MEETING:

➤ THURSDAY, JUNE 16, 2022 @ 7:00 PM, HELD IN-PERSON AND VIA “LIVE” ZOOM AT THE EAST COCALICO TOWNSHIP MUNICIPAL BUILDING, 100 HILL ROAD, DENVER

11) EXECUTIVE SESSION:

12) ADJOURNMENT

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The advertised meeting of the East Cocalico Township Board of Supervisors Meeting was called to order on Thursday, June 2, 2022, at 7:00 p.m., held in-person at the Reamstown Fire Company, 12 West Church Street, Reamstown, PA 17567 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: Director of Community Development Sharyn Young, Police Chief Darrick Keppley, MS4 Technician Ken McCrea, Judi Lumis Financial Administrator (via Zoom), and Recording Secretary Lisa A. Kashner (via Zoom)

Consultants: Township Solicitor Bernadette M. Hohenadel from Nikolaus & Hohenadel

Visitors in Attendance: Lorraine Kulp, Monica Craig Fry, Alan Fry, Anna Eckman, Donald Eckman, Sam Weaver, Brian Wise, Don Miller, Doug Mackley, Suzie Mackley, Allen Maxwell, Edward McAlanis, Steve Brubaker, Jeff Garner, Glenn Hurst, and Ron Forsyth

Visitors via Zoom:* Donny Stover and Barry's iPhone

*Visitors via Zoom are as shown as exactly as 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 that this meeting was duly advertised in accordance with the second-class Township code in the Lancaster Newspaper on December 1, 2021.

EXECUTIVE SESSIONS HELD: An Executive Session was held after the May 19th Board of Supervisors Meeting, as previously announced, for personnel reasons related to the Managers position. Chairman Carrasco noted that a meeting was held a personnel meeting on May 31, 2022 for interviews of the Township Manager's position.

PAST MEETING MINUTES APPROVAL: The May 19, 2022 Board of Supervisor Meeting Minutes, and the May 26, 2022 Board of Supervisor Special Meeting Minutes were before the Supervisors for approval.

MOTION: Vice Chairman Bonura made a motion, seconded by Chairman Carrasco, to approve the Thursday, May 19, 2022 Board of Supervisor Meeting Minutes. 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 approve the Thursday, May 26, 2022 Board of Supervisor Special Meeting Minutes. Chairman Carrasco asked if there were any comments or questions; there were none. Motion carried (3/0).

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ACTION ITEMS: LAND PLANNING ENGINEER: The following plans were highlighted.

WABASH LANDING PHASE 3 – FINAL PLAN SUBDIVISION AND LAND DEVELOPMENT PLAN.: No representatives were present for this plan. Ms. Young highlighted, and the following motion was presented.

MOTION: Vice Chairman Bonura made a motion, seconded by Secretary Mitchell, to authorize a representative of the Board of Supervisors to sign Section 8.d. of the DEP Sewage Facilities Post Card Exemption for “public sewage service” related to the Wabash Landing Phase 3 Final Subdivision Plan, when received with the associated concurrence from the East Cocalico Township Authority. Chairman Carrasco asked if there were any comments or questions; there were none. Motion carried (3/0).

425 S. MUDDY CREEK ROAD (CATALYST) – REVISED FINAL LAND DEVELOPMENT PLAN: No representatives were present for this plan. Ms. Young highlighted, and the following motions were presented.

MOTION: Chairman Carrasco made a motion, seconded by Vice Chairman Bonura, to acknowledge the required amount of the financial security to be established for the revised Final Land Development Plan for 425 South Muddy Creek Road in the amount of \$1,204,251.75, per the approved Construction Cost Opinion, prepared by DM/A, dated May 6, 2022, revised May 25, 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 authorize the Township to release the financial security currently being held by the Township in the form of a Standby Letter of Credit, previously issued on behalf of LCSWMA Fulton Bank (Standby Letter of Credit No. STB73), for the Preliminary/Final Land Development Plan for Kasun Associates, upon the current applicant for the subject property, 425 South Muddy Creek Road Associates, LLC, first establishing the required financial security and recording the revised final land development plan for 425 South Muddy Creek Road, to the satisfaction of the Township/Township Solicitor. Chairman Carrasco asked if there were any comments or questions; there were some which were answered. There were no other questions. Motion carried (3/0).

COCALICO HIGH SCHOOL FOOTBALL TEAM COMMUNITY SERVICE PROJECT - TRASH ON LESHER ROAD: Chairman Carrasco highlighted the community service project. Casey Kerschner from Becker Engineering and the Cocalico High School Football Team contacted the Township stating that the Cocalico High School Football Team is looking for a Community Service Project, proposing to remove all trash along Leshner Road (T949) on the morning of August 11, 2022. The Township Road Crew to provide trash bags, and to collect and dispose of any trash collected. A Certificate of Insurance for this event to be requested.

MOTION: Chairman Carrasco made a motion, seconded by Vice Chairman Bonura, to permit the Cocalico High School Football Team to hold a Community Service Project to clean any trash on Leshner Road on the morning of August 11, 2022. Chairman Carrasco asked if there were any comments or questions; there were none. Motion carried (3/0).

LERTA PROGRAM EXTENSION – DRAFT ORDINANCE: A draft ordinance to extend the termination date for submission of applications into the Local Tax Economic Revitalization Tax Assistance (LERTA) Program for five years (until November 26, 2027). Discussions were held. Chairman Carrasco noted to table this item until the next meeting allowing more time for review. The Supervisors agreed.

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GEHMAN SCHOOL ROAD BRIDGE – DRAFT ORDINANCE: Solicitor Hohenadel highlighted the draft ordinance concerning the new proposed weight restrictions, based on the results of PennDOT's recent bridge inspection report, for the Gehman School Road Bridge.

MOTION: Chairman Carrasco made a motion, seconded by Secretary Mitchell, to authorize the Township Solicitor to advertise the hearing date for the draft ordinance for the Gehman School Road Bridge. Chairman Carrasco asked if there were any comments or questions; there were none. Motion carried (3/0).

EAST COCALICO TOWNSHIP EMPLOYEE MANUAL – ADOPTION: Chairman Carrasco highlighted. The final draft was before the Supervisors for review. Allen Maxwell asked if the public can see the manual. Solicitor Hohenadel stated that she will need to check on this as it may not be subject to a Right To Know request, and will have an answer at the next Supervisors Meeting.

MOTION: Chairman Carrasco made a motion, seconded by Secretary Mitchell, to adopt the revised East Cocalico Township Employee Manual Policies & Procedures dated June 2, 2022. Chairman Carrasco asked if there were any comments or questions; there were none. Motion carried (3/0).

REAMSTOWN POOL PRIVATE GROUP RENTALS – APPROVAL OF REVISED RATES: Chairman Carrasco highlighted. Eddie McAlanis asked if a Certificate of Insurance needs to be provided by the group renting, and Chairman Carrasco stated this would be covered under the Township's Insurance. The following motion was made.

MOTION: Vice Chairman Bonura made a motion, seconded by Chairman Carrasco, to adopt the revised 2022 Private Group Rental Rates for the Reamstown Pool as follows:

- 75 people or less: \$127.00 per hour (township portion - \$75.00 per hour)
- 76 people or more: \$149.00 per hour (township portion - \$85.00 per hour)

Chairman Carrasco asked if there were any comments or questions; there were none. Motion carried (3/0).

STONEY POINTE GAGA PIT – RUBBER MULCH PURCHASE: Secretary Mitchell highlighted the rubber mulch to be installed in the GaGa pit at the Stoney Pointe Park. The received two quotes were reviewed, and the following motion was made.

MOTION: Vice Chairman Bonura made a motion, seconded by Chairman Carrasco, to purchase 200, 40 lb. bags of PlaySafer Rubber Mulch (black) from Rubber Recycle at a cost of \$2,196.00, as per quote # 201308, dated May 18, 2022. Chairman Carrasco asked if there were any comments or questions; there were none. Motion carried (3/0).

REAMSTOWN POOL SOUND SYSTEM – SPEAKER REPLACEMENT: Chairman Carrasco highlighted, noting that this was a budgeted item. Secretary Mitchell noted that if it turns out that the wiring needs replaced, the quote will be slightly higher.

MOTION: Secretary Mitchell made a motion, seconded by Vice Chairman Bonura, to contract with Tyler Fichthorn Electric Inc. to supply and install two (2) outdoor JBL Speakers at the Reamstown Pool at a cost of \$1,100.00. Chairman Carrasco asked if there were any comments or questions; there were none. Motion carried (3/0).

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TOWNSHIP WOODY YARD WASTE – REMOVAL/CHIPPING: Chairman Carrasco highlighted, noting that the Woody Waste Pile was last chipped in September 2021, and it the pile needs it again. The cost back in September 2021 to mulch and remove this material was approximately \$5,450.00. The Township had budgeted \$12,000.00 for these services in 2022.

MOTION: Vice Chairman Bonura made a motion, seconded by Secretary Mitchell, to authorize the Township Roadmaster to contact Martin Mulch to remove/chip the woody yard waste pile at the Township's Woody Yard Waste Site. Chairman Carrasco asked if there were any comments or questions. Secretary Mitchell discussed possibly contacting Zeager Brothers, Inc. for another price, but the thought of Ash trees was in question that if Zeager Brothers will remove/chip the pile because of crossing County line with Ash trees. Discussions continued. The Supervisors agreed to withdraw this motion, and agreed to bring this up at the next Board of Supervisors Meeting giving time for the Roadmaster to reach out to Zeager Brothers. There were no other comments are questions. This motion was not carried, and withdrawn.

DEPARTMENT REPORTS:

POLICE DEPARTMENT: Chief Keppley highlighted the May 21st Four Seasons Open House on their recent expansion. Chief Keppley noted that the Police Department and each Fire Company was given a check for \$3,000.00. Four Seasons was thanked for this generous donation. Chief Keppley discussed a program that some departments have already: Project Lifesaver – a system or device that if someone is wearing a bracelet they can be tracked. Chief Keppley stated that the cost of Project Lifesaver is approximately the cost of what Four Seasons donated. A future press release is to come.

DIRECTOR OF COMMUNITY DEVELOPMENT: Ms. Young stated that the Zoning Hearing Board notices were distributed for the meeting next Wednesday, June 8th. Ms. Young highlighted the four hearings on the agenda. There were some questions asked, which were answered.

DESIGNATION OF SPENDING LIMITS FOR TOWNSHIP STAFF: Ms. Young noted that it was discovered that the spending limit for staff is outdated, and asked that this be updated for staff. Chairman Carrasco noted that the document that is out there now needs to be amended, to table this item tonight, and present at the next Board of Supervisors Meeting to present a proposal to the Supervisors for consideration for approval.

PART-TIME SEASONAL EMPLOYEE FOR COMMUNITY DEVELOPMENT DEPARTMENT: Ms. Young proposed the possibility of a part-time seasonal employee for the Community Development Department to organize, digital database management system for records within the Department, including building, zoning, stormwater, driveway, on-lot sewage system, and other permits, violation records, etc. The current system has hard copy records in various places within the Township building and the public works garage, and there is no organized filing system. Possibility a high school or college student who is looking for part-time, with flexible hours to work, would be suitable. Discussions continued. Data management on an entry level. Comments and questions were asked which were answered. Chairman Carrasco indicated that he would like to see an outline of the goals and responsibilities would be. Secretary Mitchell stated that the Township Financial Administrator, Judi Lumis, did some research on this job position and found out that at \$15/hour could be utilized using the ARPA Funding. Discussions continued. Comments and questions were asked. The Supervisors agreed to table this item tonight, and present at the next Board of Supervisors Meeting for further discussions and consideration for approval.

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MS4 COORDINATOR: Mr. McCrea highlighted his report. Vice Chairman Bonura highlighted the availability of Federal Funds with projects around the Township flood zone areas. Mr. McCrea highlighted. Discussions continued. Comments and questions were asked, which were answered. The Supervisors agreed for Mr. McCrea to work on this, and to take the extra time as needed for gathering data along with Becker Engineering's help. The Supervisors thanked Mr. McCrea.

TREASURERS REPORT: LIST OF BILLS – AUTHORIZE LIST OF BILLS FOR PAYMENT: Secretary Mitchell highlighted the list of bills presented for approval.

MOTION: Secretary Mitchell made a motion, seconded by Vice Chairman Bonura, to approve the check payments for the "General Fund Bank Account" List of Bills in the amount of \$10,421.25 (starting date 05/20/2022 – ending date 06/01/2022). 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 \$142,387.30 (payroll dated 05/25/2022 for pay period 05/08/2022 to 05/21/2022). 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 "General Fund Bank Account" list of bills in the amount of \$60,496.50 (check date 06/02/2022). Secretary Mitchell made note of a large bill for the generator purchase, putting half of a down payment on it. Vice Chairman Bonura also noted the bill for Vantage Property Solution, discussed that the bill is higher because Vantage Property Solution missed sending invoices out in 2021 because of their new bookkeeping processes. Ms. Lumis had verified that all the invoices recently received from Vantage were not paid in 2021. Chairman Carrasco asked if there were any comments or questions; there were none. Motion carried (3/0).

OLD BUSINESS CONTINUED DISCUSSIONS:

VACANCY BOARD MEMBER – CANDIDATE: Chairman Carrasco noted that a couple meeting ago, the passing of Barry Weaver. Barry Weaver was the East Cocalico Township Vacancy Board Member, and that the Board of Supervisors need to consider a replacement candidate in appointing someone to Vacancy Board. Chairman Carrasco explained the Vacancy Board duties. It was noted that Randi Shober of the Cocalico Area Republican Committee presented Steve Brubaker as a candidate to fill that vacancy.

MOTION: Chairman Carrasco made a motion, seconded by Chairman Carrasco, to appoint Steve Brubaker as the Vacancy Board Member to replace Barry Weaver. Vice Chairman Bonura stated that he would like to table this motion, adding that he recently talked with Craig Ebersole and noted his interest in the position of the Vacancy Board. Secretary Mitchell agreed, that he is not ready to move forward on this motion. It was stated to table this until the next Board of Supervisors meeting to look into other opportunities. The Supervisors agreed to withdraw the motion, and agreed to discuss at the next Board of Supervisors Meeting. Discussions continued. Comments and questions were asked which were answered. There were no other comments are questions. This motion was not carried, and withdrawn.

PROGRESSIVE ENERGY SOLUTIONS: Vice Chairman Bonura noted that he sat in on discussions with Ms. Lumis. Ms. Lumis called Progressive about locking in the Township's electric rate for 2023 since the rates are

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expected to be much higher. Currently the Township has a contract up until August 2023. Vice Chairman Bonura noted that Ms. Lumis discussed the interest of a lower rate, and Progressive came back this afternoon at a rate of 0.069 (a 40-month term). Vice Chairman Bonura noted that the Township has fourteen accounts, and all fourteen account numbers were read. Discussions continued. Comments and questions were asked which were answered. It was noted to amend tonight's agenda by adding the electric rate with Progressive.

MOTION: Vice Chairman Bonura made a motion, seconded by Secretary Mitchell, to amend tonight's Agenda by adding the Progressive electricity rates. 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 approve contracting with Constellation New Energy, Inc. for fourteen accounts in East Cocalico Township's for an electric fixed rate at 0.6999 effective August 2023 for a 40-month term. Chairman Carrasco asked if there were any comments or questions; there were none. Motion carried (3/0).

SUPPORT FOR VOLUNTEER FIRE FIGHTERS – POSSIBLE NEW PROGRAM: It was noted that there are no updates, and this item was tabled.

NEW BUSINESS: Secretary Mitchell highlighted a proposal coming from the East Cocalico Township Authority, a proposed expansion of the Municipal building. A cost estimate was proposed for a 2-story expansion with a basement area for the Police Department, and office space above for the Authority to use. Copies of a concept plan were distributed for review. The cost estimate is \$661,000.00. Sam Weaver, an Authority Board Member, was present to discussed the plan, noting their need for more space. (772,000 sq. feet upstairs and downstairs). Sam Weaver noted this space is needed sooner rather than later. Chief Keppley discussed, noting that that the extra space is definitely needed in the Police Department. Discussions continued. Comments and questions were asked which were answered.

Vice Chairman Bonura had some recent discussions with the Roadmaster, noting that the Roadmaster suggested to replace two Road Crew trucks (2002 F550 and 2008 F250), with the possibility of ARPA monies. Ms. Lumis to look into ARPA monies, and suggested to look into an Emergency category. More discussions to follow at a future Board of Supervisor Meeting.

PUBLIC COMMENT: Allen Maxwell asked how the search is going for a Township Manager and what is the plan if a Township Manager is not found right away. Discussions were held. ▪ Mr. Mackley questioned if ARPA monies could be used in the building expansion. It was noted that this will be looked into. ▪ Mr. Mackley indicated that meeting minutes approved tonight, noted that a person sitting on a Committee, must that person be a resident of the Township. Discussions continued, comments and questions were asked which were answered. ▪ Jeff Garner asked what the goal is in replacing the Zoning Officer. Discussions continued, comments and questions were asked which were answered. ▪ Steve Brubaker discussed and questioned the Zoning Hearing Board practices lawsuit discussed at a previous Board of Supervisors Meeting. Discussions were held. Allen Maxwell questioned how long ago these concerns are. Comments and questions were asked which were answered. Solicitor Hohenadel explained in detail. ▪ Jeff Garner highlighted the processes of Executive Sessions held. ▪ Eddie McAlanis discussed timelines of projects/processes and Township goals for upcoming years. Discussions continued, comments and questions were asked which were answered. ▪ Suzie Mackley questioned the possible conflict of interest. Solicitor Hohenadel explained. ▪ Doug Mackley commented on the Township's five-year plan. ▪ Allen Maxwell commented on the Social

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Media post. Jeff Garner also commented. Discussions continued, comments and questions were asked which were answered.

ANNOUNCEMENTS: Chairman Carrasco announced that the next Board of Supervisors Meeting will be held on Thursday, June 16, 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, Vice Chairman Bonura made a motion seconded by Secretary Mitchell to adjourn the meeting at 9:15 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:
[JUNE 2, 2022 BOARD OF SUPERVISORS MEETING VIDEO](#)**