

EAST COCALICO TOWNSHIP

BOARD OF SUPERVISORS MEETING

AGENDA

THURSDAY, JUNE 16, 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**

- 1) CALL TO ORDER - PLEDGE OF ALLEGIANCE**
- 2) ANNOUNCEMENT OF EXECUTIVE SESSIONS HELD**
- 3) VISITORS: EMERGENCY SERVICE AGENCIES & ADAMSTOWN LIBRARY - ANNUAL DISCUSSIONS / CONTRIBUTIONS**
- 4) PAST MEETING MINUTES APPROVAL:**
 - a) THURSDAY, JUNE 2, 2022: BOARD OF SUPERVISOR MEETING MINUTES**
- 5) ACTION ITEMS:**
 - a) LAND PLANNING ENGINEER:**
 - **BLACKHORSE/WRIGHT PARTNERS – PRELIMINARY/FINAL LAND SUBDIVISION AND DEVELOPMENT PLAN: TIME EXTENSION**
 - **WABASH LANDING PHASE 3 – FINAL PLAN SUBDIVISION AND LAND DEVELOPMENT PLAN: TIME EXTENSION**
 - **WOODCREST RETREST – WAIVER OF SUBDIVISION AND STORMWATER MANAGEMENT: CONDITIONAL APPROVAL**
 - **7 WHITETAIL DRIVE (LOUD) – STORMWATER MGMT. PLAN: CONDITIONAL APPROVAL**
 - b) TOWNSHIP MANAGER POSITION: DISCUSSION**
 - c) RESOLUTION 2022-11: FEE SCHEDULE**
 - d) ORDINANCE 2022-02: LERTA PROGRAM EXTENSION**

6) DEPARTMENT REPORTS:

a) POLICE DEPARTMENT

- **IDENTIFICATION/BADGE MAKER: APPROVAL TO PURCHASE**
- **K-9 UNIT: DISCUSSION**

b) DIRECTOR OF COMMUNITY DEVELOPMENT

c) FINANCIAL ADMINISTRATOR

- **SPENDING LIMITS FOR TOWNSHIP STAFF: PROPOSAL**
- **INTERNSHIP PROGRAM - PART-TIME / SEASONAL EMPLOYEE: CONSIDERATION**

d) ROADMASTER

- **TOWNSHIP WOODY YARD WASTE: CHIPPING/REMOVAL**

e) MS4 COORDINATOR

6) TREASURERS REPORT:

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

7) NEW BUSINESS:

- a) JULY 7TH BOARD OF SUPERVISORS MEETING: DISCUSS TO HOLD MEETING**
- b) VOLUNTEER WORK: THANK YOU LETTER**

8) OLD BUSINESS – CONTINUED DISCUSSIONS:

- a) VACANCY BOARD MEMBER: CANDIDATE**
- b) SUPPORT FOR VOLUNTEER FIRE FIGHTERS: POSSIBLE NEW PROGRAM**
- c) TOWNSHIP EMPLOYEE MANUAL: IS THIS SUBJECT TO A RIGHT TO KNOW**

9) PUBLIC COMMENT:

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

10) ANNOUNCEMENTS:

a) NEXT SUPERVISORS MEETING:

- **THE NEXT BOARD OF SUPERVISORS MEETING WILL BE HELD THURSDAY, JULY 7, 2022 (IF PREVIOUSLY APPROVED), AND THURSDAY, JULY 21, 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

BOARD OF SUPERVISORS MEETING THURSDAY, JUNE 16, 2022

The advertised meeting of the East Cocalico Township Board of Supervisors Meeting was called to order on Thursday, June 16, 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: Director of Community Development Sharyn Young, Police Chief Darrick Keppley, MS4 Technician Ken McCrea, Judi Lumis Financial Administrator, Cherly Tapia (via Zoom), Bret Hoffert (via Zoom), and Recording Secretary Lisa A. Kashner (via Zoom)

Consultants: Township Solicitor Matt Creme from Nikolaus & Hohenadel, and Brent Lied from Becker Engineering

Visitors in Attendance: Alan R. Fry, Lorraine Kulp, Larry Alexander, Nelson Ilgen, Kerry Haas, Stephanie Santon, Don Miller, Jim Black, Jeff Garner, Brian Wise, Zach Weaver, Josh Sola, Doug Mackley, Suzie Mackley, Donny Stover, Monica Craig-Fry, Ron Forsyth, Breana Ensinger, Edward McAlanis, and James Mohler

Visitors via Zoom:* Steve, iPhone, Cindy, iPad, Annabelle, Bob, iPhone(2), 717-725-2698, and Donny Stover

*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.

Chairman Carrasco announced an agenda item change, that the Agenda item: "Executive Session To Discuss A Police Personal Matter" will be moved further down on tonight's Agenda, just after Old Business.

EXECUTIVE SESSIONS HELD: An Executive Session was held on June 10, 2022, it was an informational meeting with Council about processes within the Attorney/Client privilege.

VISITORS – EMERGENCY SERVICE AGENCIES & ADAMSTOWN LIBRARY ANNUAL DISCUSSIONS/CONTRIBUTIONS: The Supervisors thanked the Fire Companies and Adamstown Library for volunteering their services. Donation checks were distributed. Pictures were taken.

PAST MEETING MINUTES APPROVAL: The June 2, 2022 Board of Supervisor Meeting Minutes were before the Supervisors for approval.

MOTION: Vice Chairman Bonura made a motion, seconded by Secretary Mitchell, to approve the Thursday, June 2, 2022 Board of Supervisor Meeting Minutes. Chairman Carrasco asked if there were any comments or questions; there were none. Motion carried (3/0).

BOARD OF SUPERVISORS MEETING THURSDAY, JUNE 16, 2022

ACTION ITEMS: LAND PLANNING ENGINEER: Brent Lied was present to discuss the plans.

BLACKHORSE/WRIGHT PARTNERS – PRELIMINARY/FINAL LAND SUBDIVISION AND DEVELOPMENT PLAN – TIME EXTENSION: No representatives were present for this plan. Mr. Lied highlighted, and the following motion was presented.

MOTION: Vice Chairman Bonura made a motion, seconded by Chairman Carrasco, to accept the written time extension offer as submitted by the applicant's consultant, dated June 10, 2022, which will extend the deadline for action on the Preliminary/Final Subdivision and Land Development Plan for Blackhorse Warehouse until August 25, 2022. Chairman Carrasco asked if there were any comments or questions; there were some, which were answered. Motion carried (3/0).

WABASH LANDING PHASE 3 – FINAL PLAN SUBDIVISION AND LAND DEVELOPMENT PLAN – TIME EXTENSION: No representatives were present for this plan. Mr. Lied highlighted, 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 your office, dated June 10, 2022, which will extend the deadline for action on the Phase 3 Final Subdivision Plan for Wabash Landing until September 24, 2022. Chairman Carrasco asked if there were any comments or questions; there were none. Motion carried (3/0).

WOODCREST RETREAT – WAIVER OF SUBDIVISION AND STORMWATER MANAGEMENT – CONDITONAL APPROVAL: Jason Martin present for this plan, and discussed the plan. Mr. Lied also highlighted the plan. Discussions continued. The following motion was presented.

MOTION: Chairman Carrasco made a motion, seconded by Vice Chairman Bonura, to conditionally approve a waiver of the requirements of both the East Cocalico Subdivision and Land Development Ordinance, and the East Cocalico Stormwater Management Ordinance, for the proposed bathhouse, as outlined in the waiver documentation and letter prepared by Diehm & Sons, dated May 19, 2022, conditioned upon the following:

- 1) There shall be no future improvements made to the Drainage Area intended to be collected by existing Detention Basin D2, until the Drainage Area is reevaluated per the 2009 As-Built Calculations and confirmed to be adequate, based on the minor boundary changes shown between the 2009 As-Built Submission and this 2022 bathhouse proposal,
- 2) The applicant shall provide proof of confirmation from the Lancaster County Conservation District (LCCD) that the proposed scope of the project and activities are below the requirements of an NPDES permit,
- 3) The applicant shall obtain all necessary building permits from the Township, and ensure that the ADA parking spaces can be provided in accordance with the Township Zoning Ordinance on an improved asphalt surface, and consistent with applicable ADA/accessibility standards,
- 4) The applicant shall obtain all necessary approvals, permits, etc., from the East Cocalico Township Authority (ECTA), prior to issuance of any building permits.

Chairman Carrasco asked if there were any comments or questions; there were some, which were answered. Motion carried (3/0).

**BOARD OF SUPERVISORS MEETING
THURSDAY, JUNE 16, 2022**

ACTION ITEMS: LAND PLANNING ENGINEER: (CONTINUED)

7 WHITETAIL DRIVE (LOUD) – STORMWATER MANAGEMENT PLAN – CONDITIONAL APPROVAL:

No representatives were present for this plan. Mr. Lied highlighted, and the following motion was presented.

MOTION: Vice Chairman Bonura made a motion, seconded by Secretary Mitchell, to: **(1)** approve a waiver/modification of §185-14.B.(4) of the East Cocalico Township Stormwater Management Ordinance related to depicting relevant existing features within 200' of the subject property and accept the information currently shown on the plan, **(2)** approve a waiver/modification of §185-14.B.(2) of the East Cocalico Township Stormwater Management Ordinance related to requirements to provide field run topographic information and authorize the applicant's consultant to utilize available areal topographic information, **(3)** approve a waiver/modification of §185-27.A.(1)(d)[5] of the East Cocalico Township Stormwater Management Ordinance related to the requirement for 4:1 side slopes for swales in residential areas to authorize the use of 3:1 side slopes. 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: **(1)** conditionally approve the Fredrick & Andrea Loud Stormwater Management Plan, based on the applicant/applicant's consultant addressing the comments in the Becker Engineering, LLC review letter dated June 10, 2022 to the satisfaction of the Township and Township Engineer, **(2)** authorize the Board of Supervisors to sign the Improvement Guarantee Agreement (IGA) for the Fredrick & Andrea Loud Stormwater Management Plan Stormwater Management Plan when executed by the applicant, submitted to the Township in a form acceptable to the Township Solicitor, and accompanied by financial security in an amount satisfactory to the Township Engineer and a form satisfactory to the Township/Township Solicitor, **(3)** authorize the Board of Supervisors to sign the Stormwater Management and Easement Agreement (SWMEA) for the Fredrick & Andrea Loud Stormwater Management Plan Stormwater Management Plan when executed by the applicant and submitted to the Township in a form acceptable to the Township Solicitor, **(4)** authorize the Board of Supervisors to sign the plans for the Fredrick & Andrea Loud Stormwater Management Plan Stormwater Management Plan 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 including providing required financial security and an NPDES Permit. Chairman Carrasco asked if there were any comments or questions; there were none. Motion carried (3/0).

TOWNSHIP MANAGER POSITION – DISCUSSION: Chairman Carrasco stated that there has been an extensive amount of work on this, and that he is extremely happy with the Township staff and fellow Supervisors with how much work has been accomplished over this past week without an official Township Manager. Chairman Carrasco announced that on June 13th they had an interview from 8:30am-10:30am, and on June 14th they had interviews from 9:30am until approximately 12:30pm with the firms discussed at previous meetings. The three firms are recruiting firms that help the Township in the process of recruiting a Township Manager. All three firms had outstanding professionalism. The three firms interviewed were: (1) Samaritan Consulting Group, (2) Herbein/Mosteller, and (3) Keystone Municipal Solutions. Each of the Supervisors discussed their thoughts on each firm. Lengthy discussions continued. Comments and questions were asked, which were answered. The following motion was made.

MOTION: Vice Chairman Bonura made a motion, seconded by Chairman Carrasco, to contract with the firm Keystone Municipal Solutions (KMS) of Harrisburg for their searching services for an East Cocalico Township Manager. Chairman Carrasco asked if there were any comments or questions; there were none. Motion carried (3/0).

BOARD OF SUPERVISORS MEETING THURSDAY, JUNE 16, 2022

ACTION ITEMS:

(CONTINUED)

RESOLUTION 2022-11, FEE SCHEDULE: Sharyn Young discussed the Resolution, noting that the Resolution will be put in place on July 5, 2022 when Technicon takes over. Comments and questions were asked. Chairman Carrasco stated that this Resolution will be placed on the Township website under the “News” section.

MOTION: Vice Chairman Bonura made a motion, seconded by Chairman Carrasco, to adopt Resolution 2022-11 establishing a fee schedule for Zoning and Building Permits for the year 2022. Chairman Carrasco asked if there were any comments or questions, there were some questions that were asked which were answered. Motion carried (3/0).

ORDINANCE 2022-02, LERTA PROGRAM EXTENSION: Solicitor Creme discussed this draft ordinance, which extends 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. Mr. Creme stated that notification letters were sent to the School District and the County, and to date no support letter responses were received. Discussions continued. Comments and questions were asked. Solicitor Creme noted to place this item on the next Supervisors Agenda allowing time for a response. The Supervisors agreed.

DEPARTMENT REPORTS: Chief Keppley highlighted the Police Department report.

POLICE DEPARTMENT – IDENTIFICATION/BADGE MAKER – APPROVAL TO PURCHASE: Chief Keppley highlighted the identification two-sided card badge maker, noting the price is \$3,900-\$4,100. The cards can be used for the Police Department, Township, the Authority, Denver Borough, Retired Police Officers, and possibly extend it out further to the Emergency Services Departments. Discussions were held. The Supervisors agreed for Chief Keppley to look into this further.

K-9 UNIT DISCUSSION: Chief Keppley discussed some research done recently for the potential or possibility of starting a K-9 Unit within the Police Department. Discussions continued, and the Supervisors asked Chief Keppley to look into operational costs for continued discussions. Secretary Mitchell will be meeting with Chief Keppley for questions related to the program. Comments and questions were asked which were answered.

DIRECTOR OF COMMUNITY DEVELOPMENT: Ms. Young discussed some round-about information, and stated that the Township Transportation Engineer, John Schick is asking for the Supervisors feedback. Secretary Mitchell stated that they are looking for what the next step is, what does he need from the Township, what do the next steps entail, and cost analysis. ▪ Pre-emption cost discussions were held and asked if a response was received from Ephrata Township and the County. Discussions were held to reach out to them for feedback.

FINANCIAL ADMINISTRATOR – INTERNSHIP PROGRAM PART-TIME/SEASONAL EMPLOYEE CONSIDERATION: Proposed the possibility of a part-time seasonal interim employees, noting that the total cost for the 8-week program would be \$7,000-\$8,000. Discussions continued.

MOTION: Vice Chairman Bonura made a motion, seconded by Chairman Carrasco, to approve the internship program for the Township. Chairman Carrasco asked if there were any comments or questions; there were none. Motion carried (3/0).

SPENDING LIMITS FOR TOWNSHIP STAFF PROPOSAL: Ms. Lumis highlighted the requested spending limits and the need for updating it. Ms. Lumis read over the Township positions and the recommended spending limits, noting that the Financial Administrator has no purchasing authority. Discussions continued, and the following motion was made.

BOARD OF SUPERVISORS MEETING
THURSDAY, JUNE 16, 2022
(CONTINUED)

DEPARTMENT REPORTS:

MOTION: Chairman Carrasco made a motion, seconded by Secretary Mitchell, to approve the spending limits for Township purchases as outlined in the memo by the Financial Administrator dated June 8, 2022. Chairman Carrasco asked if there were any comments or questions; there were none. Motion carried (3/0).

Ms. Lumis highlighted (1) the informational meeting held on Tuesday regarding ARPA Funding, (2) the IRS decreased the milage rate for the remainder of 2022 (July 1st to December 31st), from 58.5 cents to 62.5 per mile. The Supervisors stated this will be addressed at the next meeting, and (3) Ms. Lumis noted that the budget status reports were distributed previously for review, no questions were received.

ROADMASTER: Bret Hoffert highlighted the Roadmaster report. Discussions were held on the Martin Mulch agreement. The agreement to be forwarded to Solicitor Creme for review and to table this for further discussions at the Supervisors Agenda. Bret Hoffert highlighted the rest of the Roadmasters report. Some questions were asked which were answered.

MS4 COORDINATOR: Mr. McCrea highlighted his report noting that he is very busy with inspections and scheduling inspections.

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 \$271,814.14 (starting date 06/13/2022 – ending date 06/16/2022). 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 Chairman Carrasco, to approve the “Light Fund Bank Account” List of Bills in the amount of \$13,100.10 (check dated 06/16/2022). 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 \$87,137.65 (payroll dated 06/08/2022 for pay period 05/22/2022 to 06/04/2022). 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” Supplemental List of Bills in the amount of \$34,693.00 (check date 06/16/2022, release of escrow funds). Chairman Carrasco asked if there were any comments or questions; there were none. Motion carried (3/0).

NEW BUSINESS:

JULY 7TH BOARD OF SUPERVISORS MEETING – DISCUSS TO HOLDING A SUPERVISORS MEETING: Secretary Mitchell indicated that the July 7th is not scheduled because of the July 4th holiday. After discussions, it was noted that the July 7th should be held with all of the business coming before the Supervisors.

MOTION: Chairman Carrasco made a motion, seconded by Secretary Mitchell, to approve the advertisement on scheduling a Board of Supervisors Meeting to be held on Thursday, July 7th at 7:00 p.m. Chairman Carrasco asked if there were any comments or questions; there were none. Motion carried (3/0).

**BOARD OF SUPERVISORS MEETING
THURSDAY, JUNE 16, 2022**

NEW BUSINESS:

(CONTINUED)

VOLUNTEER WORK – THANK YOU LETTER: Chairman Carrasco highlighted that Mr. Troy Texter, whom has been volunteering his time by doing an outstanding job with the plants, flowers, and placing flags around the Township Municipal Building on the different holidays. The Supervisors agreed to send him a Thank You letter.

EXECUTIVE SESSION: At 9:15 p.m., Chairman Carrasco announced that they will be going into Executive Session to discuss a Police personal matter, and stated that the Supervisors will return to public session expecting to make a vote.

At 11:50 p.m., the Board of Supervisors returned from Executive Session. Chairman Carrasco noted that based on the discussions in Executive Session the following motion was made.

MOTION: Chairman Carrasco made a motion, seconded by Secretary Mitchell, to approve the demotion of Sergeant Joshua Sola to the rank of Patrolman. Chairman Carrasco asked if there were any comments or questions; there were none. Vice Chairman Bonura abstained. Motion carried (2/0).

OLD BUSINESS CONTINUED DISCUSSIONS:

VACANCY BOARD CHAIR – CANDIDATE: Tabled.

SUPPORT FOR VOLUNTEER FIRE FIGHTERS – POSSIBLE NEW PROGRAM: Tabled.

TOWNSHIP EMPLOYEE MANUAL – IS THIS SUBJECT TO A RIGHT TO KNOW: Solicitor Creme stated that the Township Employee Manual is subject to Right-To-Know.

PUBLIC COMMENT: Chairman Carrasco asked if there were any public comment for non-agenda items. Doug Mackley stated that he waited for discussions on a Vacancy Board Chair. No discussions were held.

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

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 11:53 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 16, 2022 BOARD OF SUPERVISORS MEETING VIDEO](#)**