

EAST COCALICO TOWNSHIP

BOARD OF SUPERVISORS MEETING

AGENDA

THURSDAY, JULY 7, 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) PAST MEETING MINUTES APPROVAL:**
 - a) THURSDAY, JUNE 16, 2022: BOARD OF SUPERVISOR MEETING MINUTES**
- 4) ACTION ITEMS:**
 - a) LAND PLANNING ENGINEER: NONE**
 - b) PROPOSED ORDINANCE: EXTENDING LOCAL ECONOMIC REVITALIZATION TAX ASSISTANCE (LERTA) PROGRAM**
 - c) TOWNSHIP WOODY YARD WASTE: CHIPPING/REMOVAL**
 - d) 2022-2023 MUNICIPAL WINTER AGREEMENT: APPROVAL AND SIGNATURE**
- 5) DEPARTMENT REPORTS:**
 - a) POLICE DEPARTMENT**
 - b) DIRECTOR OF COMMUNITY DEVELOPMENT**
 - 425 SOUTH MUDDY CREEK ROAD REVISED FINAL LAND DEVELOPMENT PLAN:
RELEASE OF LANCASTER COUNTY SOLID WASTE MANAGEMENT AUTHORITY
(LCSWMA) FINANCIAL SECURITY**

c) FINANCIAL ADMINISTRATOR:

- **DUPLICATION OF TAX COLLECTOR BOND (SELECTIVE AND TRAVELERS):** DISCUSS TO ELIMINATE ONE OF THE POLICIES
- **IRS MILEAGE:** SCHEDULE RATE CHANGE FROM 58.5 TO 62.5 PER MILE
- **RESOLUTION 2022-12:** AMERICAN RESCUE PLAN ACT (ARPA) - BUDGET ADJUSTMENT
- **RESOLUTION 2022-13:** SHREDDING OF TOWNSHIP FILES

d) MS4 COORDINATOR

6) TREASURERS REPORT:

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

7) NEW BUSINESS:

- a) **CHEVY IMPALA:** DISCUSSION

8) OLD BUSINESS – CONTINUED DISCUSSIONS:

- a) **VACANCY BOARD CHAIR:** CANDIDATE
- b) **SUPPORT FOR VOLUNTEER FIRE FIGHTERS:** POSSIBLE NEW PROGRAM

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 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

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The advertised meeting of the East Cocalico Township Board of Supervisors Meeting was called to order on Thursday, July 7, 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, 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: Lorraine Kulp, Alan and Monica Fry, Kerry Haas, Larry Alexander, Sam Weaver, John Callan, Doug Mackley, Sue Mackley, Brian Wise, and Ron Forsyth

Visitors via Zoom:* Eric's iPhone, Donny Stover, Steve, and Bob

*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 June 21, 2022.

EXECUTIVE SESSIONS HELD: Chairman Carrasco announced that an Executive Session was held prior to this meeting, approximately 10 minutes long (approximately 6:30pm to 6:40pm), related to the process of Keystone Municipal Solutions (KMS) related to the Township Manager position.

PAST MEETING MINUTES APPROVAL: The June 16, 2022 Board of Supervisor Meeting Minutes were before the Supervisors for approval. Chairman Carrasco noted one change to add the sentence under the K-9 Unit discussion: That Secretary Mitchell will be meeting with Chief Keppley for questions related to the program.

MOTION: Vice Chairman Bonura made a motion, seconded by Chairman Carrasco, to approve the Thursday, June 16, 2022 Board of Supervisor Meeting Minutes, with the addition of the sentence noted. Chairman Carrasco asked if there were any comments or questions; there were none. Motion carried (3/0).

ACTION ITEMS: LAND PLANNING ENGINEER: Ms. Young stated there are no Land Planning items for tonight.

PROPOSED ORDINANCE – EXTENDING LOCAL ECONOMIC REVITALIZATION TAX ASSISTANT (LERTA) PROGRAM: Solicitor Creme stated that formal responses were not received from the County or the School, and suggested to continue carrying this item on the Agenda until responses are received. The Supervisors agreed.

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TOWNSHIP WOODY YARD WASTE – CHIPPING/REMOVAL: Secretary Mitchell discussed the 2015 Agreement with Martin Mulch, noting that their costs have increased. It was noted that a quote came in from Zeager Brothers \$1,600.00 cheaper.

MOTION: Secretary Mitchell made a motion, seconded by Vice Chairman Bonura, to approve sending a letter to Martin Mulch to cancel the continuing annual agreement that has been in affect since 2015 to grind the brush at the Township's Woody Waste site. 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 Zeager Brothers Inc. to grind and remove the Woody Waste pile in the month of July 2022 in the amount of \$4,200.00. Chairman Carrasco asked if there were any comments or questions; there were none. Motion carried (3/0).

2022-2023 MUNICIPAL WINTER AGREEMENT: Chairman Carrasco discussed, and the following motion was made.

MOTION: Chairman Carrasco made a motion, seconded by Secretary Mitchell, to authorize and execute the 2022-2023 Municipal Agreement, in the amount of \$14,388.85 with PennDOT for snow removal on State Roads. Chairman Carrasco asked if there were any comments or questions; there were none. Motion carried (3/0).

Discussed the two people needed to be on the list for the 24-hour on call service with PennDOT, and it was noted that Vice Chairman Bonura and Roadmaster Bret Hoffert to be the contacts.

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 for the Police Department, the Township, and possibly Denver Borough. Chief Keppley highlighted, noting that the quote is good for 30 days at a total of \$3,136.26. Discussions were held.

DIRECTOR OF COMMUNITY DEVELOPMENT – 425 S MUDDY CREEK RD FINAL LAND DEVELOPMENT PLAN RELEASE OF LANCASTER COUNTY SOLID WASTE MANAGEMENT AUTHORITY (LCSWMA) FINANCIAL SECURITY: Ms. Young discussed. Comments and questions were asked. The following motion was made.

MOTION: Chairman Carrasco made a motion, seconded by Secretary Mitchell, to authorize, without delay, the release of the full financial security currently being held by the Township in the form of a Standby Letter of Credit, previously issued on behalf of LCSWMA for the Preliminary/Final Land Development Plan for Kasun Associates. Chairman Carrasco asked if there were any comments or questions; there were none. Motion carried (3/0).

FINANCIAL ADMINISTRATOR – DUPLICATION OF TAX COLLECTOR BOND: Ms. Lumis discussed in detail the duplication of the Tax Collectors Bond (Selective and Travelers), and the need to eliminate one of the policies. Solicitor Creme discussed the two bond differences. Lengthy discussions continued. Comments and questions were asked which were answered.

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MOTION: Chairman Carrasco made a motion, seconded by Vice Chairman Bonura, to authorize the Township Auditors review the two Township Tax Collector Bonds (Selective and Travelers) and make a proposal to the Board of Supervisors as to whether both Bonds should be carried, or if only one Bond should be carried and if so which Bond to keep. Chairman Carrasco asked if there were any comments or questions; there were none. Motion carried (3/0).

IRS MILEAGE RATE: Ms. Lumis highlighted an article from the IRS dated June 9, 2022 stating that the mileage rate for the remainder of 2022 (the final 6 months of 2022) the standard mileage rate for business travel will be 62.5 cents per mile (from 58.5 cents per mile), up 4 cents from the rate effective at the start of the year.

MOTION: Vice Chairman Bonura made a motion, seconded by Chairman Carrasco, to approve the 2022 mileage reimbursement rate as set forth by the IRS in the amount of 62.5 cents per mile (from 58.5 cents per mile) effective June 17, 2022. Chairman Carrasco asked if there were any comments or questions; there were none. Motion carried (3/0).

RESOLUTION 2022-12, AMERICAN RESCUE PLAN ACT (ARPA) – BUDGET ADJUSTMENT: Ms. Lumis discussed Resolution 2022-12 displaying the Resolution on the screen. Discussions were held.

MOTION: Vice Chairman Bonura made a motion, seconded by Secretary Mitchell, to adopt Resolution 2022-12 (minus line item #3, Traffic Pre-Emption Devices - waiting on the funds from Ephrata Township) as shown in the Attached List – Supplemental Appropriations for the 2022 Budget. Chairman Carrasco asked if there were any comments or questions; there were some which were answered. Motion carried (3/0).

RESOLUTION 2022-13, SHREDDING OF TOWNSHIP FILES: Ms. Lumis discussed Resolution 2022-13, stating that Iron Mountain Shredding Company will shred 31 boxes for a total of \$277.29.

MOTION: Vice Chairman Bonura made a motion, seconded by Chairman Carrasco, to adopt Resolution 2022-13 authorizing the destruction of specific records as set forth in the Pennsylvania State Municipal Records Manual. Chairman Carrasco asked if there were any comments or questions; there were none. Motion carried (3/0).

Ms. Lumis stated that at the next Supervisors Meeting she will have a list of motions prepared, proposed for approval, to move money around. Ms. Lumis discussed in detail. Ms. Lumis highlighted an application submission to the County for ARPA funding, two projects: The Township building and White Oak Road bridges needs extensive repairs. Ms. Lumis highlighted the fuel rates, noting an increase of 9.75% for the year 2022-2023. Discussions continued.

MS4 COORDINATOR: Secretary Mitchell highlighted the FS4 project, noting that the residue levels have exceeded expectations.

Chairman Carrasco highlighted some updates: East Cocalico Township received the Volunteer Fireman Relief Association for the period of January 1, 2018 thru December 31, 2021. ▪ The Township Manager search is progressing with KMS, they are in the process of putting together a profile for an ideal candidate, and a report was just received. ▪ The Supervisors are meeting weekly (Mondays 7:30am-8:30am) for administrative discussions only, and stated that this week the meeting was held on Tuesday morning. Chairman Carrasco thanked the staff for all they are doing with stepping up and overperforming in their duties.

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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 \$109,810.12 (starting date 06/17/2022 – ending date 07/06/2022). 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 “Electronic” payment List of Bills in the amount of \$158,895.24 payroll for pay periods (1) 06/05/2022 to 06/18/2022 and (2) 06/19/2022 to 07/02/2022. 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 “Light Fund Bank Account” List of Bills in the amount of \$12,843.43 (check dated 07/07/2022). 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 \$59,992.56 (checks dated 07/07/2022). Chairman Carrasco asked if there were any comments or questions; there were some which were answered. Motion carried (3/0).

Secretary Mitchell highlighted that the List of Bills shows the last payment made to the School District for the fuel.

NEW BUSINESS:

CHEVY IMPALA – DISCUSSION: Vice Chairman Bonura highlighted the 2004 Chevy Impala that has been sitting in the Township parking lot for a while, noting that no one has driven it for a while. Possibly needs a new battery and possibly a water pump. Discussions continued. Comments and questions were asked which were answered.

MOTION: Vice Chairman Bonura made a motion, seconded by Chairman Carrasco, to approve to prepare and place the 2004 Chevy Impala on the GovDeals on-line auction website. Chairman Carrasco asked if there were any comments or questions; there were some which were answered. Motion carried (3/0).

OLD BUSINESS CONTINUED DISCUSSIONS:

VACANCY BOARD CHAIR – CANDIDATE: Secretary Mitchell stated that he had discussions with Mr. Paul Keller on the open position, and it was noted that Paul Keller would be interested in the position. Discussions continued and the following motion was made.

MOTION: Secretary Mitchell made a motion, seconded by Chairman Carrasco, to appoint Paul Keller to the Vacancy Board open position, replacing the late Barry Weaver. Chairman Carrasco asked if there were any comments or questions; there were some which were answered. Motion carried (3/0).

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

PUBLIC COMMENT: Chairman Carrasco asked if there were any public comment for non-agenda items. Kerry Haas highlighted a phone call he received and talked about the round-about, and discussed and read from a document his

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studies and the safety of the round-about versus a traffic signal. • Doug Mackley highlighted the previous meeting, discussed the role of Police Commissioner and why Vice Chairman Bonura did not vote on a motion at the last meeting. Vice Chairman Bonura stated that he cannot comment. • John Callan discussed the proposed warehouse that he is not happy with a garbage dump. Sharyn Young discussed the warehouse is recycling facility, that all plastic processes are done inside the building and nothing is stored outside. Discussions continued. Solicitor Creme and Ms. Young highlighted the processes with the Zoning Hearing Board and the Board of Supervisors. Suzie Mackley questioned the use of the property. Questioned the notices and advertising and Solicitor Creme answered. Lengthy discussions continued on the facility, its uses, and tax revenues.

ANNOUNCEMENTS: Chairman Carrasco announced that the next Board of Supervisors Meeting will be held on Thursday, July 21, 2022, at 7:00 p.m., in-person and via "live" Zoom 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 8:58 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:
[JULY 7, 2022 BOARD OF SUPERVISORS MEETING VIDEO](#)