

EAST COCALICO TOWNSHIP

BOARD OF SUPERVISORS MEETING

AGENDA

THURSDAY, AUGUST 18, 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, AUGUST 4, 2022: BOARD OF SUPERVISOR MEETING MINUTES**
- 4) ACTION ITEMS:**
 - a) LAND PLANNING ENGINEER:**
 - **WALMER SUBDIVISION PLAN: TIME EXTENSION**
 - **BLACKHORSE WAREHOUSE/WRIGHT PARTNERS: TIME EXTENSION**
 - **EARTH, TURF & WOOD: FINANCIAL SECURITY REDUCTION**
 - b) 2022 SUMMER/FALL NEWSLETTER: SEND TO PRINTER AFTER ANY REVISIONS**
 - c) COCALICO YOUTH SOCCER CLUB: SEPTEMBER EVENT AT OLD HOMESTEAD PARK**
 - d) FISHING CREEK PARK: PARKING LOT PROJECT**
- 5) DEPARTMENT REPORTS:**
 - a) POLICE DEPARTMENT**
 - b) DIRECTOR OF COMMUNITY DEVELOPMENT**
 - c) FINANCIAL ADMINISTRATOR:**
 - **RESOLUTION 2022-15: BUDGET ADJUSTMENTS GENERAL FUND**
 - **BALANCE SHEET REVIEW**
 - **BUDGET STATUS REPORTS: THROUGH 07/31/2022**
 - **2023 BUDGET PREPARATION**
 - **COUNTY ARPA APPLICATION**
 - d) ROADMASTER**
 - e) MS4 COORDINATOR**

6) TREASURERS REPORT:

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

7) NEW BUSINESS:

- a) **RECREATION BOARD:** SEEKS REQUEST FOR PROPOSAL (RFP) FOR 5-YEAR PLAN TO DEVELOP (IMPROVE PARKS) - DISCUSSION

8) OLD BUSINESS:

- a) **TAX COLLECTOR BOND:** ELIMINATE ONE OF THE POLICIES
b) **LOCAL ECONOMIC REVITALIZATION TAX ASSISTANCE (LERTA):** EXTENSION TO PROGRAM (PROPOSED ORDINANCE): *TABLED, PENDING SCHOOL & COUNTY RESPONSE*
c) **CHEVY IMPALA:** PICTURES PLACED/FINANCIAL SET UP

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, SEPTEMBER 1, 2022 @ 7:00 PM, AS IN-PERSON AND VIA “LIVE” ZOOM AT THE SMOKESTOWN FIRE COMPANY, 860 SMOKESTOWN ROAD, DENVER.

11) EXECUTIVE SESSION:

12) ADJOURNMENT

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 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, AUGUST 18, 2022

The advertised meeting of the East Cocalico Township Board of Supervisors Meeting was called to order on Thursday, August 18, 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: MS4 Technician Ken McCrea, Judi Lumis Financial Administrator, Roadmaster Bret Hoffert (via Zoom), and Recording Secretary Lisa A. Kashner (via Zoom)

Consultants: Township Solicitor Matt Creme from Nikolaus & Hohenadel, and Land Planning Engineer Casey Kerschner from Becker Engineering

Visitors in Attendance: Lorraine Kulp, Chad Weaver, Stephanie Santoro, Alan & Monica Fry, Kerry Haas, Brian Wise, Sam Weaver, Larry Alexander, L. Fasnacht, Steve Brubaker, Chrissy Auker, and Ron Forsyth

Visitors via Zoom:* Jill, 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: Chairman Carrasco announced that there was an Executive Session held this morning with the Human Resource Coordinator for personnel matters from 8:00 a.m. until approximately 9:00 a.m.

PAST MEETING MINUTES APPROVAL: The August 4, 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, August 4, 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: Mr. Kerschner highlighted the Land Planning items.

WALMER SUBDIVISION PLAN – TIME EXTENSION: No one was present for this plan. Casey Kerschner highlighted the plan, noting that a time extension was received.

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 August 11, 2022, which will extend the deadline for action on the Walmer Subdivision Plan until October 17, 2022. 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:

(CONTINUED)

BLACKHORSE WAREHOUSE/WRIGHT PARTNERS: No one was present for this plan. Casey Kerschner highlighted the plan, noting that a time extension was received.

MOTION: Vice Chairman Bonura made a motion, seconded by Chairman Carrasco, to accept the written time extension offer as submitted by the applicant, dated August 16, 2022, which will extend the deadline for action on the Blackhorse Warehouse Preliminary/Final Subdivision & Land Development Plan until October 24, 2022. Chairman Carrasco asked if there were any comments or questions; there were none. Motion carried (3/0).

EARTH, TURF & WOOD – FINANCIAL SECURITY REDUCTION: No one was present for this plan. Casey Kerschner highlighted the plan, noting that an on-site inspection was done the other day for their improvements.

MOTION: Chairman Carrasco made a motion, seconded by Secretary Mitchell, to authorize a \$6,551.00 reduction in the current financial security being held by the Township for the Earth, Turf & Wood Preliminary/Final Land Development and Lot Add-On Plan, resulting in the remaining financial security being reduced to \$13,449.00. Chairman Carrasco asked if there were any comments or questions; there were none. Motion carried (3/0).

2022 SUMMER/FALL NEWSLETTER – SEND TO PRINTER AFTER ANY REVISIONS: The draft 2022 newsletter was before the Supervisors for approval pending any last revisions.

MOTION: Vice Chairman Bonura made a motion, seconded by Chairman Carrasco, to approve sending the 2022 summer/fall newsletter to the printer after any revisions are received. Chairman Carrasco asked if there were any comments or questions; there were none. Motion carried (3/0).

COCALICO YOUTH SOCCER CLUB – SEPTEMBER EVENT AT OLD HOMESTEAD PARK: Lorraine Kulp (Chairman of the Township Recreation Board) stated that the Recreation Board recommended a motion to allow the Cocalico Youth Soccer Club to temporarily use the Old Homestead Park for soccer pending the outcome of the survey results. The events run from September 10th to October 22nd, one practice game during the week, and all games held Saturday mornings, there is a total of six teams, averaging an hour long. Stephanie Santoro noted that Weavers Market has given the soccer club permission to park in the back of the store's parking lot during the events. People coming to the events will be directed where to park.

MOTION: Chairman Carrasco made a motion, seconded by Vice Chairman Bonura, to utilize the Old Homestead Park temporarily for the Cocalico Soccer Club from September 10th to October 22nd. Chairman Carrasco asked if there were any comments or questions; there were none. Motion carried (3/0).

Chrissy Auker to send Lisa Kashner at the Township information to place under the News tab on the Township website.

FISHING CREEK PARK – PARKING LOT PROJECT: Lorraine Kulp (Rec Board Chairman) and Steve Brubaker (Rec Board Vice Chairman) discussed, noting that the Rec Board held a special meeting last night to discuss and bring a recommendation to the Supervisors. They briefed the Supervisors on a potential parking lot project at Fishing Creek Park. Additional information was gathered from Ken McCrea (MS4 Technician) and Bret Hoffert (Roadmaster) for across the street at Fishing Creek Park, noting that paving will be at the end of August and that the millings to keep for the paving project noting that they could be used for the repair project at Fishing Creek Park. According to this plan, to take place after the Development's paving is completed. Lengthy discussions continued.

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ACTION ITEMS: FISHING CREEK PARK

(CONTINUED)

MOTION: Vice Chairman Bonura made a motion, seconded by Chairman Carrasco, to approve the resurfacing of the Fishing Creek parking lot with the millings from the resurfacing project on August 29th. Chairman Carrasco asked if there were any comments or questions; there were none. Motion carried (3/0).

DEPARTMENT REPORTS:

POLICE DEPARTMENT: Chairman Carrasco stated this report will be given at the next Supervisors meeting.

DIRECTOR OF COMMUNITY DEVELOPMENT: Chairman Carrasco stated this report will be given at the next Supervisors meeting.

FINANCIAL ADMINISTRATOR: Judi Lumis highlighted her report.

RESOLUTION 2022-15, BUDGET ADJUSTMENTS GENERAL FUND: Judi highlighted the supplemental appropriations for the 2022 budget. Comments and questions were asked which were answered.

MOTION: Chairman Carrasco made a motion, seconded by Vice Chairman Bonura, to adopt Resolution 2022-15, providing for supplemental appropriations for the 2022 budget as outlined and summarized by Judi Lumis. Chairman Carrasco asked if there were any comments or questions; there were none. Motion carried (3/0).

BALANCE SHEET REVIEW: Ms. Lumis highlighted, noting they are as of July 31, 2022. Comments and questions were asked which were answered.

BUDGET STATUS REPORTS – THROUGH 07/31/2022: Ms. Lumis highlighted, noting they are as of July 31, 2022. Noting the interest rate at Univest will increase to 2.5%, but the account balances must be over 1 million dollars. Comments and questions were asked which were answered. Chairman Carrasco explained and asked to see a model from Ms. Lumis with three possibilities taken until the end of this year. Lengthy discussions continued.

MOTION: Secretary Mitchell made a motion, seconded by Chairman Carrasco, to move the monies out of the Capital Reserve Fund at Univest and into the General Fund at Univest in the amount of the vehicle purchases that have been made (not to exceed \$90,000.00). Chairman Carrasco asked if there were any comments or questions; there were none. Motion carried (3/0).

Ms. Lumis noted and discussed an area of over budget within the Pool Management Contracted services.

2023 BUDGET PREPARATION: Ms. Lumis noted that preparations are started for the 2023 budget. Discussions continued.

COUNTY ARPA APPLICATION: Ms. Lumis noted that the application was submitted today and confirmation was received that it was accepted. It is for \$317,350.00 in funding for the box culverts at Hill Road and White Oak Road. Public meetings will be held at the County on the applications received sometime after August 31st.

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DEPARTMENT REPORTS: FINANCIAL ADMINISTRATOR: (CONTINUED)

Ms. Lumis noted that today was the last day that the interns are at the Township. All three interns enjoyed being here and asked to come back. Letters of reference were prepared and written by Cherly Tapia (Human Resources) and signed by Judi, Sharyn, and Lisa. The letters also have a place for the Supervisors to sign.

Ms. Lumis noted that she has had discussions recently with Amazon Business for Township supplies. Ms. Lumis highlighted their Pay by Invoice account option. This would allow designated users without a credit card to purchase items from Amazon up to \$4,500.00. Comments and questions were asked. Lengthy discussions continued.

MOTION: Chairman Carrasco made a motion, seconded by Vice Chairman Bonura, to approve setting up an account with Amazon Business as a pay-by-invoice account for East Cocalico Township with a limit of \$4,500.00, and to re-evaluate at the beginning of 2023 on how it is working. Chairman Carrasco asked if there were any comments or questions; there were none. Motion carried (3/0).

ROADMASTER: Bret Hoffert highlighted the August 16, 2022 Road Master Report. Bret discussed the lighting issues happening at the pool location, the lights are not working or have been blinking. Quotes were received from Tyler Fichthorn. Two quotes were received for a total of 48 light fixtures to be replaced. It was noted that, if approved, the updating of the fixtures would take place after the pool is closed.

MOTION: Vice Chairman Bonura made a motion, seconded by Secretary Mitchell, to approve Tyler Fichthorn Electric Inc. to install a total of 48 LED fixtures at the Reamstown Pool location for a total of \$5,950.00 per estimate # 681 (dated 8/15/2022) and estimate #676 (dated 7/29/2022). Chairman Carrasco asked if there were any comments or questions; there were none. Motion carried (3/0).

Bret discussed a single-cab truck purchase (140,000) before next year's budget, with the possibility of taking advantage of purchasing this truck this year (available end of October/early November), or waiting until next year. Discussions continued. The Supervisors discussed and agreed to wait and look at this again in the upcoming budget season.

MS4 COORDINATOR: Ken McCrea highlighted his report.

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 \$56,137.92 (starting date 8/05/2022 – ending date 8/17/2022). Chairman Carrasco asked if there were any comments or questions; there were some which were answered. There being no other questions. 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 \$82,188.84 (payroll dated 08/17/2022 for pay period 07/31/2022 to 08/13/2022). Chairman Carrasco asked if there were any comments or questions; there were none. Motion carried (3/0).

BOARD OF SUPERVISORS MEETING THURSDAY, AUGUST 18, 2022

DEPARTMENT REPORTS: TREASURERS REPORT: (CONTINUED)

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 \$12,923.01 (check date 8/18/2022). 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 check payments for the "General Fund Bank Account" list of bills in the amount of \$161,420.92 (check date 8/18/2022). Chairman Carrasco asked if there were any comments or questions; there were none. Motion carried (3/0).

Secretary Mitchell noted that the FS4 payments are due to the Farmers that have participated in the program, all three of the participants have met the eligibility requirements, and have actually exceeded the requirements. There is a recommendation from the consultant to pay the Farmers. Secretary Mitchell discussed the 1099 form, suggesting to move forward with the payments (this is to assist in paying the property tax) and to have this listed on the next List of Bills. Ms. Lumis noted that the check would be made out to the person who made the grant agreement c/o the Cocalico School District. Discussions continued. A motion is not needed for this as it is budgeted money, this will be shown on the next List of Bills.

NEW BUSINESS:

RECREATION BOARD – SEEKS REQUEST FOR PROPOSAL (RFP) FOR 5-YEAR PLAN TO DEVELOP (IMPROVE) PARKS – DISCUSSION: Lorraine Kulp highlighted the Comprehensive Recreation, Park, and Open Space Planning Services within the Township. Discussions were held to possibly get it started this year, to prepare for next years' budget (proposed amount from the Rec Board budget is \$50,000.00). Lengthy discussions were held, and it was suggested to contact other Municipalities on their experience. The Rec Board will reach out to other Municipalities for feedback.

Secretary Mitchell discussed a recent phone call he received from a local business owner. The business owner had a situation recently that he had to call the Police Department. The business owner noted that he was impressed with the Department and very impressed with Officer Stauffer with his quality of service and professionalism. The Supervisors thanked Officer Stauffer for his professionalism.

Vice Chairman Bonura discussed the quote received for new chairs, stating that these are the chairs located in Chambers (on the dais) area. The new chairs will replace the existing blue fabric chairs, which are broken, worn out, and unsafe. A quote was received from Nolts Office Furniture.

MOTION: Vice Chairman Bonura made a motion, seconded by Chairman Carrasco, to authorize purchase of twelve (12) new chairs from Nolts Office Furniture for the Township meeting room, per Nolts proposal dated August 16, 2022 (Proposal ID #7651), in the amount of \$4,865.00. Chairman Carrasco asked if there were any comments or questions; there were none. Motion carried (3/0).

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OLD BUSINESS CONTINUED DISCUSSIONS:

TAX COLLECTOR BOND – ELIMINATE ONE OF THE POLICIES: Judi Lumis discussed. A message was placed with the County, and she had not heard back from them yet. Discussions continued. This item is still pending.

LOCAL ECONOMIC REVITALIZATION TAX ASSISTANCE (LERTA) – EXTENSION TO PROGRAM (PROPOSED ORDINANCE): Pending to hear back from the School after their August 22nd meeting.

CHEVY IMPALA – DISCUSSION: This item is tabled.

PUBLIC COMMENT: Chad Weaver discussed Stevens Road stated that the road is chopped up yet and asked if there is any way the paving can get completed. Discussions continued, noted that this information will be passed on to Sharyn Young to look into. ▪ It was stated that the Old Homestead Park is full of sharp weeds and asked if this could be looked into and treated. Discussions continued. The Road Master to look into this. ▪ The Volunteer Firefighters proposal that was previously listed on the Supervisors Agenda was requested to be placed back on. Chairman Carrasco stated that this will be placed back on their Agendas.

ANNOUNCEMENTS: Chairman Carrasco announced that the next Board of Supervisors Meeting will be held on Thursday, September 1, 2022, at 7:00 p.m., in-person and via "live" Zoom at the Smokestown Fire Company, 860 Smokestown Road, Denver.

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 8:57 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:
[AUGUST 18, 2022 BOARD OF SUPERVISORS MEETING VIDEO](#)**