

# **EAST COCALICO TOWNSHIP**

## **BOARD OF SUPERVISORS MEETING**

### **AGENDA**

**THURSDAY, SEPTEMBER 15, 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**

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- 1) MEETING CALLED TO ORDER - PLEDGE OF ALLEGIANCE**
- 2) HEARING TO CONSIDER ADOPTION OF ORDINANCE 2022-03: AMENDING THE TEXT OF THE CODE OF ORDINANCES OF EAST COCALICO TOWNSHIP, CHAPTER 185, STORMWATER MANAGEMENT AND EARTH DISTURBANCE ORDINANCE**
- 3) ANNOUNCEMENT OF EXECUTIVE SESSIONS HELD**
- 4) PAST MEETING MINUTES APPROVAL:**
  - a) THURSDAY, SEPTEMBER 1, 2022: BOARD OF SUPERVISOR MEETING MINUTES**
- 5) ACTION ITEMS:**
  - a) LAND PLANNING ENGINEER:**
    - **WABASH LANDING – PHASE 3 FINAL PLAN: TIME EXTENSION REQUEST**
  - b) AUTHORIZE ADVERTISEMENT: PROPOSED ORDINANCE EXTENDING THE LOCAL ECONOMIC REVITALIZATION TAX ASSISTANCE (LERTA) PROGRAM THROUGH 11/26/2027**
  - c) CUBMOBILE RACE – REAMSTOWN CUB PACK #60: REQUEST TO HOLD A CUBMOBILE RACE ON SATURDAY, OCTOBER 1<sup>ST</sup> (EBERSOLE ROAD)**
- 6) DEPARTMENT REPORTS:**
  - a) POLICE DEPARTMENT**
  - b) DIRECTOR OF COMMUNITY DEVELOPMENT**
    - **EMERGENCY PREEMPTION SYSTEM: ADDITIONAL EXPENSES**
  - c) FINANCIAL ADMINISTRATOR:**
    - **SIGNATURE CARDS: RESERVE ACCOUNTS**
  - d) ROADMASTER:**
    - **TIRES FOR BACKHOE: REQUEST REVIEW AND APPROVAL OF QUOTE**
  - e) MS4 COORDINATOR**

**7) TREASURERS REPORT:**

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

**8) NEW BUSINESS:**

- a) **WARWICK TO EPHRATA REGIONAL TRAIL EXTENSION:** FEASIBILITY STUDY

**9) OLD BUSINESS:**

- a) **TAX COLLECTOR BOND:** ELIMINATE ONE OF THE POLICIES  
b) **LOCAL ECONOMIC REVITALIZATION TAX ASSISTANCE (LERTA):** EXTENSION TO PROGRAM (PROPOSED ORDINANCE): *SCHOOL APPROVAL RECEIVED – PENDING TOWNSHIP APPROVAL – THEN PENDING COUNTY RESPONSE*  
c) **CHEVY IMPALA:** PICTURES PLACED/FINANCIAL SET UP (BIDDING ENDS 8/26/22)  
d) **RECREATION BOARD:** SEEKING OTHER MUNICIPALITIES FEEDBACK ON REQUEST FOR PROPOSALS (RFP), 5-YEAR PLAN TO DEVELOP (IMPROVE PARKS) - TABLED

**10) PUBLIC COMMENT:**

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

**11) ANNOUNCEMENTS:**

- a) **NEXT SUPERVISORS MEETING:** THE NEXT BOARD OF SUPERVISORS MEETING WILL BE HELD THURSDAY, OCTOBER 6, 2022 @ 7:00 PM, AS IN-PERSON AND VIA “LIVE” ZOOM AT EAST COCALICO TOWNSHIP, 100 HILL ROAD, DENVER.

**12) EXECUTIVE SESSION:**

**13) ADJOURNMENT**

## BOARD OF SUPERVISORS MEETING THURSDAY, SEPTEMBER 15, 2022

The advertised meeting of the East Cocalico Township Board of Supervisors Meeting was called to order on Thursday, September 15, 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:** MS4 Technician Ken McCrea, Judi Lumis Financial Administrator, Sharyn Young Director of Community Development, and Recording Secretary Lisa A. Kashner (via Zoom), and Cherly Tapia (via Zoom)

**Consultants:** Township Solicitor Matt Creme from Nikolaus & Hohenadel, Casey Kerschner of Becker Eng.

**Visitors in Attendance:** Larry Alexander, Stephanie Santoro, Kerry Haas, Jamie Wentzel, Lonnie Fasnacht, Alan R. Fry, Philip Wiest, Lorraine Kulp, Ron Forsyth, John Stromback, Yang Fang Stromback

**Visitors via Zoom:\*** Don Miller, Don, Suzie, Scooby Do

\*Visitors via Zoom are as shown as exactly as displayed on the Zoom call list. • Chairman Carrasco stated that this meeting will be starting in a little, noting there are some technical difficulties with Zoom. The technical issues were resolved and the meeting started at 9:05 a.m.

**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 turned the meeting over to Solicitor Matt Creme for a hearing to consider adoption of Ord. 2022-03.

**HEARING:** Solicitor Creme highlighted the hearing procedures for this amendment.

**CONSIDER ADOPTION OF ORDINANCE 2022-03: AMENDING THE TEXT OF THE CODE OF ORDINANCES OF EAST COCALICO TOWNSHIP, CHAPTER 185, STORMWATER MANAGEMENT AND EARTH DISTURBANCE ORDINANCE:** Sharyn Young discussed in detail the amendment of the Stormwater Management and Earth Disturbance Ordinance, a mandate of the Commonwealth. No public comment was received, and the following motion was made.

**MOTION:** Chairman Carrasco made a motion, seconded by Vice Chairman Bonura, to adopt Ordinance 2022-03 Stormwater Management and Earth Disturbance Ordinance of 2022. Chairman Carrasco asked if there were any comments or questions; there were none. Motion carried (3/0).

Solicitor Creme stated that the hearing is now adjourned, and to return to the regularly scheduled Supervisors meeting.

## **BOARD OF SUPERVISORS MEETING THURSDAY, SEPTEMBER 15, 2022**

**EXECUTIVE SESSIONS HELD:** None.

**PAST MEETING MINUTES APPROVAL:** The September 1, 2022 draft Board of Supervisor Meeting Minutes were before the Supervisors for approval. Secretary Mitchell noted a misspelling of Kerry Haas.

**MOTION:** Vice Chairman Bonura made a motion, seconded by Chairman Carrasco, to approve the Thursday, August 18, 2022 Board of Supervisor Meeting Minutes with the correction as noted. Chairman Carrasco asked if there were any comments or questions; there were none. Motion carried (3/0).

### **ACTION ITEMS:      LAND PLANNING ENGINEER:**

**WABASH LANDING – PHASE 3 FINAL PLAN – TIME EXTENSION REQUEST:** Casey Kerschner of Becker Engineering highlighted. Vice Chairman Bonura asked if repairs will be made to Stevens Road. Discussions were held. Casey Kerschner noted that Stevens Road is a State Road, that PennDOT to make the repairs. Lengthy discussions continued. Comments and questions were asked which were answered. Sharyn Young to reach out to them. John Stromback stated that he is a resident near this site, and discussed the blasting and construction noises starting at 6:30 a.m. until late at night for the last two years, and questioned damage that could happen from this. Discussions continued.

**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 September 9, 2022, which will extend the deadline for action on the Phase 3 Final Plan for Wabash Landing until December 23, 2022. Chairman Carrasco asked if there were any comments or questions; there were some which were answered. There being no other comments or questions. Motion carried (3/0).

Casey Kerschner discussed the Stormwater Management Project where two bids were received. The Township has 60 days to respond to the bids, with the one qualified bid coming in at \$479,721.00, (or \$307,371.00 for just Cardinal Drive). Our original estimate was \$244,900.00 for whole project. Ken McCrea stated that there is potentially money within the ARPA funds. Judi Lumis explained that, to date, \$36,847.00 was spent from ARPA, \$45,000.00 was budgeted, which leaves a little over \$8,000.00 budgeted. She noted that in the General Fund there is money available. Discussions continued. Chairman Carrasco stated since budget season is coming up very soon, it was noted to formalize this at the next Supervisors Meeting: (1) get the date on the expiration of the grant, and (2) if we formalize the extension, what is the match we can do.

**AUTHORIZE ADVERTISEMENT – PROPOSED ORDINANCE EXTENDING THE LOCAL ECONOMIC REVITALIZATION TAX ASSISTANCE (LERTA) PROGRAM THROUGH 11/26/2027:** Solicitor Creme discussed. It was stated that the County wants the Township to review and approve the Ordinance after the School District's approval. If the Supervisors approve tonight, this could be advertised for as early as the October 6<sup>th</sup> meeting for approval.

**MOTION:** Chairman Carrasco made a motion, seconded by Secretary Mitchell, to approve the advertisement of the proposed Ordinance to extend the Local Economic Revitalization Tax Assistance (LERTA) program through November 26, 2027. Chairman Carrasco asked if there were any comments or questions; there were none. Motion carried (3/0).

**BOARD OF SUPERVISORS MEETING  
THURSDAY, SEPTEMBER 15, 2022**

**ACTION ITEMS:**

*(CONTINUED)*

**CUBMOBILE RACE – REAMSTOWN CUB PACK #60 – REQUEST TO HOLD A CUBMOBILE RACE ON SATURDAY, OCTOBER 1<sup>ST</sup> (EBERSOLE ROAD):**

**MOTION:** Vice Chairman Bonura made a motion, seconded by Secretary Mitchell, to approve the closing of Ebersole Road (T-746) on Saturday, October 1st from 8am-12pm for the Cub Scout Pack 60 Cubmobile Race event, in cooperation with notifying the Fire Police the day before the event. Chairman Carrasco asked if there were any comments or questions; there were none. Motion carried (3/0).

**DEPARTMENT REPORTS:**

**POLICE DEPARTMENT:** Chief Keppley highlighted the Department's Report.

**DIRECTOR OF COMMUNITY DEVELOPMENT:** Sharyn Young highlighted her report.

**EMERGENCY PREEMPTION SYSTEM – ADDITIONAL EXPENSES (Rt. 897 and SR 272):** Sharyn Young highlighted, discussing the conduit needing repairs, and highlighted Garden Spot Road conduit issues. Proposals were distributed for review. Discussions were held. Chairman Carrasco discussed, stating that the road should be opened at Rt. 897. Chairman Carrasco suggests to bore the Garden Spot Road area instead of overhead wires. Discussions were held with using Traffic Impact Funds (TIF) for the costs. It was noted that Ephrata Township offered to pay \$12,000.00 for the Rt. 897 and SR 272 intersection. Lengthy discussions continued. Comments and questions were asked which were answered. Chairman Carrasco states to handle Rt. 272 and Garden Spot Road, discuss costs with Ephrata Township, and if TIF money can be used for these projects.

**MOTION:** Chairman Carrasco made a motion, seconded by Vice Chairman Bonura, to authorize C.M. High to proceed with getting the costs of the conduit repair at the North Reading Road/Route 897 intersection. Chairman Carrasco asked if there were any comments or questions; there were some which were answered. No other questions were asked. Motion carried (3/0).

Sharyn Young highlighted the remainder of her report. Discussions were held on the many paper plans and a better way to store and access them, suggesting to purchase with ARPA funding three flat file cabinets that hold up to 200 sheets (thin large drawers that hold plans flat), for just under \$3,000.00. Discussions continued. Chairman Carrasco asked if three cabinets will handle all the plans, discussions continued that possibly six cabinets would be sufficient, and where to store the cabinets since they are large cabinets. More information to be held at the next Supervisors Meeting.

**FINANCIAL ADMINITRATOR:** Judi Lumis discussed, stating that the 2021 audit. Draft documents were distributed. Judi to reach out to Maher Duessel, to ask that Jennifer attend a future Supervisors Meeting. • Heard from the Auditor Generals Office for the Liquid Fuels Audit for the prior two years, scheduled for September 27<sup>th</sup>. • Financial Statements were reviewed, discussions were held on the ARPA funds. The following motion was made.

**MOTION:** Vice Chairman Bonura made a motion, seconded by Secretary Mitchell, to authorize the transfer of \$560,385.80 out of the General Fund at Ephrata National Bank and into the ARPA Fund at Univest Bank and Trust. Chairman Carrasco asked if there were any comments or questions; there were none. Motion carried (3/0).

**BOARD OF SUPERVISORS MEETING  
THURSDAY, SEPTEMBER 15, 2022**

**DEPARTMENT REPORTS:**

***(CONTINUED)***

**SIGNATURE CARDS – RESERVE ACCOUNTS:** Judi Lumis noted discussed the signature cards that need to be signed for Ephrata National Bank. Secretary Mitchell discussed. No comments or questions were asked. This is an administrative item; no motion is needed. ▪

**2023 BUDGET SCHEDULE:** Judi Lumis discussed. A budget meeting calendar was distributed to the Supervisors for review. Lengthy discussions were held on what days (and times) to hold the Workshop Meeting. Scheduling discussions to continue after the meeting.

**ROADMASTER:** Judi Lumis highlighted the Roadmaster Report since the Roadmaster is on vacation.

**TIRES FOR BACKHOE – REQUEST REVIEW AND APPROVAL OF QUOTE:** Judi Lumis highlighted. Quotes.

**MOTION:** Vice Chairman Bonura made a motion, seconded by Secretary Mitchell, to authorize the purchase of two Galaxy Mighty Trac tires and two Michelin Power tires for the Township backhoe from Martin's Tire & Alignment Order #261709 dated September 1, 2022 in the amount of \$3,033.80. Chairman Carrasco asked if there were any comments or questions; there were none. Motion carried (3/0).

**MS4 COORDINATOR:** Ken McCrea highlighted his report, working hard on the Pollution Reduction Plan (PRP) needed to be amended to include the MS4 program. Discussions continued.

**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 \$28,180.11 (starting date 09/01/2022 – ending date 09/08/2022). 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 check payments for the "General Fund Bank Account" List of Bills in the amount of \$617,655.44 (check date of 09/15/2022-includes check 62912 for \$560,385.80 which is a transfer from ENB to Uninvest for receipt of ARPA funds). 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 "Electronic" payment List of Bills in the amount of \$3,075.90 (payroll dated 08/31/2022 for pay period 08/14/2022 to 08/27/2022) the payroll transfer and the Federal withholding payments were approved at the 9/1/22 Board meeting since those payments came out of the bank account in August 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 "Electronic" payment List of Bills in the amount of \$84,731.25 (payroll dated 09/14/2022 for pay period 08/28/2022 to 09/10/2022). 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 check payments for the "Light Fund Bank Account" List of Bills in the amount of \$13,146.69 (check date of 09/15/2022). Chairman Carrasco asked if there were any comments or questions; there were none. Motion carried (3/0).

## **BOARD OF SUPERVISORS MEETING THURSDAY, SEPTEMBER 15, 2022**

### **NEW BUSINESS:**

**WARWICK TO EPHRATA REGIONAL TRAIL EXTENSION – FEASIBILITY STUDY:** Chairman Carrasco discussed an e-mail was received from Mike Hession that Denver Borough received notice from the Department of Conservation and Natural Resources (DCNR) that a grant in the amount of \$32,500.00 (50% of the projected cost of the study) has been awarded for the Warwick to Ephrata Regional Trail (WERT) Expansion Feasibility Study. Funding will be used to contract with a consultant to work with a Steering Committee consisting of representatives from the four (4) municipalities in the Cocalico Region (Denver and Adamstown Boroughs and East and West Cocalico Townships) and the Cocalico School District, to prepare a plan in accordance with the PA DCNR Trail Study guidelines to study the feasibility of this trail connection and to develop a road map on how to make the trail a reality. Denver Borough Council discussed the project, and are contacting the three (3) partnering Municipalities to confirm commitment to participating in the study and your commitment to share equally in the required \$32,500.00 cash match (\$8,125.00 per municipality). The goal is to finalize this commitment as each Municipality prepares each of our 2023 budgets. DCNR advised that they will compile and send to the Borough the Grant Agreement within the next four to six weeks and the partners should not proceed with any project activity until the Borough receives this grant agreement and participates in the initial conference call. It is being looked to schedule the initial Stakeholder meeting in November 2022 to discuss the project. Discussions were held. No comments or questions were asked. Chairman Carrasco stated this was previously agreed to. No motion needed. • Chairman Carrasco discussed the request received from the State Ethics Committee for a Compliance Audit on the Statement of Financial Interest Forms for the time period of 2019-2021. The information requested was given to the State this past week. • Chairman Carrasco discussed the wireless networking at the Reamstown Community Pool. Custom Computer is looking into this. • Chairman Carrasco stated they are continuing their search in recruiting a Township Manager.

Sharyn Young, Director of Community Development, has left the meeting for a Heatherwoods on-site meeting.

Chief Keppley (administrator of the Verizon Accounts), discussed the need for Township employees (Lisa, Cherly, Judi) to have a Township cell phone. There is money in the budget, discussions were held, the Supervisors agreed.

### **OLD BUSINESS CONTINUED DISCUSSIONS:**

**TAX COLLECTOR BOND – ELIMINATE ONE OF THE POLICIES:** This item is completed, and to be deleted from the future Agendas.

**LOCAL ECONOMIC REVITALIZATION TAX ASSISTANCE (LERTA) – EXTENSION TO PROGRAM (PROPOSED ORDINANCE):** Chairman Carrasco stated that this item was previous discussed.

**CHEVY IMPALA – DISCUSSION:** This was placed on GovDeals, and bidding has started.

**RECREATION BOARD – SEEKING OTHER MUNICIPALITIES FEEDBACK ON RFPs, FIVE-YEAR PLAN TO DEVELOP (IMPROVE PARKS) – TABLED:** Lorraine Kulp indicated that unfortunately the Adamstown Representative could not make it to the last Recreation Board Meeting.

## **BOARD OF SUPERVISORS MEETING THURSDAY, SEPTEMBER 15, 2022**

**PUBLIC COMMENT:** Kerry Haas asked if a quote was received on the round-a-bout, and Chairman Carrasco stated that a quote was not received. Kerry Haas asked who maintains a State Road and what is considered a State Road. Solicitor Creme held discussions explaining in answering his questions. ▪ Stephanie Santoro discussed her concerns of the agreed upon temporary approval of the soccer field is not being followed in any way including but not limited to the date, the use, type of use, and rules set in place including structure in the parking lot. Stephanie Santoro states that they have over-stepped everything they have asked for, and she would like the Supervisors to re-visit exactly what was asked for versus what they are currently doing. Chairman Carrasco indicated that an e-mail was received recently from Cocalico Youth Soccer (CYS); and stated that he has not had a chance to personally look into this in reference to what they had previously asked for to what is currently being done. Stephanie Santoro noted that the surveys that came back indicates a tie, and also noted that her survey is missing, and questioned if they will keep waiting on surveys. Chairman Carrasco stated that he is not sure what their processes are. Vice Chairman Bonura stated that the CYS President sent an e-mail to him early this morning indicating to read out loud at today's meeting. Vice Chairman Bonura read out loud. Lorraine Kulp discussed and highlighted the amount of soccer events, indicating that the soccer games are on the Township website. John Stromback stated that he is not happy with the soccer games being held there. Comments and questions were asked which were answered. Lengthy discussions continued. ▪ Stephanie Santoro noted her concerns that the First Responders bullet item is not on the today's Agenda. Chairman Carrasco stated that he asked Lisa not to place this on the agenda as we are looking to hire a Manager at the Township, and so the Manager can facilitate this, along with a list of other items being worked on. ▪ Stephanie Santoro stated that all Fire Companies have lost out significantly on their normal fundraising and questioned the ARPA monies. Chairman Carrasco stated this is part of the budget discussions. Discussion the ARPA monies and what they can be used for. Stephanie Santoro asked the Board to not give one Fire Company more ARPA than another. To date, Stephanie Santoro stated she has not heard back from the Supervisors concerning to discuss privately a huge liability issue within the Township. Chairman Carrasco noted that their schedules are being worked on for a meeting. ▪ Don Miller commented to look into Zoom policies when writing a message.

**ANNOUNCEMENTS:** Chairman Carrasco announced that the next Board of Supervisors Meeting will be held on Thursday, October 6, 2022, at 7:00 p.m., in-person and via "live" Zoom held at the East Cocalico Township Municipal Building, 100 Hill 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 12:08 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:  
[SEPTEMBER 15, 2022 BOARD OF SUPERVISORS MEETING VIDEO](#)**