

EAST COCALICO TOWNSHIP

BOARD OF SUPERVISORS MEETING

AGENDA

THURSDAY, NOVEMBER 3, 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) MEETING CALLED TO ORDER - PLEDGE OF ALLEGIANCE**
- 2) ANNOUNCEMENT OF EXECUTIVE SESSIONS HELD**
- 3) PAST MEETING MINUTES APPROVAL:**
 - a) THURSDAY, OCTOBER 20, 2022: BOARD OF SUPERVISORS MEETING MINUTES**
 - b) THURSDAY, OCTOBER 25, 2022: BOARD OF SUPERVISORS WORKSHOP MEETING MINUTES**
 - c) MONDAY, OCTOBER 31, 2022: BOARD OF SUPERVISORS WORKSHOP MEETING MINUTES**
- 4) POLICE DEPARTMENT: K9 DISCUSSION**
- 5) ACTION ITEMS:**
 - a) LAND PLANNING ENGINEER:**
 - **VILLAGE AT EAST COCALICO – FINAL SUBDIVISION AND LAND DEVELOPMENT PLAN: TIME EXTENSION OFFER**
 - **WABASH LANDING FINAL PHASE 2 – SUBDIVISION PLAN: WAIVER/MODIFICATION**
 - b) EAST COCALICO AUTHORITY: 2023 RENTAL AGREEMENT (PROPOSED 5% INCREASE)**
 - c) FARLOW COMMUNICATIONS: SYSTEM MAINTENANCE AGREEMENT (SMA) – COVERAGE DATES 12/1/2022 THROUGH 11/30/2023**
 - d) MUNICIBID:**
 - **2004 CHEVY IMPALA (MUNICIBID): APPROVAL OF HIGH BID**
 - **2006 CHEVY SILVERADO 2500 HD (MUNICIBID): APPROVAL OF HIGH BID**

6) DEPARTMENT REPORTS:

- a) DIRECTOR OF COMMUNITY DEVELOPMENT**
- b) FINANCE**
- c) MS4 COORDINATOR**

7) TREASURERS REPORT:

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

8) MANAGEMENT ITEMS:

- a) ELEMENT ENVIRONMENTAL SOLUTIONS: MOLD RESULTS DISCUSSION**
- b) FARMING LEASE (ANDY RUTT): EXTENDING LEASE DISCUSSION (TO EXPIRE 12/31/2022)**
- c) TOWNSHIP BUILDING EXPANSION: STATUS ON ECTA LEAD DESIGN/BIDDING PROCESS**
- d) REAMSTOWN POOL: SURVEYS MAILED/E-MAILED WITH RETURN DATE OF 12/05/2022**
- e) APPRECIATION CHRISTMAS LUNCHEON: IN PROCESS**

9) PUBLIC COMMENT:

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

10) ANNOUNCEMENTS:

- a) MONDAY, NOVEMBER 7TH AT 6PM: SUPERVISORS WORKSHOP MEETING**
- b) THURSDAY, NOVEMBER 10TH AT 8AM: SUPERVISORS WORKSHOP MEETING**
- c) THURSDAY, NOVEMBER 17, 2022 AT 7:00 PM: BOARD OF SUPERVISORS MEETING**

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, NOVEMBER 3, 2022

The advertised meeting of the East Cocalico Township Board of Supervisors was called to order on Thursday, November 3, 2022 at 7:00 p.m., held at the East Cocalico Township Municipal Building, 100 Hill Road, Denver, PA 17517.

Supervisors: Chairman Romao Carrasco, Vice Chairman Lorenzo Bonura, Secretary Jeffrey W. Mitchell

Twp. Staff: Judi Lumis Financial Administrator, MS4 Technician Ken McCrea, and Recording Secretary Lisa A. Kashner (via Zoom)

Consultants: Township Solicitor Matt Creme from Nikolaus & Hohenadel

Visitors in Attendance: Lorraine Kulp, Alan & Monica Fry, Larry Alexander, Sam Weaver, Allen & Teri Maxwell, Brian Wise, Lonnie Fasnacht, Don Miller, Ron & Cheryl Forsyth, Donny Stover

Visitors via Zoom:* HighL

*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 were Executive Sessions held on the following dates: (1) October 31, 2022 for Human Resources and Personnel from 10:00am-11:55am, (2) November 2, 2022 for a conference call for personnel from 12:30pm-12:42pm, (3) November 3, 2022 for employee reviews from 8:05am-12:20pm, (4) November 3, 2022 for personnel at 4:30pm-4:35pm, and (5) November 3, 2022 for personnel from 6:15pm-6:42pm.

PAST MEETING MINUTES APPROVAL: The Thursday, October 20, 2022 draft Board of Supervisor Meeting Minutes, the Tuesday, October 25, 2022 Board of Supervisors Workshop Meeting Minutes, and the Monday, October 31, 2022 Board of Supervisors Workshop Meeting Minutes were before the Supervisors for approval. Secretary Mitchell noted that the October 20th Meeting Minutes are a little wordy on page 4, discussions continued on the synopsis versus transcript. Brian Wise commented that meeting minutes should reflect what was done, not what was said. Teri Maxwell commented on page 4 of the October 25th Meeting Minutes.

MOTION: Vice Chairman Bonura made a motion, seconded by Secretary Mitchell, to approve the Thursday, October 20, 2022 Board of Supervisor Meeting Minutes. 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 Secretary Mitchell, to approve the Tuesday, October 25, 2022 Board of Supervisor Workshop Meeting Minutes. Chairman Carrasco asked if there were any comments or questions; there were none. Motion carried (3/0).

BOARD OF SUPERVISORS MEETING THURSDAY, NOVEMBER 3, 2022

PAST MEETING MINUTES APPROVAL:

(CONTINUED)

MOTION: Vice Chairman Bonura made a motion, seconded by Chairman Carrasco, to approve the Monday, October 31, 2022 Board of Supervisor Workshop Meeting Minutes. Chairman Carrasco asked if there were any comments or questions; there were none. Motion carried (3/0).

ACTION ITEMS: K9 DISCUSSIONS: Chairman Carrasco stated that tonight there will be some follow-up discussions on a potential K9 Unit. Corporal Luongo and Detective Brandon Van Ausdal discussed and highlighted follow-up questions that were asked at a previous meeting. Lengthy discussions were held. Comments and questions were asked which were answered. Corporal Luongo and Detective Brandon Van Ausdal left the meeting.

LAND PLANNING ENGINEER: VILLAGE AT EAST COCALICO FINAL SUBDIVISION AND LAND DEVELOPMENT PLAN – TIME EXTENSION OFFER: No one was present for this plan. Chairman Carrasco highlighted.

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 October 31, 2022, which will extend the deadline for action on the Village at East Cocalico Final Subdivision and Land Development Plan, 90 days of the expiration of the current period. Chairman Carrasco asked if there were any comments or questions; there were none. Motion carried (3/0).

WABASH LANDING FINAL PHASE 2 SUBDIVISION PLAN – WAIVER/MODIFICATION: No one was present for this plan. Chairman Carrasco highlighted.

MOTION: Chairman Carrasco made a motion, seconded by Vice Chairman Bonura, to authorize approval of the waiver/modification of §194-25.K.(11).(a) of the East Cocalico Township Subdivision and Land Development Ordinance to extend the asphalt paving deadline from October 31, 2022 to December 15, 2022, conditioned upon the contractor strictly adhering to all applicable weather and temperature restrictions, providing PennDOT certified Mix Formula Reports, and installing PennDOT certified material. Chairman Carrasco asked if there were any comments or questions; there were none. Motion carried (3/0).

EAST COCALICO TOWNSHIP AUTHORITY – 2023 RENTAL AGREEMENT (PROPOSED 5% INCREASE): Secretary Mitchell highlighted noting that the Supervisors asked for a \$50.00/month increase for the Authority's Rental Agreement.

MOTION: Vice Chairman Bonura made a motion, seconded by Secretary Mitchell, to execute the East Cocalico Township Water and Sewer Authority Rental Agreement for the year 2023 reflecting a \$50.00/month increase. Chairman Carrasco asked if there were any comments or questions; there were none. Motion carried. Chairman Carrasco nay (2/1).

FARLOW COMMUNICATIONS – SYSTEM MAINTENANCE AGREEMENT (SMA) – COVERAGE DATES 12/1/2022 THROUGH 11/30/2023: Vice Chairman Bonura discussed in detail a recent meeting with Farlow Communications. Lengthy discussions continued. The Supervisors agreed to get their meeting discussions in writing, specifically regarding the battery back-up and the SIP trunk line upgrade. Discussions continued. No action is needed tonight.

**BOARD OF SUPERVISORS MEETING
THURSDAY, NOVEMBER 3, 2022**

ACTION ITEMS:

(CONTINUED)

MUNICIBID: 2004 CHEVY IMPALA (MUNICIBID) – APPROVAL OF HIGH BID: Vice Chairman Bonura discussed in detail, noting that the high bid received was \$1,801.00. Discussions were held.

MOTION: Vice Chairman Bonura made a motion, seconded by Chairman Carrasco, to approve the high bid for the 2004 Chevy Impala for \$1,801.00. Chairman Carrasco asked if there were any comments or questions; there were none. Motion carried. (3/0)

2006 CHEVY SILVERADO 2500 HD (MUNICIBID) – APPROVAL OF HIGH BID: Vice Chairman Bonura discussed in detail, noting that the high bid received was \$13,000.00. Discussions were held.

MOTION: Vice Chairman Bonura made a motion, seconded by Secretary Mitchell, to approve the high bid for the 2006 Chevy Silverado 2500 HD \$13,000.00. Chairman Carrasco asked if there were any comments or questions; there were none. Motion carried. (3/0)

DEPARTMENT REPORTS:

DIRECTOR OF COMMUNITY: Nothing to report.

FINANCE: Judi Lumis stated that today she received a list of reports that are due at the beginning of 2023 from the Department of Community and Economic Development. Judi Lumis noted that she does file most of the reports. The report for the Liquid Fuels the Manager usually does and the MS999 Completion Report. Discussions continued, noting that Rettew can work together with Judi to do these reports. The Supervisors agreed. Lengthy discussions continued on other reports. Comments and questions were asked which were answered.

MS4 COORDINATOR: Ken McCrea highlighted his report on the outfall 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 \$50,103.38 (starting date 10/20/2022 – ending date 10/31/2022). 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 "Hydrant Fund Bank Account" List of Bills in the amount of \$16,110.00 (starting date 10/20/2022 – ending date 10/31/2022). Chairman Carrasco asked if there were any comments or questions; there were none. Motion carried. (3/0)

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TREASURERS REPORT: LIST OF BILLS

(CONTINUED)

MOTION: Secretary Mitchell made a motion, seconded by Vice Chairman Bonura, to approve the “Electronic” Payment List of Bills in the amount of \$99,760.94 (payroll dated 10/26/2022 for pay period 10/09/2022 to 10/22/2022, also 3rd quarter 2022 payroll tax returns). 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 \$85,762.00 (check date of 11/03/2022). Chairman Carrasco asked if there were any comments or questions; there were none. Motion carried. (3/0)

MANAGEMENT ITEMS:

ELEMENT ENVIRONMENTAL SOLUTIONS – MOLD RESULTS DISCUSSION: Secretary Mitchell discussed his meeting with the company ServiceMaster Restore (Skip Bell). Discussions were held. A quote/proposal was received in the amount of \$3,850.60. It was noted that the cleaning would be done on a weekend, the Manager’s Office, its contents as well as the (10) Ceiling Mini-Split systems and (1) wall mounted system. Discussions were held on the integrity of the documents in the Manager’s office, the chain of custody. Lengthy discussions continued.

MOTION: Chairman Carrasco made a motion, seconded by Vice Chairman Bonura, to approve the ServiceMaster Restore quote from Skip Bell, document #22-0743-ECOCALICO-TP, dated 10/29/2022, in the amount of \$3,850.60; contingent upon checking with the Police Chief on the best methods of chain of custody for the files in the Township offices. Chairman Carrasco asked if there were any comments or questions; there were some which were answered. There were no other comments or questions. Motion carried. (3/0)

FARMING LEASE (ANDY RUTT) – EXTENDING LEASE DISCUSSION (TO EXPIRE 12/31/2022): Secretary Mitchell highlighted, and discussed the construction that could take place in the field that is being farmed. It was noted that there was no language in the current lease for early termination. Discussions continued. This action item was assigned to Secretary Mitchell to contact Andy Rutt to discuss further.

TOWNSHIP BUILDING EXPANSION – STATUS ON ECTA LEAD DESIGN/BIDDING PROCESS: This item was tabled.

REAMSTOWN POOL – SURVEYS MAILED/E-MAILED WITH RETURN DATE OF 12/05/2022: Chairman Carrasco highlighted, 220 surveys sent via e-mail, and 5 were sent via USPS.

APPRECIATION CHRISTMAS LUNCHEON – IN PROCESS: Chairman Carrasco stated that confirmation was received from the Reamstown Fire Hall to reserve the hall on December 21, 2022,

Chairman Carrasco stated that confirmation was received from CM High that the school flashers will automatically adjust for daylight savings time.

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PUBLIC COMMENT: Donny Stover from the Smokestown Fire Company discussed to consider them for the ARPA funding, noting that a presentation is to come. Donny Stover discussed that a grant writing was needed for the air packs, and there is a \$600.00 fee for this that he asked help in paying from the Township. Discussions continued. The Supervisors asked that paperwork be sent to the them and the Financial Administrator for the \$600.00 grant writing fee. ARPA funding discussions and fuel costs continued. Discussions continued. Comments and questions were asked.

- Allen Maxwell addressed comments that were made at the October 20th Board of Supervisors Meeting related to the Township Manager search.

ANNOUNCEMENTS: Chairman Carrasco announced the upcoming meetings to be held at the East Cocalico Township Municipal Building, 100 Hill Road, Denver: (1) November 7th at 6pm Supervisors Workshop Meeting, (2) November 10th at 8am Supervisors Workshop Meeting, and (3) November 17th at 7pm Board of Supervisors Meeting.

EXECUTIVE SESSION: None.

ADJOURNMENT:

MOTION: There being no further business to come before the Board, Vice Chairman Bonura made a motion seconded by Vice Chairman Carrasco to adjourn the meeting at 9:06 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

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[NOVEMBER 3, 2022 BOARD OF SUPERVISORS MEETING VIDEO](#)**