

EAST COCALICO TOWNSHIP

BOARD OF SUPERVISORS MEETING

AGENDA

THURSDAY, DECEMBER 15, 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) **INTRODUCTION:** TECHNICON ENTERPRISES INC., II
- 3) **ANNOUNCEMENT OF EXECUTIVE SESSIONS HELD**
- 4) **PAST MEETING MINUTES APPROVAL:**
 - a) **THURSDAY, DECEMBER 1, 2022: BOARD OF SUPERVISORS MEETING MINUTES**
- 5) **ACTION ITEMS:**
 - a) **LAND PLANNING ENGINEER:**
 - **WALMER - SUBDIVISION PLAN:**
 - **TIME EXTENSION: REQUEST**
 - **RESOLUTION 2022-18: SEWAGE FACILITIES PLANNING MODULE**
 - **BLACKHORSE WAREHOUSE / WRIGHT PARTNERS: DISCUSSIONS**
 - **DORMAKABA BUILDING EXPANSION: FINANCIAL SECURITY REDUCTION**
 - **EARTH, TURF AND WOOD: FINANCIAL SECURITY REDUCTION**
 - b) **ZONING AMENDMENT PETITION: PROPOSAL**
 - c) **FARMING LEASE (ANDY RUTT): REIMBURSEMENT**
 - d) **RIGHT-TO-KNOW OFFICER: APPOINTMENT**
 - e) **RESOLUTION 2022-19: TAX RATES FOR 2023***
 - f) **RESOLUTION 2022-20: ADOPTION OF THE PROPOSED 2023 BUDGET***

***Subject to a motion and vote to place on this Agenda**

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.

- 6) **DEPARTMENT REPORTS:**
- a) **POLICE DEPARTMENT**
 - b) **FINANCIAL ADMINISTRATOR:**
 - **FUNDS RECONCILIATION: GENERAL FUND - CASH TRANSFERS**
 - **BALANCE SHEETS AS OF 11/30/2022: ALL FUNDS**
 - **BUDGET STATUS REPORTS AS OF 11/30/2022: ALL FUNDS**
 - **REVENUES RECEIVED REPORT: 12/01/2022 – 12/12/2022**
 - c) **ROAD MASTER**
 - d) **BUILDING / ZONING / SEO**
 - e) **MS4 COORDINATOR: RESTORATION PROJECT: STONY RUN DISCUSSION**
- 7) **TREASURERS REPORT:**
- a) **LIST OF BILLS: AUTHORIZE LIST OF BILLS FOR PAYMENT**
- 8) **MANAGEMENT ITEMS / INFORMATIONAL:**
- a) **DIRECTOR OF COMMUNITY DEVELOPMENT: INTERIM VOLUNTEER – RESUME RECEIVED FROM RALPH BUCKLES**
 - b) **EMERGENCY SERVICES: POTENTIAL ARPA REIMBURSEMENT**
- 9) **OLD BUSINESS:**
- a) **WATER & SEWER AUTHORITY: TOWNSHIP BUILDING EXPANSION**
 - b) **LIABILITY/INSURANCE PROPOSAL: MCGOWAN GOVERNMENT UNDERSWRITERS**
 - c) **K9 UNIT: POLICE DEPARTMENT**
- 10) **PUBLIC COMMENT:**
- a) **PUBLIC COMMENT: NON-AGENDA ITEMS ONLY (STATE YOUR NAME)**
- 11) **ANNOUNCEMENTS:**
- a) **BOARD OF SUPERVISORS MEETING: THURSDAY, DECEMBER 29, 2022 @ 7:00PM, AN IN-PERSON PUBLIC MEETING HELD AT 100 HILL ROAD, DENVER, AND HELD VIA “LIVE” ZOOM**
 - b) **BOARD OF SUPERVISORS / ORGANIZATION MEETING: TUESDAY, JANUARY 3, 2023 @ 7:00PM, AN IN-PERSON PUBLIC MEETING HELD AT 100 HILL ROAD, DENVER, AND HELD VIA “LIVE” ZOOM**
- 12) **EXECUTIVE SESSION:**
- 13) **ADJOURNMENT**

BOARD OF SUPERVISORS MEETING THURSDAY, DECEMBER 15, 2022

The advertised meeting of the East Cocalico Township Board of Supervisors was called to order on Thursday, December 15, 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: Police Chief Keppley, MS4 Technician Ken McCrea, Bret Hoffert Road Master, and Recording Secretary Lisa A. Kashner (via Zoom)

Consultants: Township Solicitor Matt Creme from Hohenadel from Nikolaus & Hohenadel

Visitors in Attendance: Allen and Terri Maxwell, Larry Alexander, Chad Weaver, Brian Wise, Lorraine Kulp, Lonnie Fasnacht, Kerry Haas, Sam Weaver, Don Miller, Michael Reinert, Gerald Hartranft, and Ron Forsyth

Visitors via Zoom:* Donny Stover, Alan R. Fry, User1, Suzie, Joe, and HighL

*Visitors via Zoom are as shown as exactly as displayed on the Zoom call list. Cell phones to be placed on vibrate during the meeting, and full and complete names must be given for comments/questions via Zoom.

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.

INTRODUCTION – TECHNICON ENTERPRISES INC., II: Michael Reinert, Vice President of Municipal Services for Technicon Enterprises, was present to provide a brief introduction as the Township's services of Building Inspector, Sewage Enforcement Officer, and Zoning Officer. Discussions continued.

ANNOUNCEMENTS OF EXECUTIVE SESSIONS HELD: Chairman Carrasco announced the Executive Sessions held: (1) December 5, 2022 a phone call from 4pm to approximately 5:35pm for personnel related to the Township Manager search, (2) December 7, 2022 from 3pm to approximately 4:20 pm for personnel related to the Township Manager search, (3) December 8, 2022 an information meeting only was held (no decisions, no deliberations) with the Board of Supervisors, Becker Engineering (Brent Lied, Casey Kerschner, and Dan Becker) held from 2:30pm to approximately 3:45pm, (4) December 8, 2022 from 8pm to approximately 8:25pm for personnel related to the Township Manager search, (5) December 13, 2022 from 7pm to approximately 7:50pm for personnel related to the Township Manager search, (6) December 15, 2022 from 6:15pm to approximately 6:40pm for Police personnel matter, (7) December 15, 2022 from approximately 6:50pm to approximately 6:55pm related to a Police personnel matter.

PAST MEETING MINUTES APPROVAL: Thursday, December 1, 2022 Board of Supervisor Meeting. Vice Chairman Bonura noted a correction on page 3 of the meeting minutes, under Financial Administrator, to change the sentence "the Township's 2023 tax rate (millage) is needed to them by 12/16/2023" to "the Township's 2023 tax rate (millage) is needed to them by 12/16/2022".

MOTION: Vice Chairman Bonura made a motion, seconded by Secretary Mitchell, to approve the Thursday, December 1, 2022 Board of Supervisor Meeting Minutes with the correct on page 3 as noted. Chairman Carrasco asked if there were any comments or questions; there were none. Motion carried (3/0).

BOARD OF SUPERVISORS MEETING THURSDAY, DECEMBER 15, 2022

ACTION ITEMS: LAND PLANNING ENGINEER:

WALMER – SUBDIVISION PLAN: No one was present for this plan. Casey Kerschner highlighted.

MOTION: Vice Chairman Bonura made a motion, seconded by Secretary Mitchell, to accept the written time extension as submitted by the applicant's consultant, dated November 29, 2022, which will extend the deadline for action on the Walmer –Subdivision Plan an additional 60-days, until February 14, 2023. 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 adopt the Sewage Facilities Planning Module Revision (DEP Code No. A3-36924-248-2) as signed by the Township SEO, and submitted by Fuehrer Associates for the Walmer Subdivision, 230 Holtzman Road, as Resolution 2022-18 and authorize the Municipal Secretary to sign all associated documentation for submission to DEP for review. Chairman Carrasco asked if there were any comments or questions; there were none. Motion carried (3/0).

BLACKHORSE WAREHOUSE/WRIGHT PARTNERS – PRELIMINARY/FINAL LAND SUBDIVISION AND DEVELOPMENT PLAN: Casey Kerschner stated that the Representatives could not make tonight's meeting. Casey Kerschner updated the Supervisors.

DORMAKABA BUILDING EXPANSION – FINANCIAL SECURITY REDUCTION: No one was present for this plan. Casey Kerschner highlighted.

MOTION: Vice Chairman Bonura made a motion, seconded by Secretary Mitchell, to authorize a \$263,361.06 reduction in the Financial Security for the Dormakaba Building Expansion - Preliminary/Final Land Development Plan, resulting in the financial security being reduced to \$20,000.00, per the Becker email dated December 12, 2022. Chairman Carrasco asked if there were any comments or questions; there were none. Motion carried (3/0).

EARTH, TURF AND WOOD – FINANCIAL SECURITY REDUCTION: No one was present for this plan. Casey Kerschner highlighted.

MOTION: Vice Chairman Bonura made a motion, seconded by Chairman Carrasco, to authorize a reduction of \$11,449.00 in the current Financial Security for the Earth, Turf, & Wood Preliminary/Final Land Development and Lot Add-On Plan, resulting in a remaining Financial Security of \$2,000.00, to authorize the release of the existing letter of credit conditioned on a cash deposit by Earth, Turf, & Wood in the amount of \$2,000.00 which shall be held by the Township in a non-interest bearing account, and authorize the future release of the \$2,000.00 remaining Financial Security upon the Township receiving a receipt of the NPDES Permit Notice of Termination (NOT) processed by the LCCD. Chairman Carrasco asked if there were any comments or questions; there were none. Motion carried (3/0).

ZONING AMENDMENT PETITION – PROPOSAL: Matt Creme discussed. Comments and questions were asked which were answered.

MOTION: Chairman Carrasco made a motion, seconded by Vice Chairman Bonura, to schedule a legislative hearing for the Zoning Amendment Petition for February 16, 2022 and authorize the Township Solicitor to advertisement providing public notice. Chairman Carrasco asked if there were any comments or questions; there were none. Motion carried (3/0).

FARMING LEASE (ANDY RUTT) – REIMBURSEMENT: Secretary Mitchell and Ken McCrea highlighted.

MOTION: Chairman Carrasco made a motion, seconded by Vice Chairman Bonura, to authorize a reimbursement to Andy Rutt for the re-calculation of the 2022 Farming Lease in the amount of \$562.00. Chairman Carrasco asked if there were any comments or questions; there were none. Motion carried (3/0).

BOARD OF SUPERVISORS MEETING THURSDAY, DECEMBER 15, 2022

ACTION ITEMS:

(CONTINUED)

RIGHT-TO-KNOW OFFICER – APPOINTMENT: Chairman Carrasco highlighted. Discussions were held.

MOTION: Chairman Carrasco made a motion, seconded by Vice Chairman Bonura, to appoint Nikolaus & Hohenadel, the Township's current Solicitor, the Right-To-Know Officer for East Cocalico Township. Chairman Carrasco asked if there were any comments or questions; there were none. Motion carried (3/0).

MOTION: Chairman Carrasco made a motion, seconded by Vice Chairman Bonura, to amend tonight's Agenda to include for the tax rates for 2023 (Resolution 2022-19). Chairman Carrasco asked if there were any comments or questions; there were none. Motion carried (3/0).

RESOLUTION 2022-19, TAX RATES FOR 2023: Chairman Carrasco highlighted. Discussions were held.

MOTION: Chairman Carrasco made a motion, seconded by Vice Chairman Bonura, to keep the tax mill rate exactly the same in 2023 as in 2022 (1.768), and to adopt Resolution 2022-19, setting the 2023 Tax Rates for East Cocalico Township (no tax increase). Chairman Carrasco asked if there were any comments or questions; there were some which were answered. There were no other questions. Motion carried (3/0).

MOTION: Vice Chairman Bonura made a motion, seconded by Secretary Mitchell, to have Judi Lumis send a letter confirming the approved Township's 2023 Tax Rate to the Board of Assessment Appeals Office in Lancaster by tomorrow December 16, 2022. Chairman Carrasco asked if there were any comments or questions; there were none. Motion carried (3/0).

MOTION: Chairman Carrasco made a motion, seconded by Vice Chairman Bonura, to amend tonight's Agenda to include for the adoption of the proposed 2023 budget (Resolution 2022-20). Chairman Carrasco asked if there were any comments or questions; there were none. Motion carried (3/0).

RESOLUTION 2022-20, ADOPTION OF THE PROPOSED 2023 BUDGET: Chairman Carrasco highlighted. Discussions were held.

MOTION: Vice Chairman Bonura made a motion, seconded by Secretary Mitchell, to adopt Resolution 2022-20, the 2023 budget for East Cocalico Township. Chairman Carrasco asked if there were any comments or questions; there were some which were answered. There were no other questions. Motion carried (3/0).

DEPARTMENT REPORTS:

POLICE DEPARTMENT: Chief Keppley highlighted the Kule's Toy Fund Drive, the School Resource Officer, and other items. Comments and questions were asked which were answered.

FINANCIAL ADMINISTRATOR – FUNDS RECONCILIATION (GENERAL FUND – CASH TRANSFERS): Judi Lumis discussed. Discussions continued. Comments and questions were asked which were answered. The following motions were made.

MOTION: Vice Chairman Bonura made a motion, seconded by Secretary Mitchell, to transfer \$164.55 from ENB Light Fund Bank Account to ENB General Fund, this is reimbursement for Tax Collector payroll. 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 transfer \$148.60 from ENB Hydrant Fund Bank Account to ENB General Fund, this is reimbursement for tax collector payroll. 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 transfer \$9,381.99 from ENB Traffic Impact Fund Bank Account to ENB General Fund, this is reimbursement for 2022 invoices paid from the General Fund for Engineer and Legal services performed on behalf of the Traffic Impact Fund, net of receipts for Traffic Impact Fees paid. Chairman Carrasco asked if there were any comments or questions; there were none. Motion carried (3/0).

BOARD OF SUPERVISORS MEETING THURSDAY, DECEMBER 15, 2022

DEPARTMENT REPORTS: FINANCIAL ADMINISTRATOR (CONTINUED)

MOTION: Vice Chairman Bonura made a motion, seconded by Secretary Mitchell, to transfer \$111,807.10 from Univest ARPA Fund Bank Account to ENB General Fund, this is reimbursement for 2022 invoices to Custom Computer for the purchase of laptop computers for staff to be able to work from home more securely. 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 transfer \$14,388.85 from ENB General Fund Bank Account to ENB State Liquid Fuels Fund, this is the money from the state for the 2022 snow removal contract, which was deposited into the General Fund Bank Account on October 11, 2022. 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 transfer \$34,693.00 from ENB Developer Escrow Bank Account to ENB General Fund Bank Account, this is for the release of escrow funds for the Russell Stormwater Plan on June 16, 2022. 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 transfer \$15,100.00 from ENB General Fund Bank Account to ENB Traffic Impact Fund Bank Account, this is for impact fees received in checks combined with Engineer/Solicitor reimbursements from Earth, Turf and Wood (\$3,775.00), and Red Run Exhaust (\$11,325.00). Chairman Carrasco asked if there were any comments or questions; there were none. Motion carried (3/0).

ROAD MASTER REPORT: This item was tabled until the next meeting.

BUILDING / ZONING / SEO: Chairman Carrasco highlighted a couple items from the Technicon report.

MS COORDINATOR – RESTORATION PROJECT – STONY RUN DISCUSSIONS: Ken McCrea highlighted his report. 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 \$51,577.49 (starting date 12/01/2022 – ending date 12/12/2022). 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 \$81,504.06 (payroll dated 11/23/2022 for pay period 11/06/2022 to 11/19/2022). 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 \$85,865.83 (payroll dated 12/07/2022 for pay period 11/20/2022 to 12/03/2022). 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 \$13,693.59 (check date of 12/09/2022). Chairman Carrasco asked if there were any comments or questions; there were none. Motion carried (3/0).

MOTION: Chairman Carrasco made a motion, seconded by Vice Chairman Bonura, to amend tonight's Agenda to include an item to the Management Items, letter (c) Letter of Intent. Chairman Carrasco asked if there were any comments or questions; there were none. Motion carried (3/0).

BOARD OF SUPERVISORS MEETING THURSDAY, DECEMBER 15, 2022

MANAGEMENT ITEMS / INFORMATIONAL:

DIRECTOR OF COMMUNITY DEVELOPMENT – INTERIM VOLUNTEER RESUME: Matt Creme that this item will be tabled until the January 3, 2023 Organizational Meeting.

EMERGENCY SERVICES POTENTIAL ARPA REIMBURSEMENT: Secretary Mitchell discussed, thanking the Emergency Services for sending in their fuel and repair invoices. It was noted that in totaling all their fuel documents received it came to over the remaining ARPA funds. Chairman Carrasco noted for the Emergency Services to continue to submit what they have until the end of the year of 2022. Lengthy discussions continued. Discussions to be held at the December 29, 2022 Board of Supervisors Meeting on the Emergency Services repair bills. The following motion was made.

MOTION: Chairman Carrasco made a motion, seconded by Secretary Mitchell, to allocate the remaining balance of the Township's ARPA funding (\$14,396.71) proportionately to the three volunteer Fire Companies (Reamstown Fire Company \$9,454.60, Smokestown Fire Company \$3,372.00, Stevens Fire Company \$2,796.70), upon validation from the Township Financial Administrator. Chairman Carrasco asked if there were any comments or questions; there were some which were answered. There were no other questions. Motion carried (3/0).

LETTER OF INTENT – STEVE BRUBAKER: Chairman Carrasco read a letter from Steve Brubaker stating that he will be stepping down from the Recreation Board.

OLD BUSINESS:

WATER & SEWER AUTHORITY – TOWNSHIP BUILDING EXPANSION: Tabled this item.

LIABILITY / INSURANCE PROPOSAL – MCGOWAN GOVERNMENTAL UNDERWRITERS: Chairman Carrasco highlighted, stating that a meeting is scheduled for Monday, December 19, 2022.

K9 UNIT – POLICE DEPARTMENT: Nothing to report.

PUBLIC COMMENT: Alan Maxwell asked for an update on the hiring of the Township Manager. Discussions continued. Comments and questions were asked which were answered. • Bob Miller discussed the Emergency Services noting that they all need the help. Discussions continued. Lorraine Kulp highlighted from recent discussions on the local news concerning taxes for the Emergency Services. Lengthy discussions continued.

ANNOUNCEMENTS: Chairman Carrasco announced the upcoming meetings to be held at the East Cocalico Township Municipal Building, 100 Hill Road, Denver held Thursday, December 29, 2022 at 7pm, in person and via live Zoom. • Annual Reorganization Meeting to be held at the East Cocalico Township Municipal Building, 100 Hill Road, Denver held Tuesday, January 3, 2023 at 7pm, in person and via live Zoom.

EXECUTIVE SESSION: None.

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 9:20 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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[DECEMBER 15, 2022 BOARD OF SUPERVISORS MEETING VIDEO](#)**