

EAST COCALICO TOWNSHIP BOARD OF SUPERVISORS MEETING AGENDA

THURSDAY, JANUARY 12, 2023 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) **POLICE RECOGNITION**
- 3) **ACCEPTANCE OF CHIEF KEPPLEY’S RETIREMENT**: LAST DAY 01-27-2023
- 4) **APPOINTMENT OF STEVE SAVAGE AS INTERIM CHIEF FOR EAST COCALICO TOWNSHIP POLICE DEPARTMENT**: EFFECTIVE 01-28-2023
- 5) **WATER & SEWER AUTHORITY TOWNSHIP BUILDING EXPANSION**: AUTHORITY ADMINISTRATOR SCOTT CARL, SR. PRESENT TO DISCUSS
- 6) **ANNOUNCEMENT OF EXECUTIVE SESSIONS HELD**
- 7) **PAST MEETING MINUTES APPROVAL**:
 - a) **TUESDAY, JANUARY 3, 2023**: BOARD OF SUPERVISORS REORGANIZATION
- 8) **ACTION ITEMS**:
 - a) **PP&L STREET LIGHT ACTIVATION**: HEATHERWOODS PHASES 4&5 AND CARRIAGE HILL PHASES 3&4
 - b) **RECREATION BOARD MEMBER APPOINTMENT CONSIDERATION**: TERRI MAXWELL
- 9) **DEPARTMENT REPORTS**:
 - a) **POLICE DEPARTMENT**
 - **REMOVE TWO OFFICERS FROM PROBATIONARY STATUS**
 - b) **FINANCIAL ADMINISTRATOR**
 - c) **ROAD MASTER**
 - **NEW TRUCK PURCHASE**: APPLE CHEVROLETE, 2023 CHEVROLET SILVERADO 2500HD DOUBLE CAB
 - **ROAD DEPARTMENT**: WHAT TO DO WITH OLD EQUIPMENT/SMALL TOOLS
 - **UPFITTING FOR NEW TRUCK PURCHASE**
 - d) **BUILDING / ZONING / SEO**
 - e) **MS4 COORDINATOR**

- 10) **TREASURERS REPORT:**
 - a) **LIST OF BILLS: AUTHORIZE LIST OF BILLS FOR PAYMENT**

- 11) **MANAGEMENT ITEMS / INFORMATIONAL:**
 - a) **WERT TRAIL EXTENSION FEASIBILITY STUDY: STEERING COMMITTEE**
 - b) **AUDITORS MEETING: ACKNOWLEDGEMENT OF BOND AMOUNTS AND PART-TIME HOURLY RATE OF ELECTED OFFICIALS**
 - c) **STATE ETHICS COMMISSION: FOLLOW UP LETTERS**

- 12) **NEW BUSINESS:**
 - a) **POSSIBLE HIRING OF NEW MANAGER: DISCUSSIONS**

- 13) **OLD BUSINESS:**
 - a) **K9 UNIT – POLICE DEPARTMENT (PREVIOUSLY TABLED)**
 - b) **2023 HAULER’S LICENSE AGREEMENT: *Agreement pending from Purple Heart* (TABLED)**

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

- 15) **ANNOUNCEMENTS:**

BOARD OF SUPERVISORS MEETINGS: IN-PERSON PUBLIC MEETING HELD AT 100 HILL ROAD, DENVER AND HELD VIA “LIVE” ZOOM: THURSDAY, JANUARY 19, 2023 @ 7:00 PM

- 16) **EXECUTIVE SESSION:**

- 17) **ADJOURNMENT**

BOARD OF SUPERVISORS MEETING THURSDAY, JANUARY 12, 2023

The advertised meeting of the East Cocalico Township Board of Supervisors was called to order on Thursday, January 12, 2023 at 7:00 p.m., held at the East Cocalico Township Municipal Building, 100 Hill Road, Denver, PA 17517.

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

Twp. Staff: Police Chief Keppley, MS4 Technician Ken McCrea, Bret Hoffert Road Master (via Zoom), and Recording Secretary Lisa A. Kashner (via Zoom)

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

Visitors in Alan R. Fry, Norma Enck, Jenna Galan, Larry Alexander, Jodie Eberly, Denise Goss,

Attendance: Sam Weaver, Allan & Teri Maxwell, Donny Stover, Donald Miller, Suzie Mackley, Doug Mackley, Lonnie Fasnacht, Gerald Hartranft, Wesley Hoover, Ron & Cheryl Forsyth, and Brian Wise

Visitors via Cindy, Lorraine's iPhone, John, 14848858775, KMAC, John Schick Rettew

Zoom:*

*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 Bonura asked everyone in attendance to pledge allegiance to the Flag. Chairman Bonura stated that this meeting was duly advertised in accordance with the second-class Township code in the Lancaster Newspaper on January 4, 2023.

Chairman Bonura turned the meeting over to Chief Keppley.

POLICE RECOGNITION: Chief Keppley highlighted and read letter of commendations for Police Officers and Emergency Services that responded to two recent incidences to save a life. Officer Brandon Eberly, Officer Jose Gonzalez, Officer Zachary Weaver, and Officer Rachael Odenwalt were present to receive the letters of commendation. Pictures were taken. Applause was given. Letters of commendation will be delivered to the Emergency Services that were not in attendance tonight: Elvin Weaver, Ethan Hoffmaster, Joe Zimmerman, Kelly Morgan, Kendall Sensenig, Kevin Hoffmaster, Mike Marshall. Everyone was thanked for their exceptional service.

ACCEPTANCE OF CHIEF KEPPLEY'S RETIREMENT – LAST DAY 01-27-2023: The Supervisors presented Chief Keppley with a framed retirement certificate. Chairman Bonura read aloud Chief Keppley's certificate, noting that his last day is Friday, January 27, 2023. It has been twenty-five years, and eight months of dedicated service. Chief Keppley was publicly congratulated on his retirement, wishing him all the best in his future endeavors. Pictures were taken. Applause was given

MOTION: Chairman Bonura made a motion, seconded by Secretary Carrasco, to accept with regrets the retirement of Chief Keppley, with his last day being Friday, January 27, 2023. Chairman Bonura asked if there were any comments or questions; there were none. Motion carried (3/0).

APPOINTMENT OF STEVE SAVAGE AS INTERIM POLICE CHIEF FOR THE EAST COCALICO TOWNSHIP POLICE DEPARTMENT – EFFECTIVE 01-28-2023: The Supervisors discussed. Chief Keppley's recommendation for an Officer in Charge is Steve Savage. The Supervisors thanked Steve Savage.

MOTION: Chairman Bonura made a motion, seconded by Secretary Carrasco, to appoint Steve Savage as the East Cocalico Township Interim Police Chief effective January 28, 2023. Chairman Bonura asked if there were any comments or questions; there were none. Motion carried (3/0).

BOARD OF SUPERVISORS MEETING THURSDAY, JANUARY 12, 2023

WATER & SEWER AUTHORITY TOWNSHIP BUILDING EXPANSION – **AUTHORITY ADMINISTRATOR SCOTT CARL, SR. PRESENT TO DISCUSS:** Scott discussed in detail the proposed expansion to the Township building specifically on the Authority's side (approximately 600 sq. ft.). Lengthy detailed discussions were held. Plans were displayed. Comments and questions were asked, which were answered. Discussions continued. Discussed the current HVAC system in the building, and the mini-splits, and noting the Township to look into a central system with the building expansion. Lengthy discussions were held. Comments and questions were asked which were answered. Discussed the moving around of some staff offices. More discussions to be held.

ANNOUNCEMENTS OF EXECUTIVE SESSIONS HELD: Chairman Bonura announced the Executive Sessions held: (1) January 5, 2023 from 9:05am to 10:30am for personnel, (2) January 10, 2023 from 8am to 8:30am related to the Police Department, and (3) January 12, 2023 from 6:40pm-6:45pm related to information with a resident.

PAST MEETING MINUTES APPROVAL: Tuesday, January 3, 2023 Board of Supervisor Meeting. A correction to page 5 was noted: The Vacancy Board Member name Barry Weaver, should be Paul Keller.

MOTION: Secretary Carrasco made a motion, seconded by Vice Chairman Mitchell, to approve the Tuesday, January 3, 2023 Board of Supervisor Meeting Minutes with the correction as noted to page 5: Paul Keller appointed as the Vacancy Board Member. Chairman Bonura asked if there were any comments or questions; there were none. Motion carried (3/0).

ACTION ITEMS:

PP&L STREET LIGHT ACTIVATION – HEATHERWOODS PHASES 4&5 AND CARRIAGE HILL PHASES 3 & 4: Chairman Bonura discussed, noting that he will contact PP&L for the street light activation.

RECREATION BOARD MEMBER APPOINTMENT CONSIDERATION – TERRI MAXWELL: It was noted that a letter of interest was sent into the Township by Terri Maxwell

MOTION: Secretary Carrasco made a motion, seconded by Vice Chairman Mitchell, to appoint Terri Maxwell to the Recreation Board to complete the term of Steve Brubaker. Chairman Bonura asked if there were any comments or questions; there were none. Motion carried (3/0).

DEPARTMENT REPORTS:

POLICE DEPARTMENT: Chief Keppley highlighted that two Officers completed their first year of service, and asked to remove them from probationary status.

MOTION: Chairman Bonura made a motion, seconded by Vice Chairman Mitchell, to remove Officer Brandon Eberly from probationary status since he has successfully completed his first year of employment with the East Cocalico Township Police Department. Chairman Bonura asked if there were any comments or questions; there were none. Motion carried (3/0).

MOTION: Chairman Bonura made a motion, seconded by Secretary Carrasco, to remove Officer Shane Johnson from probationary status since he has successfully completed his first year of employment with the East Cocalico Township Police Department. Chairman Bonura asked if there were any comments or questions; there were none. Motion carried (3/0).

FINANCIAL ADMINISTRATOR: Nothing to report.

BOARD OF SUPERVISORS MEETING THURSDAY, JANUARY 12, 2023

ROAD MASTER REPORT: Bret Hoffert highlighted his report, discussed the suggested purchase of a new truck from Apple Chevrolet, a 2023 Chevrolet Silverado 2500HD double cab, for a Costars price of \$54,741.44. A truck for the Road Crew was budgeted (\$74,000.00). Discussions continued on the upfitting for the truck. The grant total cost for the truck and upfitting is: \$68,887.44. Discussions continued, and the following motion was made.

MOTION: Chairman Bonura made a motion, seconded by Secretary Carrasco, to approve the purchase of the 2023 Chevrolet Silverado 2500HD double cab from Apple Chevrolet for a total amount of \$54,741.44. Chairman Bonura asked if there were any comments or questions; there were none. Motion carried (3/0).

MOTION: Chairman Bonura made a motion, seconded by Secretary Carrasco, to approve the upfitting for the truck from EM Kutz for a total of \$14,146.00. Chairman Bonura asked if there were any comments or questions; there were none. Motion carried (3/0).

What to do with the Road Department's unused old equipment/small tools to be discussed when the time arises.

BUILDING / ZONING / SEO: Nothing to report.

MS4 COORDINATOR: Ken McCrea highlighted his report, he has been working on the inventory of the fire hydrant/street light tax and the Township's article of incorporation. Discussions continued.

TREASURERS REPORT:

LIST OF BILLS, AUTHORIZE LIST OF BILLS FOR PAYMENT: Vice Chairman Mitchell highlighted the List of Bills presented for approval.

MOTION: Vice Chairman Mitchell made a motion, seconded by Chairman Bonura, to approve the check payments for the "General Fund Bank Account" list of bills in the amount of \$160,124.93 (starting date 01/12/2023 – ending date 01/12/2023). Chairman Bonura asked if there were any comments or questions; there were some which were answered. Chairman Bonura asked if there were any other comments or questions; there were none. Motion carried (3/0).

MOTION: Vice Chairman Mitchell made a motion, seconded by Chairman Bonura, to approve the "Electronic" Payment list of bills in the amount of \$87,692.94 (Payroll dated 01/04/2023 for Pay Period 12/18/2022 to 12/31/2022). Chairman Bonura asked if there were any comments or questions; there were none. Motion carried (3/0).

MOTION: Vice Chairman Mitchell made a motion, seconded by Chairman Bonura, to approve the check payments for the "Light Fund Bank Account" list of bills in the amount of \$13,652.41 (starting date 01/12/2023 – ending date 01/12/2023). Chairman Bonura asked if there were any comments or questions; there were none. Motion carried (3/0).

MANAGEMENT ITEMS / INFORMATIONAL:

WERT TRAIL EXTENSION FEASIBILITY STUDY – STEERING COMMITTEE: Chairman Bonura highlighted, stating that Denver Borough has completed its initial meeting with representatives from DCNR concerning the grant funding for the Warwick to Ephrata Regional Trail (WERT) Extension Feasibility Study. With the completion, DCNR has issued approval to move forward with the project. Mike Hession of Denver Borough contacted the Township to provide up to three (3) names and contact information for representatives willing to serve on the WERT Steering Committee. It's anticipated that the Steering Committee will meet monthly and the project will take between 12 and 18 months to complete. The Township reached out to the Planning Commission and the Recreation Board to see if anyone would be interested in serving on the WERT Steering Committee, and to return volunteers names/contact information to Denver Borough by Friday, January 20, 2023.

BOARD OF SUPERVISORS MEETING THURSDAY, JANUARY 12, 2023

AUDITORS MEETING – ACKNOWLEDGEMENT OF BOND AMOUNTS AND PART-TIME HOURLY RATE OF ELECTED OFFICIALS: Chairman Bonura discussed, noting that the Auditors acknowledged and discussed in detail the Bond rates, keeping them the Bond rates the same in 2023 as in 2022: a) Township Manager: \$1,000,000, b) Township Treasurer Jeffrey Mitchell: \$3,000,000, c) Township Assistant Treasurer Lorenzo Bonura \$3,000,000, d) Township Financial Administrator Judith Lumis \$1,000,000, e) Township Tax Collector Jill Cordan \$3,000,000. It was noted that the Manager's Bond was dropped since June 2022 when the Manager left the Township, which will be renewed when a new Township Manager is selected. The Auditors also made a motion to increase the hourly part-time rate from \$16.65/hour to \$22.50/hour for elected officials working part-time for the Township. Chairman Bonura noted that typically the Township Manager does the bank reconciliations, and since there has been no Township Manager currently, it was mentioned for the possibility of the Auditors doing the reconciliations. The Auditors agreed to help with the reconciliations February 2, 2023. Chairman Bonura to discuss further with the Financial Administrator and get back to the Board.

STATE ETHICS COMMISSION – FOLLOW UP LETTERS: Secretary Carrasco discussed this standard audit by the State Ethics Commission for the years 2019, 2020, 2021; some ethics were not completed sufficiently, and that if anyone received a follow up notice, the Chief of Police volunteered to take them to Harrisburg. Discussions continued. It was noted the Ethics Commission will also accept revised Ethics returns digitally through e-mail.

NEW BUSINESS – POSSIBLE HIRING OF NEW TOWNSHIP MANAGER (DISCUSSIONS): Chairman Bonura discussed, noting that a countless hours were put into the search of a Township Manager, and came to the conclusion that the right person was found for the job. Discussions continued. Comments and questions were asked which were answered. The following motion was made.

MOTION: Chairman Bonura made a motion, seconded by Secretary Carrasco, to hire Thomas Ryan as the new East Cocalico Township Manager, with the start date to be determined, at a year salary of \$130,000 (three additional benefits: an annual \$5,000 vehicle allowance, an \$1,200/month cell phone allowance, and five PSATS excused days of training). Chairman Bonura asked if there were any comments or questions. There were some questions which were answered. There were no other comments or questions asked. Motion carried (3/0).

OLD BUSINESS – K9 UNIT POLICE DEPARTMENT (PREVIOUSLY TABLED): No new information.

2023 HAULER'S LICENSE AGREEMENT (PENDING PURPLE HEART): No new information.

PUBLIC COMMENT: Doug Mackley asked about the reconciliation of bank statements, and when the next Pension Meeting is. Questions were answered. ▪ Suzie Mackley asked about the Township Managers salary.

ANNOUNCEMENTS: Chairman Bonura announced that the next Board of Supervisors Meeting held on Thursday, January 19, 2023 at 7pm is cancelled. Chairman Bonura announced that a Cocalico Leaders Meeting is scheduled for Tuesday, January 24, 2023 at 7pm held at Denver Borough.

EXECUTIVE SESSION: None.

ADJOURNMENT:

MOTION: There being no further business to come before the Board, Secretary Carrasco made a motion seconded by Vice Chairman Mitchell to adjourn the meeting at 8:36 p.m. Chairman Bonura 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:
[JANUARY 12, 2023 BOARD OF SUPERVISORS MEETING VIDEO](#)**