

# **EAST COCALICO TOWNSHIP BOARD OF SUPERVISORS MEETING AGENDA**

**HELD AT THE EAST COCALICO TOWNSHIP MUNICIPAL BUILDING, 100 HILL ROAD, DENVER, PA 17517**

**THURSDAY, FEBRUARY 2, 2017 at 7:30 P.M.**

- **MEETING CALLED TO ORDER AT 7:30 P.M.**
- **RECOGNITION:** FRATERNAL ORDER OF POLICE (FOP) RECOGNIZE SERGEANT KEPPLEY
- **PUBLIC COMMENT**
- **APPROVAL OF MINUTES:** BOARD OF SUPERVISORS MEETING MINUTES: TUESDAY, JANUARY 19, 2017
- **POLICE DEPARTMENT**
- **SEWAGE ENFORCEMENT OFFICER**
- **TREASURER'S REPORT:** AUTHORIZE LIST OF BILLS
- **LAND PLANNING ENGINEER**
- **ZONING OFFICER**
- **TRANSPORTATION ENGINEER**
- **SOLICITOR**
  - **MUDDY CREEK LUTHERAN CHURCH:**
    - **RESOLUTION 2017-03 AND DEED OF DEDICATION:** ACCEPTING TRACK OF LAND ON THE WEST SIDE OF SOUTH MUDDY CREEK ROAD AND ON THE NORTH SIDE OF MUDDY CREEK CHURCH ROAD: 176 sq. ft.
    - **RESOLUTION 2017-04 AND DEED OF DEDICATION:** ACCEPTING TRACT OF LAND ON THE WEST SIDE OF SOUTH MUDDY CREEK ROAD AND ON THE SOUTH SIDE OF MUDDY CREEK CHURCH ROAD: 200 sq. ft.
    - **RESOLUTION 2017-05 AND DEED OF DEDICATION:** ACCEPTING TRACK OF LAND ON THE WEST SIDE OF SOUTH MUDDY CREEK ROAD AND ON THE NORTH SIDE OF MUDDY CREEK CHURCH ROAD: 10,306 sq. ft.
  - **WOODCREST RETREAT ASSOCIATION:**
    - **RESOLUTION 2017-06:** ACCEPTION ADDITIONAL STREET ROW ALONG EASTERN SIDE OF STATE ROUTE 222 AT THE NORTHERLY TERMINUS OF SERVICE ROAD "C": 0.5034 ACRES
- **ROADMASTER:** ROAD MASTER REPORT
- **SUPERVISORS**
  - MOTION TO ALLOCATE \$4,425.06 FROM THE UNENCUMBERED INTEREST EARNINGS ACCOUNT IN THE CAPITAL RESERVE FUND AND TRANSFER TO THE OFFICE EQUIPMENT CAPITAL RESERVE FUND ACCOUNT TO COVER THE PURCHASE AND INSTALLATION OF A DELL POWER EDGE R530 SERVER I/A/O \$6,285.90.
  - CURT ENCK DEVELOPMENT PLAN DISCUSSION: FORM OF IMPROVEMENT SECURITY
  - MOTION TO CONFIRM THAT THE TWO NEW HIGHWAY DEPARTMENT EMPLOYEES (DANIEL TASCO AND DALLAS LUCAS) WILL BE GIVEN AN EVALUATION FOLLOWING THEIR 60 DAY PROBATIONARY PERIOD, AND BE CONSIDERED FOR A RAISE IN PAY PENDING THE OUTCOME OF THE EVALUATION
  - CONSIDER AWARDDING THE 2017 LAWN MOWING BID
  - CONSIDER BERKSHIRE SYSTEMS PROPOSAL TO INSTALL A CELLULAR ALARM COMMUNICATOR TO INTERACT WITH THE EXISTING FIRE ALARM CONTROL PANEL.
  - CONSIDER BERKSHIRE SYSTEMS PROPOSAL TO INSTALL FRONT DOOR ELECTRONIC CONTROLS
- **INTERIM TOWNSHIP MANAGER**
  - DENVER ROAD BRIDGE PRE-CONSTRUCTION MEETING
  - ADVERTISING PLAN FOR TOWNSHIP MANAGER POSITION
- **EXECUTIVE SESSION (IF NEEDED)**
- **ADJOURN**

## **BOARD OF SUPERVISORS MEETING THURSDAY, FEBRUARY 2, 2017**

The advertised meeting of the East Cocalico Township Board of Supervisors was called to order on Thursday, February 2, 2017 at 7:30 p.m., held at the East Cocalico Township Municipal Building, 100 Hill Road, Denver, PA 17517.

### **ATTENDANCE:**

**Supervisors:** Chairman Mackley, Vice Chairman Alan R. Fry, Secretary Noelle B. Fortna

**Employees:** Interim Township Manager Steve Gabriel, Police Chief Arment, Sergeant Keppley, Zoning and Code Enforcement Officer Tony Luongo, and Recording Secretary Lisa A. Kashner

**Reporters:** Alice Hummer of the Ephrata Review and Val Lasis of the Reading Eagle

**Visitors:** Ken Crouse (FOP), Tony Ceraso (FPO), Chris Erb (FOP), Kenny Minnick, Sara Hunter, Chasy Fronhelsner, Chanse Firestone, Monica Craig-Fry, Kelly and Ben Tressler, Ken McCrea, Dave Fisher, Harvey Achey, and Bill Hughes

Chairman Mackley asked everyone in attendance to rise and pledge allegiance to the Flag.

**POLICE DEPARTMENT:** Fraternal Order of Police (FOP) Ken Crouse, Tony Ceraso, and Chris Erb were in attendance to present Sergeant Keppley the medal of heroism: While responding to the call of disabled vehicle. Sergeant Keppley found a stranded medical transport team. The team was transporting a liver to the Philadelphia Hospital for a transplant operation. Sergeant Keppley made the decision to drive the medical personnel and liver to Philadelphia. The surgery was successful. Mr. Gabriel stated that Senator Aument could not make tonight's meeting, but has sent his congratulations to Sergeant Keppley.

**PUBLIC COMMENT:** Mr. McCrea asked if there has been any contact with the Benderson Shopping Center in the last two months. Mr. Gabriel stated that no formal submittals have been received and Vice Chairman Fry stated there have been no recent discussions.

### **APPROVAL OF MINUTES:**

**MOTION:** Secretary Fortna made a motion, seconded by Vice Chairman Fry, to approve the Thursday, January 19, 2017 Board of Supervisor meeting minutes. Chairman Mackley asked if there were any comments or questions. There were none. Motion carried. (3/0)

**POLICE DEPARTMENT:** Chief Arment highlighted the Police Department report. Lighting is being looked into for the back of the Municipal building at the Police Department. Chief Arment stated that a part-time secretary will be starting next week.

**SEWAGE ENFORCEMENT OFFICER (SEO):** Nothing to report.

### **TREASURER'S REPORT:**

**MOTION:** Vice Chairman Fry made a motion, seconded by Chairman Mackley, to approve the list of bills as presented: General Fund \$99,841.94; State Fund \$8,785.58; Hydrant Fund \$14,670.00; Capital Reserve \$6,285.90. Chairman Mackley asked if there were any other comments or questions. There were none. Motion carried. (3/0)

**LAND PLANNING ENGINEER:** Nothing to report.

## **BOARD OF SUPERVISORS MEETING THURSDAY, FEBRUARY 2, 2017**

**ZONING OFFICER:** A report will be shared at the next Board of Supervisors Meeting. Mr. Luongo noted that the Kitler property is demolished, and two enforcement issues for earth disturbance were looked into at Vera Cruz, Hartman and Rt. 272.

**TRANSPORTATION ENGINEER:** Mr. Gabriel noted that there was a Denver Road Bridge preconstruction meeting with Flyway Construction who was awarded the bid. Flyway Construction is looking to start on the project in February. It was noted that East bound traffic will always be open at a reduced speed of 25mph. West bound will be closed.

**SOLICITOR:** Muddy Creek Lutheran Church land dedication.

**Resolution 2017-03 and Deed of Dedication for Muddy Creek Lutheran Church:** Accepting a tract of land situated on the East side of South Muddy Creek Road and on the South side of Muddy Creek Church Road containing 176 sq. ft.

**MOTION:** Chairman Mackley made a motion, seconded by Vice Chairman Fry, to adopt Resolution 2017-03 and the Deed of Dedication accepting land dedication from Muddy Creek Lutheran Church. Secretary Fortna abstained. Chairman Mackley asked if there were any questions. There were none. Motion carried. (2/0)

**Resolution 2017-04 and Deed of Dedication for Muddy Creek Lutheran Church:** Accepting a tract of land situated on the West side of South Muddy Creek Road and on the South side of Muddy Creek Church Road containing 200 sq. ft.

**MOTION:** Vice Chairman Fry made a motion, seconded by Chairman Mackley, to adopt Resolution 2017-04 and the Deed of Dedication accepting land dedication from Muddy Creek Lutheran Church. Secretary Fortna abstained. Chairman Mackley asked if there were any questions. There were none. Motion carried. (2/0)

**Resolution 2017-05 and Deed of Dedication for Muddy Creek Lutheran Church:** Accepting a tract of land situated on the West side of South Muddy Creek Road and on the North side of Muddy Creek Church Road containing 10,306 sq. ft.

**MOTION:** Secretary Fortna made a motion, seconded by Vice Chairman Fry, to adopt Resolution 2017-05 and the Deed of Dedication accepting land dedication from Muddy Creek Lutheran Church. Secretary Fortna abstained. Chairman Mackley asked if there were any questions. There were none. Motion carried. (2/0)

Woodcrest Retreat Association

**Resolution 2017-06:** Accepting additional street right-of-way located along the Eastern side of State Route 222 at the Northerly terminus of service road "C" containing 0.5034 acres.

**MOTION:** Secretary Fortna made a motion, seconded by Vice Chairman Fry, to adopt Resolution 2017-06 accepting the Deed of Dedication from Woodcrest Retreat Association. Chairman Mackley asked if there were any questions. There were none. Motion carried. (3/0)

**ROADMASTER:** A report will be shared at the next Board of Supervisors Meeting.

**SUPERVISORS:** A big screen TV has been installed in Chambers. Supervisors thanked the Highway Department for installing it. This TV will enable projects to be displayed for everyone see. It can also be used for training webinars. • Secretary Fortna noted that the Regional Meeting, Heroin Epidemic, last week was well attended. • Vice Chairman Fry announced the recognition of the Scout, Ben Tressler. He is working on his Eagle Badge.

## **BOARD OF SUPERVISORS MEETING THURSDAY, FEBRUARY 2, 2017**

### **SUPERVISORS: (CONTINUED)**

**MOTION:** Vice Chairman Fry made a motion, seconded by Chairman Mackley, to allocate \$4,425.06 from the Unencumbered Interest Earning Account in the Capital reserve Fund and transfer to the Office equipment Capital Reserve Fund Account to cover the purchase and installation of a Dell Power Edge R530 Server i/a/o \$6,285.90. Chairman Mackley asked if there were any questions. There were none. Motion carried. (3/0)

**CURT ENCK DEVELOPMENT:** Chairman Mackley stated this agenda item will be placed on hold until the Township Solicitor reviews it further.

**NEW HIGHWAY DEPARTMENT EMPLOYEES:** Probationary period.

**MOTION:** Vice Chairman Fry made a motion, seconded by Chairman Mackley, to confirm that the two new Highway Department Employees (Daniel Tasco and Dallas Lucas) will be given an evaluation following their 60-day probationary period, and to be considered for a raise in pay pending the outcome of the evaluation. Chairman Mackley asked if there were any questions. Mr. Gabriel stated this motion is a follow-up from the Executive Session at the end of the Board of Supervisors Meeting on January 19, 2017 which is a requirement of the open meetings act. There were no other comments or questions. Motion carried. (3/0)

**2017 LAWN MOWING BIDS:** It was noted that reference checks were done and came back satisfactory for the low bidder.

**MOTION:** Vice Chairman Fry made a motion, seconded by Chairman Mackley, to award the 2017 Township Lawn Mowing Bid to Dan Carroll of Manheim for a total amount of \$215.00 per cut of all three properties, or \$6,450.00 figured on 30 mowing cuts within the 2017 season. Chairman Mackley asked if there were any questions. There were none. Motion carried. (3/0)

**BERKSHIRE SYSTEMS PROPOSAL:** Cellular alarm communicator to interact with the existing fire alarm control panel.

**MOTION:** Chairman Mackley made a motion, seconded by Vice Chairman Fry, to approve Berkshire Systems Proposal, dated 2/1/17, for the Fire Alarm System in the amount of \$872.00, and the annual monitoring \$660.00. Chairman Mackley asked if there were any questions. There were none. Motion carried. (3/0)

**BERKSHIRE SYSTEMS PROPOSAL:** To install front door electronic controls.

**MOTION:** Chairman Mackley made a motion, seconded by Vice Chairman Fry, to approve Berkshire Systems Proposal, dated 2/1/17, to magnetically lock the main front double doors and provide access control with wireless remotes in the amount of \$4,758.00. Chairman Mackley asked if there were any questions. There were none. Motion carried. (3/0)

### **INTERIM TOWNSHIP MANAGER:**

**DENVER ROAD BRIDGE PRE-CONSTRUCTION MEETING:** Previously discussed earlier in the agenda.

**ADVERTISING PLAN FOR TOWNSHIP MANAGER POSITION:** Discussion on advertising for a Township Manager.

**MOTION:** Chairman Mackley made a motion, seconded by Vice Chairman Fry, to approve advertising for the Township Manager position on the Township website, Reading Eagle Newspaper, GovernmentJobs.com, and some Bucks County and Montgomery County networks. Chairman Mackley asked if there were any questions. There were none. Motion carried. (3/0)

**BOARD OF SUPERVISORS MEETING  
THURSDAY, FEBRUARY 2, 2017**

**INTERIM TOWNSHIP MANAGER:**            ***(CONTINUED)***

Rapid Bridge Replacement Projects on display at the Township Building for approximately two weeks: (1) Reinholds Road over Swamp Creek, and (2) Smokestown Road over Swamp Creek scheduled for next year.

**EXECUTIVE SESSION:** None.

**ADJOURN:**

**MOTION:** There being no further business to come before the Board, Secretary Fortna made a motion seconded by Vice Chairman Fry to adjourn the meeting at 8:17 p.m. Chairman Mackley asked if there were any questions. There were none. Motion carried. (3/0)

Respectfully submitted,

Noelle B. Fortna, Board of Supervisors Secretary