

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

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

**THURSDAY, JULY 6, 2017 at 7:30 P.M.**

- **MEETING CALLED TO ORDER AT 7:30 P.M.**
- **TROOP 16 EAGLE SCOUT PROJECT**
- **PUBLIC COMMENT** (FOR NON-AGENDA ITEMS)
- **APPROVAL OF MINUTES:**
  - BOARD OF SUPERVISORS MEETING MINUTES: THURSDAY, JUNE 15, 2017
- **MS-4 DISCUSSION ABOUT POLLUTION REDUCTION PLAN**
- **POLICE DEPARTMENT**
- **SEWAGE ENFORCEMENT OFFICER**
- **TREASURER'S REPORT**
  - AUTHORIZE LIST OF BILLS
- **SOLICITOR**
- **LAND PLANNING ENGINEER**
  - FOX BROOKE – TIME EXTENSION
  - UGI – TIME EXTENSION
- **ZONING OFFICER**
- **TRANSPORTATION ENGINEER**
- **ROADMASTER**
- **SUPERVISORS**
- **TOWNSHIP MANAGER**
  - MANAGER'S REPORT
  - DISCUSS HIRING AN EQUIPMENT OPERATOR FOR THE HIGHWAY DEPT.
  - DISCUSS CLEANING SERVICES
  - DISCUSS PENNDOT HANDICAP RAMP AT CORNER OF CHURCH AND REAMSTOWN
  - DISCUSS RECREATION BOARD APPOINTMENT: JASON A. WELLMAN
  - UGI REQUEST TO UTILIZE STONEY POINT PARK
- **EXECUTIVE SESSION** (IF NEEDED)
- **ADJOURN**

Please note that all meetings are recorded. The purpose of the recordings is to assist with the preparation of meeting minutes.  
Upon adoption of the meeting minutes the recordings are destroyed.

## **BOARD OF SUPERVISORS MEETING THURSDAY, JULY 6, 2017**

The advertised meeting of the East Cocalico Township Board of Supervisors was called to order on Thursday, July 6, 2017 at 7:30 p.m., held at the East Cocalico Township Municipal Building, 100 Hill Road, Denver, PA 17517.

### **ATTENDANCE:**

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

**Employees:** Township Manager H. Scott Russell, Zoning and Code Enforcement Officer Tony Luongo and Recording Secretary Lisa A. Kashner

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

**Visitors\*:** Ken McCrea, Dan Hibshman, Brian Wise, Jeff Mitchell, Monica G. Craig-Fry, Hunter Garman and Harvey Achey

\*Only visitors who signed in are listed.

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

**TROUP 60 EAGLE SCOUT PROJECT:** Hunter Garman distributed pictures of park benches he would like to make for the Stoney Pointe Park. Mr. Garman went through different steps with the Scout Master for permission and now he is before the Supervisors for approval. Mr. Russell noted that five benches are proposed for a total of \$280.00. The Township called PA One Call for clearance. It was noted that Mr. Jason Wellman donated the funds to cover the costs.

**MOTION:** Secretary Fortna made a motion, seconded by Vice Chairman Fry, to approve the installation of five benches by Boy Scout Troup 60 at Stoney Pointe Park subject to review and approval from Township staff. Vice Chairman Fry asked if there were any other comments or questions. There were none. Motion carried. (2/0)

**PUBLIC COMMENT (NON-AGENDA ITEMS):** Mr. Mitchell had some pool questions and discussion; which the Board discussed and answered.

### **APPROVAL OF MINUTES:**

**MOTION:** Secretary Fortna made a motion, seconded by Vice Chairman Fry, to approve the Thursday, June 15, 2017 Board of Supervisor meeting minutes. Vice Chairman Fry asked if there were any other comments or questions. There were none. Motion carried. (2/0)

**MS-4:** Mr. Russell noted that the Township is in the middle of a public review process; and only one comment was received concerning farming procedures. Mr. Mitchell and Mr. Wise had some additional questions; which the Board and Mr. Russell discussed and answered. Mr. McCrea questioned if agreements have been put in place with the private land owners. Mr. Russell discussed and answered yes the property owners were notified. Discussions continued. Mr. Russell noted that a summary of the comments received will be at the next Board of Supervisors Meeting.

**POLICE DEPARTMENT:** Chief Arment read the Police Department Report for June 2017.

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

**BOARD OF SUPERVISORS MEETING  
THURSDAY, JULY 6, 2017**

**TREASURER'S REPORT:**

**MOTION:** Secretary Fortna made a motion, seconded by Vice Chairman Fry, to approve the 7/6/17 list of bills as presented: General Fund \$83,387.95; State Fund \$3,351.80; State Fund/Denver Road Project \$712,550.95; Light Fund \$14,905.35; Recreation Fund \$590.17. Some bill items were questioned, which the Board explained. Vice Chairman Fry asked if there were any other comments or questions. There were none. Motion carried. (2/0)

**SOLICITOR:** Nothing to report.

**LAND PLANNING ENGINEER:**

**FOX BROOKE – PRELIMINARY SUBDIVISION AND LAND DEVELOPMENT PLAN (07-10-2017):** No one was present for this plan. Mr. Russell briefly highlighted the project.

**MOTION:** Vice Chairman Fry made a motion, seconded by Secretary Fortna, to accept the 90-day time extension offer as submitted by the applicant's attorney dated June 27, 2017, which will extend the deadline for action on the Fox Brooke Preliminary Subdivision and Land Development Plan until October 10, 2017. Vice Chairman Fry asked if there were any other comments or questions. There were none. Motion carried. (2/0)

**UGI CORPORATE HEADQUARTERS – PRELIMINARY/FINAL LAND DEVELOPMENT PLAN/LOT ANNEXATION (07-19-2017):** No one was present for this plan. Mr. Russell briefly highlighted the project.

**MOTION:** Vice Chairman Fry made a motion, seconded by Secretary Fortna, to accept the time extension offer as submitted by you, the applicant's consultant, dated July 5, 2017, thereby extending the deadline for action on the Preliminary Land Development Plan for the UGI Corporate Headquarters until September 17, 2017. Vice Chairman Fry asked if there were any other comments or questions. There were none. Motion carried. (2/0)

**ZONING OFFICER:** Mr. Luongo stated that the Zoning Officer's report will be given at the next Board of Supervisors Meeting.

**TRANSPORTATION ENGINEER:** Nothing to report.

**ROAD MASTER:** Mr. Russell highlighted that the Road Master report was received; a report was distributed to Mr. Wise. Mr. Wise noted that the storm drain on Hill Road needs cleaned up especially after the storms.

**SUPERVISORS:** Nothing to report.

**TOWNSHIP MANAGER:** Mr. Russell highlighted the 6/15/17 through 7/5/17 Manager Report. Discussions and questions continued concerning items on the Manager's Report, which were answered by the Board. Mr. Russell noted the pending retirement of the Township Road Master at the end of the year; and recommended to advertise for an Equipment/Operator position, as well as a on-call snow plow operator, prior to the Road Master's departure; and to bring the new employee on board working part-time in September or later, then to move full time before the effective last date of the retired Road Master. Mr. Wise asked that the Road Master continue to submit monthly Road Master reports.

**MOTION:** Secretary Fortna made a motion, seconded by Vice Chairman Fry, to advertise for a part-time then transitioning to full time Equipment/Operator Position for the Highway Department, as well as a part-time snow plow on-call operator. Vice Chairman Fry asked if there were any comments or questions. There were none. Motion carried. (2/0)

**BOARD OF SUPERVISORS MEETING  
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**TOWNSHIP MANAGER:**     ***(CONTINUED)***

Township cleaning services.

**MOTION:** Vice Chairman Fry made a motion, seconded by Secretary Fortna, to hire Sue Bowman Cleaning for services at a rate of \$120.00 per cleaning (one time per week) per the terms of the agreement dated June 11, 2017. Vice Chairman Fry asked if there were any comments or questions. There were none. Motion carried. (2/0)

Handicap ramp on the northeast corner of Church Street and Reamstown road in front of the Wells Fargo Building.

**MOTION:** Secretary Fortna made a motion, seconded by Vice Chairman Fry, to authorize the Township Manager to execute a PennDOT RW-397A Authorization to Enter form. Vice Chairman Fry asked if there were any comments or questions. There were none. Motion carried. (2/0)

Recreation Board Appointment.

**MOTION:** Secretary Fortna made a motion, seconded by Vice Chairman Fry, to appoint Jason Wellman to fill the open Recreation Board position with a term expiring on December 31, 2017. Vice Chairman Fry asked if there were any comments or questions. There were none. Motion carried. (2/0)

UGI to utilized Stoney Pointe Park.

**MOTION:** Secretary Fortna made a motion, seconded by Vice Chairman Fry, to permit UGI to utilize Stoney Pointe Park for a one day ground breaking ceremony on August 17, 2017. Vice Chairman Fry asked if there were any comments or questions. There were none. Motion carried. (2/0)

**EXECUTIVE SESSION:** There being no further business, the Board went into Executive Session at 8:56 p.m. for the purposes of discussing a pending legal matter

**ADJOURN:**

**MOTION:** There being no further business to come before the Board, Vice Chairman Fry made a motion seconded by Secretary Fortna to adjourn the meeting at 9:15 p.m. Vice Chairman Fry asked if there were any questions. There were none. Motion carried. (2/0)

Respectfully submitted,  
Noelle B. Fortna, Board of Supervisors Secretary