

EAST COCALICO TOWNSHIP BOARD OF SUPERVISORS MEETING

AGENDA

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

THURSDAY, FEBRUARY 16, 2017 at 7:30 P.M.

- **MEETING CALLED TO ORDER AT 7:30 P.M.**
- **PUBLIC COMMENT**
- **APPROVAL OF MINUTES:**
 - BOARD OF SUPERVISORS MEETING MINUTES: TUESDAY, FEBRUARY 2, 2017
- **POLICE DEPARTMENT**
- **SEWAGE ENFORCEMENT OFFICER**
- **TREASURER'S REPORT**
 - AUTHORIZE LIST OF BILLS
- **LAND PLANNING ENGINEER**
- **ZONING OFFICER**
- **TRANSPORTATION ENGINEER**
- **SOLICITOR**
- **ROADMASTER**
 - CONSIDERATION TO ADVERTISE THE 2017 ROAD PROJECTS
- **SUPERVISORS**
 - BID AWARD FOR 2011 CROWN VIC
 - CONSIDER APPOINTMENT OF NAI COMMERCIAL PARTNERS AS AGENT TO SELL TOWNSHIP PROPERTY AT 1925 N. READING RD.
 - CONSIDERATION TO REQUEST QUOTES FOR TOWNSHIP BUILDING CLEANING SERVICE
 - CONSIDERATION TO SEND OUT THE 2017 LAWN CARE QUOTE PACKETS
- **INTERIM TOWNSHIP MANAGER**
 - REPORT: STATE AUDIT OF LIQUID FUELS
 - REPORT: TRANSPORTATION IMPACT FEE ADVISORY COMMITTEE VACANCIES
- **EXECUTIVE SESSION (IF NEEDED)**
- **ADJOURN**

BOARD OF SUPERVISORS MEETING THURSDAY, FEBRUARY 16, 2017

The advertised meeting of the East Cocalico Township Board of Supervisors was called to order on Thursday, February 16, 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, Zoning and Code Enforcement Officer Tony Luongo and Recording Secretary Lisa A. Kashner

Reporters: Michele Fry of the Ephrata Review and Val Lacis of the Reading Eagle

Visitors: Jeff Mitchell, Brian Wise, Romao Carrasco, Monica Craig-Fry, Ken McCrea, Harvey Achey, Daniel Hibshman, Adeline Hibshman, and Jane Webber

Chairman Mackley asked everyone in attendance to rise and pledge allegiance to the Flag. • Chairman Mackley announced they will be going into Executive Session for discussion of personnel issues.

PUBLIC COMMENT: Mr. Mitchell asked if Randy Good of Adamstown was contacted. Chairman Mackley stated not yet. • Jane Webber of the Adamstown Library shared an event at Fox Chase raised over \$5,000 for the new Adamstown Library. The next event is a cornhole tournament at the end of June at the Reinholds VFW. To date \$720,000 has been raised for the new library. • At a previous meeting Mr. Mitchell asked about the Interim Township Manager costs. Mr. Gabriel stated the December bill was just received from Rettew for the last part of December; a total of \$123,399.00 for 2016. Mr. Wise asked if grant writing is part of the Township Manager's job description, and Chairman Mackley answered yes. It was noted that discussion of candidate recruitment for a Township Manager is to be discussed in Executive Session later this evening.

APPROVAL OF MINUTES:

MOTION: Secretary Fortna made a motion, seconded by Vice Chairman Fry, to approve the Thursday, February 2, 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: Report will be given at the next Board of Supervisors Meeting.

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 \$43,473.94; Denver Road Bridge Project \$1,818.50. Mr. McCrea asked about Summit Risk Services shown on the List of Bills, and Chairman Mackley noted that this is for potential litigation. Mr. Mitchell asked about the pool pump repair, and Vice Chairman Fry stated that Witmer Motors fixed the pump and returned it recently. 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 16, 2017

ZONING OFFICER: Mr. Luongo highlighted the Zoning Officer's Report for December 2017. **ZONING HEARING BOARD:** February: Nothing scheduled. March: EHM Properties (Stevens Feed Mill) requests special exception to reconstruct a truck parking building and use it for product processing with area expansion for feed truck loading. **CODE ENFORCEMENT:** (1) 350 Brunners Grove Road. Demolition completed, site cleanup nearly complete. (2) 644 W. Swartzville Rd: site visit pertaining to complaint of installation of pipe within wetlands extending to the creek. DEP and LCCD also onsite. Stop work ordered. All facilities have been removed and area restored to natural condition. (3) 36 Deanne Circle: Violation concerning unsafe structure for human occupancy or use. Property posted. (4) Bonview Drive: Complain of questionable timber harvest activity. Site visit. Permit is in order. **OTHER ITEMS:** (1) 2275 N. Reading Rd: issued a demolition permit to begin removal for future land development project. (2) 1225 N. Reading Rd.: met new owner and contractor to discuss renovations to facility. Permit issued. (3) Fishing Creek Park: Eight letters sent to property owners adjacent to property notifying them of recent survey and giving them until June 2017 to respect the property line markers. (4) Bi-Monthly meeting attended – Lancaster County Zoning and Building Officials Assoc. (5) 400 Wabash Rd: Four Seasons Produce: Preconstruction meeting for parking lot expansion. Permits issued.

Mr. Mitchell noted a drainage problem along Brunners Grove Road, there is standing water on the roadway. Mr. Luongo stated that Mr. Brubaker will be notified about the swale and apron along the roadway.

TRANSPORTATION ENGINEER: The Denver Road Bridge construction starts Monday, February 20th. East bound traffic will always be open at a reduced speed of 25mph. West bound will be closed and detoured.

SOLICITOR: Working on some Land Developments and bid questions.

ROADMASTER: Vice Chairman Fry highlighted the Road Master report from Jan. 19 to Feb. 16: trimmed trees, repaired signs, install television in Township Chambers area, the department successfully completed flagger training, cindered roads twice, cleaned and maintained Township trucks and equipment, signed up for the department to attend LTAP, truck inspected, finished chipping Christmas Trees (364 trees this year), signed up for street sweeping, took down the evergreen trees behind the office and chipped them, and picked up and cleaned the picnic tables from the office and Fishing Creek Park and cleaned them. The 2017 Road Projects is prepared for consideration to advertise: Paving - Lausch Road and Reamstown Road. Ralumac - Reamstown Road from Church Street to Ream Road and Bunker Hill Road from Rt. 272 to N. Reamstown Rd. Oil and Chip - Chestnut Hill Road, Kramer Mill Road, Pfeiffer Hill Road, Old Lancaster Pike.

MOTION: Secretary Fortna made a motion, seconded by Vice Chairman Fry, to approve the advertisement for the 2017 Road Projects. Chairman Mackley asked if there were any questions. There were none. Motion carried. (3/0)

SUPERVISORS: 2011 Crown Vic was placed on Municibid, the reserve was not met, high bid was \$1,551.

MOTION: Chairman Mackley made a motion, seconded by Vice Chairman Fry, to approve the Municibid high bidder of \$1,551. Chairman Mackley asked if there were any questions. There were none. Motion carried. (3/0)

NAI TO SELL 1925 N. READING RD.: Mr. Gabriel discussed 1925 N. Reading Rd.; that the property previously was placed out for bids two times and no bids were received, and explained that under State Law, Municipalities may place a property on the open market. Mr. Gabriel noted there was a meeting on February 10th with a representative from NAI Commercial Partners for discussion on selling 1925 N. Reading Rd. NAI indicated they could sell the property in approximately 9-12 months. NAI would receive the standard 6% realtor commission for a 12-month contract. Mr. Gabriel stated the other entities will be notified.

MOTION: Vice Chairman Fry made a motion, seconded by Chairman Mackley, to approve NAI Commercial Partners to sell 1925 N. Reading Rd. There were no other comments or questions. Motion carried. (3/0)

**BOARD OF SUPERVISORS MEETING
THURSDAY, FEBRUARY 16, 2017**

SUPERVISORS: *(CONTINUED)*

CLEANING SERVICE QUOTES: Cleaning service quotes/job applications are currently being accepted for cleaning services of the Township building and Police Department.

CONSIDERATION TO SEND 2017 LAWN CARE QUOTE PACKETS: Lawn care services for the Township Building, 1925 N. Reading Rd., and Old Homestead Park.

MOTION: Vice Chairman Fry made a motion, seconded by Chairman Mackley, to approve sending the 2017 Lawn Care Quotes. There were no other comments or questions. Motion carried. (3/0)

Vice Chairman Fry and Secretary Fortna are signed up for PSATS. • Harvey Achey distributed a drawing and quote to install a window on either side of the vestibule (the Township and Authority side).

MOTION: Chairman Mackley made a motion, seconded by Vice Chairman Fry, to approve Harvey Achey Construction to install two windows in the Township vestibule area for a cost not to exceed \$3,000.00. There were no other comments or questions. Motion carried. (3/0)

INTERIM TOWNSHIP MANAGER:

REPORT – STATE AUDIT OF LIQUID FUELS: Mr. Gabriel noted the Township recently received the State Auditors Report of the Townships Liquid Fuels Fund; the audit was clean with no findings.

REPORT – TRANSPORTATION IMPACT FEE (TIF) ADVISORY COMMITTEE VACANCIES: Mr. Gabriel noted that not less than 40% of the TIF members (no fewer than 7 and no more than 15) shall be representatives of the real estate, commercial and residential development and building industries. Mr. Gabriel will review the composition of the Committee

EXECUTIVE SESSION: There being no further business, the Board went into Executive Session at 8:30 p.m. for the purposes of discussing personnel issues.

RECONVENE REGULAR MEETING: Chairman Mackley adjourned the Executive Session at 9:18 p.m. and reconvened the regular meeting at 9:19 p.m.

ADJOURN:

MOTION: There being no further business to come before the Board, Vice Chairman Fry made a motion seconded by Chairman Mackley to adjourn the meeting at 9:20 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