

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

## **AGENDA**

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

**THURSDAY, DECEMBER 7, 2017 at 7:30 P.M.**

- **MEETING CALLED TO ORDER AT 7:30 P.M.**
- **PUBLIC COMMENT** (FOR NON-AGENDA ITEMS)
- **APPROVAL OF MINUTES**
  - BUDGET WORKSHOP MEETING MINUTES: THURSDAY, NOVEMBER 13, 2017
  - BOARD OF SUPERVISORS MEETING MINUTES: THURSDAY, NOVEMBER 16, 2017
- **ROADMASTER**
  - HIGHWAY DEPARTMENT NOVEMBER REPORT
- **POLICE DEPARTMENT**
  - OFFICER STEVEN WALSH COMMENDATION
- **SEWAGE ENFORCEMENT OFFICER**
- **TREASURER'S REPORT**
  - DENVER ROAD BRIDGE REPLACEMENT PAYMENT APPLICATION #9 FOR \$288,581.50
  - AUTHORIZE LIST OF BILLS
- **ZONING OFFICER**
- **SOLICITOR**
- **LAND PLANNING ENGINEER**
  - HEATHERWOODS (PHASE 3, 4 AND 5): REVISED PRELIMINARY PLAN
  - WICU PHASES 5 AND 7A: ALTERNATE LANDSCAPING PLAN
- **TRANSPORTATION ENGINEER**
- **SUPERVISORS**
  - RESULTS AND DISCUSSION OF RECEIVED QUOTES FOR AUDITING SERVICES
  - ACKNOWLEDGE RECEIPT OF RETIREMENT LETTER FROM CHIEF ARMENT
  - DISCUSS CONDITIONAL OFFER OF EMPLOYMENT FOR OFFICER KEITH McCABE
  - 2018 DRAFT BUDGET CONTINUED DISCUSSION
- **TOWNSHIP MANAGER**
  - MANAGERS REPORT
- **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, DECEMBER 7, 2017**

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

### **ATTENDANCE:**

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

**Employees:** Township Manager H. Scott Russell, Sgt. Keppley, Officer Walsh, Financial Administrator Elizabeth Dorneman and Recording Secretary Lisa A. Kashner

**Reporters:** Alice Hummer and Aubre Fallinger of the Ephrata Review, and Val Laxis of the Reading Eagle

**Visitors:\*** Daniel Hibshman, Veronica Dube, Wesley Hoover, Chad Weaver, Ken McCrea, Brian Wise, Jeff Mitchell, Mary Miller, Jim Miller, Jim Black, Harvey Achey, Romao Carrasco, Chanse Firestone, Justin Birchard, Chrissy Walsh, and Steve Brubaker

\*Only visitors who signed in are listed.

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 (NON-AGENDA ITEMS):** Mr. Black asked about the progress of the Workers Compensation coverage for the non-firefighter members when they do fundraising activities. Mr. Russell noted this is being reviewed and meetings will be scheduled.

### **APPROVAL OF MINUTES:**

**MOTION:** Chairman Mackley made a motion, seconded by Vice Chairman Fry, to approve the Thursday, November 13, 2017 Budget Workshop meeting minutes. Chairman Mackley asked if there were any other comments or questions. There were none. Motion carried. (3/0)

**MOTION:** Vice Chairman Fry made a motion, seconded by Chairman Mackley, to approve the Thursday, November 16, 2017 Board of Supervisor meeting minutes. Chairman Mackley asked if there were any other comments or questions. There were none. Motion carried. (3/0)

**ROADMASTER:** November Road Master Report: Spreaders were mounted on the trucks. • The plows and truck tire chains were repaired. • Crack Sealing is near completion: Wabash, N. Muddy Creek, Garden Spot, Trost, Martzall, Leshner, Frysville, Ridge, Justin Circle, Hickory Sharp, Park, Whitetail, Stonecrest, Royal Horse Way and Mustang Trail. • Patching is complete from the Township and the Authority blacktopping. • Replacing or repairing traffic signs, marking Call One locations, and inspecting the work within East Cocalico Heights by UGIs sub-contractor for Get Gas Project. • Installed a sign and fence for the Christmas tree drop off site behind the Municipal building. • Cleaning drains of leaves, and trimming trees as needed. • Quotes gathered for a new salt storage structure. • Martin Mulch to chip the brush pile very soon. • Cleaning up and hauling scrap junk. • Christmas tree picked up for the Township Office.

**POLICE DEPARTMENT:** Officer Steven Walsh was presented with a Certificate of Commendation. Officer Walsh observed an individual with outstanding warrants. The individual was taken into custody and found to be in possession of two firearms, a large quantity of narcotics and drug paraphernalia. A certificate was presented and pictures were taken. • Sgt. Keppley highlighted the November 2017 Police Department report. • Hiring a police officer, Chairman Mackley noted this item will be discussed in Executive Session. • Police budget discussions and questions were asked which were answered.

**BOARD OF SUPERVISORS MEETING  
THURSDAY, DECEMBER 7, 2017**

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

**TREASURER'S REPORT:** Mr. Russell noted that the Denver Road Bridge replacement payment application #9 was received; and the bridge is scheduled to open mid-December 2017

**MOTION:** Secretary Fortna made a motion, seconded by Vice Chairman Fry, to approve the Denver Road Bridge Replacement Payment Application #9 for \$288,581.50. Chairman Mackley asked if there were any other comments or questions. There were none. Motion carried. (3/0)

**MOTION:** Chairman Mackley made a motion, seconded by Vice Chairman Fry, to approve the December 7, 2017 list of bills as presented: General Fund \$76,362.75; Denver Road Bridge Project/Payment #9 \$288,581.50. Chairman Mackley asked if there were any other comments or questions. There were none. Motion carried. (3/0)

**ZONING OFFICER:** Nothing to report.

**SOLICITOR:** Nothing to report.

**LAND PLANNING ENGINEER:**

**HEATHERWOODS (PHASE 3, 4 AND 5) REVISED PRELIMINARY PLAN:** No one was in attendance for this plan. Mr. Russell briefly highlighted the plan.

**MOTION:** Vice Chairman Fry made a motion, seconded by Chairman Mackley, to update and amend the prior conditional approval of the Revised Preliminary Plan for Heatherwoods (Phase 3, 4 and 5) conditioned the applicant addressing all outstanding items outlined in the updated Becker Engineering review letter dated November 27, 2017 to the satisfaction of the Township, Township Solicitor and Township Engineer. Chairman Mackley asked if there were any other comments or questions. There were none. Motion carried. (3/0)

**WICU PHASES 5 AND 7A: ALTERNATE LANDSCAPING PLAN:** No one was in attendance for this plan. Mr. Russell briefly highlighted the plan.

**MOTION:** Vice Chairman Fry made a motion, seconded by Secretary Fortna, to authorize the Township Staff and Township Engineer to evaluate and approve alternate landscaping to address outstanding landscaping requirements associated with the prior approved Final Land Development Plans related to WICU Phases 5 and 7A. Chairman Mackley asked if there were any other comments or questions. There were none. Motion carried. (3/0)

**TRANSPORTATION ENGINEER:** Nothing to report.

**SUPERVISORS:**

**QUOTES FOR AUDITING SERVICES RESULTS AND DISCUSSION:** The proposals were received at the Township from three CPA firms. Interviews were conducted on Tuesday, December 5<sup>th</sup>. Mr. Russell highlighted the proposals and provided his ranking list for each firm. The firms were discussions.

**MOTION:** Chairman Mackley made a motion, seconded by Vice Chairman Fry, to approve the Certified Public Accountant (CPA) firm Maher Duessel for their auditing services to audit the East Cocalico Township books for the year 2017 for \$8,225.00 conditioned to the Board of Supervisors appointment on January 18, 2018; and to proceed with the 30-day CPA appointment advertisement. Chairman Mackley asked if there were any other comments or questions. There were none. Motion carried. (3/0)

## **BOARD OF SUPERVISORS MEETING THURSDAY, DECEMBER 7, 2017**

**ACKNOWLEDGE RECEIPT OF RETIREMENT LETTER FROM CHIEF ARMENT:** Chairman Mackley read a letter from Police Chief Arment dated November 20, 2017 noting the decision to retire with his last official day being January 15, 2018.

**MOTION:** Chairman Mackley made a motion, seconded by Secretary Fortna, to accept with regret the retirement of Police Chief Arment from the East Cocalico Township Police Department with the last official day being January 15, 2018. Chairman Mackley asked if there were any other comments or questions. There were none. Motion carried. (3/0)

**2018 DRAFT BUDGET CONTINUED DISCUSSION:** Mr. Russell noted there were some minor adjustments made to the 2018 draft budget; edits to the insurance and other adjustments reflect a revised expenses total, which is \$956.00 less than what was previously presented. This was followed by lengthy discussion.

**TOWNSHIP MANAGER:** Mr. Russell briefly highlighted the 12/7/2017 Manager's Report: UGI GET Gas in East Cocalico Heights has started and the Township is inspecting restoration work. • Morganshire inspection occurred on 11/17/17, and soon the roadway dedication of Phase 2. • The phone system was received and phones will be installed in Township Building beginning in late December or early January. Bluetooth will be installed in the Highway Dept. trucks and the Road Crew will utilize cell phones instead of the radios. • Stoney Pointe Park Community Build special kick off meeting held on December 5<sup>th</sup> at Reamstown Firehouse was a good turnout. Over 20 were in attendance and 7 volunteers interested in serving on the Community Build Board. Rec Board will discuss the next steps at December 19<sup>th</sup> meeting. • The next pool group meeting will be on December 13<sup>th</sup>. • Budget Schedule: 2<sup>nd</sup> public discussion on 12/7; 3<sup>rd</sup> Public Discussion of Budget and adoption on 12/21. • Mr. Russell highlighted his upcoming key meetings and planned activities for the next two weeks. • Denver Borough Manager Mike Hession noted his continued interest as the Lancaster County Tax Collection Bureau (LCTCB) municipal representative and West Cocalico Township Carolyn Hildebrand as the alternate for the municipalities in the Cocalico School District on the LCTCB for 2018.

**EXECUTIVE SESSION:** There being no further business, the Board announced a five-minute break at 9:03 p.m. before going into Executive Session at 9:08 p.m. for the purposes of discussing personnel issues.

**RECONVENE REGULAR MEETING:** Chairman Mackley adjourned the Executive Session at 9:15 p.m., reconvened the regular meeting at 9:15 p.m., and made the following motion:

**MOTION:** Chairman Mackley made a motion, seconded by Secretary Fortna, to accept the hiring of new police officer upon him passing all requirements, and to start work the first pay period in February 2018. Chairman Mackley asked if there were any other comments or questions. There were none. Motion carried. (3/0)

### **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 9:15 p.m. Chairman Mackley asked if there were any questions. There were none. Motion carried. (3/0)

Respectfully submitted,

Noelle B. Fortna  
Board of Supervisor Secretary