

EAST COCALICO TOWNSHIP BOARD OF SUPERVISORS MEETING AGENDA

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

THURSDAY, JANUARY 18, 2018 at 7:30 P.M.

- **MEETING CALLED TO ORDER AT 7:30 P.M.**
- **RECOGNITION:** TERRY ARMENT DEDICATED SERVICE TO POLICE DEPARTMENT
- **PUBLIC COMMENT** (FOR NON-AGENDA ITEMS)
- **APPROVAL OF MINUTES**
 - BOARD OF SUPERVISORS MEETING MINUTES: THUR., DEC. 21, 2017
 - BOARD OF SUPERVISORS REORGANIZATION MEETING MINUTES: TUES., JAN. 2, 2018
- **ROADMASTER**
- **POLICE DEPARTMENT**
- **SEWAGE ENFORCEMENT OFFICER**
- **TREASURER'S REPORT**
 - AUTHORIZE LIST OF BILLS
- **ZONING OFFICER**
- **SOLICITOR**
- **LAND PLANNING ENGINEER**
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- **TRANSPORTATION ENGINEER**
- **SUPERVISORS**
 - **RESOLUTION 2018-05:** AUTHORIZING THE APPOINTMENT OF A CERTIFIED PUBLIC ACCOUNTANT TO AUDIT THE BOOKS OF EAST COCALICO TWP. FOR THE FISCAL YEAR 2017
 - **ORDINANCE 2018-01:** DELINQUENT HYDRANT AND STREET LIGHT TAX COLLECTION AGENCY DISCUSSION
 - APPROVAL OF KEYSTONE CREDIT SERVICES AGREEMENT
 - EMPLOYMENT OFFER: ENTRY LEVEL POLICE OFFICER, ZACHARY WEAVER

- **SUPERVISORS (CONTINUED)**

- HOLDING TANK AGREEMENT APPROVAL FOR 1222 W. SWARTZVILLE RD. (GITTA HARPER)
- 2018 HAULER'S LICENSE AGREEMENTS FOR CONSIDERATION: EAGLE DISPOSAL, GOODS DISPOSAL, JBS HAULING, LEBANON FARMS, REPUBLIC SERVICES, WASTE MANAGEMENT
- ANNOUNCEMENT: JANUARY 23RD REGIONAL LEADERS MEETING HELD AT ADAMSTOWN BOROUGH

- **OLD BUSINESS FOR CONTINUED DISCUSSION**

- **NEW BUSINESS**

- DISCUSSION ABOUT AUDIO RECORDING OF MEETINGS AND RIGHT TO KNOW REQUEST
- CAPITAL INVENTORY DETAILED LISTING FOR BUDGETING AND END OF LIFE PLANNING (DISCUSSION)
- DISCUSSION ABOUT HOW MANAGE THE PUBLIC COMMENT PERIOD

- **TOWNSHIP MANAGER**

- MANAGERS REPORT

- **EXECUTIVE SESSION (IF NEEDED)**

- **ADJOURN**

BOARD OF SUPERVISORS MEETING THURSDAY, JANUARY 18, 2018

The advertised meeting of the East Cocalico Township Board of Supervisors was called to order on Thursday, January 18, 2018 at 7:30 p.m., held at East Cocalico Township, 100 Hill Road, Denver PA 17517

ATTENDANCE:

Supervisors: Chairman Alan R. Fry, Vice Chairman Romao "RC" Carrasco, Secretary Douglas B. Mackley

Employees: Township Manager H. Scott Russell, Sgt. Keppley, Officer Walsh, Zoning Officer Tony Luongo, and Recording Secretary Lisa A. Kashner

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

Visitors:* Gary Zimmerman, Ken McCrea, Jeff Mitchell, Steve Walsh, Monica Craig-Fry, Chad Weaver, Brian Wise, Roger Kreisher, Brian Roth, Alec Roth, Terry & Melissa Arment, Daniel Hibshman, Noelle Fortna, and Wesley Hoover

*Only visitors who signed in are listed.

Chairman Fry asked everyone in attendance to rise and pledge allegiance to the Flag. • Chairman Fry recognized Scout Alex Roth who was present tonight. • Chairman Fry announced that the Supervisors will be going into Executive Session at the end of the meeting for personnel matters.

RECOGNITION: Terry Arment was recognized for his dedicated service to the East Cocalico Township Police Department. The Board of Supervisors presented him a plaque noting his 22 years of dedicated service as both Corporal and Police Chief, and wished him for a happy retirement.

PUBLIC COMMENT (NON-AGENDA ITEMS): It was noted the television screen located in Chambers will be used for everyone's ease in all meetings.

APPROVAL OF MINUTES:

MOTION: Secretary Mackley made a motion, seconded by Vice Chairman Romao, to approve the Thursday, December 21, 2017 Board of Supervisors meeting minutes. Chairman Fry asked if there were any comments or questions. There were none. Motion carried. (3/0)

MOTION: Chairman Fry made a motion, seconded by Vice Chairman Romao, to approve the Tuesday, January 2, 2018 Board of Supervisors meeting minutes. Chairman Fry asked if there were any comments or questions. There were none. Motion carried. (3/0)

ROADMASTER: The Roadmaster Report will be presented at next Supervisors Meeting.

POLICE DEPARTMENT: Sgt. Keppley highlighted the December 2017 Police Department report.

SEWAGE ENFORCEMENT OFFICER: Nothing to report.

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TREASURER'S REPORT:

MOTION: Secretary Mackley made a motion, seconded by Chairman Fry, to approve the January 18, 2018 list of bills as presented: General Fund \$207,377.85; State Fund \$13,059.73; Denver Road Bridge Project/State Fund \$9,989.69; Light Fund \$14,733.01; Hydrant Fund \$14,670.00. Chairman Fry asked if there were any other comments or questions. There were none. Motion carried. (3/0)

Mr. Mitchell inquired how much longer the Ephrata National Bank loan payment for 1975 N. Reading Road. Chairman Fry stated that he will get this information for the next meeting.

ZONING OFFICER: Mr. Luongo to briefly highlighted the December 2017 Zoning Officer's Report: 19 applications, 18 permits issued, 9 in review, 14 for pickup. Single Family Dwelling Units: 2. Alarm Ordinance Enforcement: 8 False Alarm Violations. ZONING HEARING BOARD: December: (1) 241 Lausch Rd, seeks approval to maintain an existing residential unit on the property. Granted with conditions. (2) 157 Napierville Rd., special exception for trailer manufacturing. Decision pending. (3) 302 Brunnersgrove Rd., special exception for short term rental . Continued. CODE ENFORCEMENT: (1) Parkside Manor HOA, met with HOA reps and Township Engineer to evaluate existing stormwater facilities. Follow-up: Repairs complete pending Township inspection. HOA was approved. OTHER ITEMS: (1) Zoning Officer and Zoning Assistant attended the informational meeting about 2020 Census at E. Lampeter Township. Mr. Luongo stated that the census will be done on foot after receiving his census report. (2) The PA Dept. of Community and Economic Development concerning Act 166 is due the end of February 2018. (3) Zoning Officer and Township Engineer attended multiple preplanning and site meetings.

LAND PLANNING ENGINEER:

MARY ANN AND JAMES D. MILLER LOT ANNEXATION PLAN: No one was present for this plan. Mr. Russell highlighted the plan.

MOTION: Secretary Mackley made a motion, seconded by Vice Chairman Carrasco, to authorize signature of the deed of dedication related to the acceptance of additional right-of-way along Black Horse Road (T-855) as outlined on the Mary Ann and James D. Miller Lot Annexation Plan, when signed by the applicant and submitted to the Township in a form acceptable to the Township and Township Solicitor. Chairman Fry asked if there were any comments or questions. There were none. Motion carried. (3/0)

TRANSPORTATION ENGINEER: Nothing to report.

SUPERVISORS:

RESOLUTION 2018-05: Authorizing the appointment of a Certified Public Account, Maher Duessel of Lancaster, to audit the books of East Cocalico Township for the fiscal year 2017 in the amount of \$8,225.00 to do the DCED audit only and not the GASB34 after finding out that this will not impact any of the Township grants or funding. It was noted that the work could be done around March/April, but noted that the CPA can get an extension until June. The Supervisors noted that an overview of the report could be made in a public meeting. A general time-line will be noted from the CPA as to when the report will be completed. In the proposal it was noted until June 1st.

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SUPERVISORS: ***(CONTINUED)***

MOTION: Secretary Mackley made a motion, seconded by Chairman Fry, to adopt Resolution 2018-05. Chairman Fry asked if there were any comments or questions. There were none. Motion carried. (3/0)

ORDINANCE 2018-01: Delinquent hydrant and street light tax collection per the Township Tax Collector as she expressed concerned with the Township's current collector. Tax Collector recommended Keystone Credit Services LLC of Lititz, PA.

MOTION: Chairman Fry made a motion, seconded by Secretary Mackley, to adopt Ordinance 2018-01. Chairman Fry asked if there were any comments or questions. There were none. Motion carried. (3/0)

APPROVAL OF KEYSTONE CREDIT SERVICES AGREEMENT: Mr. Russell noted that it's a year-to-year agreement, one month written notice for termination, and no penalty to terminate.

MOTION: Chairman Fry made a motion, seconded by Vice Chairman Carrasco, to approve the Keystone Credit Services LLC agreement. Chairman Fry asked if there were any comments or questions. There were none. Motion carried. (3/0)

Sgt. Keppley proposed an employment offer for Zachary Weaver as an entry level Police Officer.

MOTION: Chairman Fry made a motion, seconded by Secretary Mackley, to conditionally approve hiring Zachary Weaver as an entry level East Cocalico Township Police Officer subject to him passing all preliminary pre-application requirements, and with a start work date of February 1, 2018 pay period. Chairman Fry asked if there were any comments or questions. There were none. Motion carried. (3/0)

HOLDING TANK AGREEMENT APPROVAL FOR 1222 W. SWARTZVILLE RD. The Sewage Enforcement Officer recommends that a Holding Tank Agreement for approval at this property where the current sand mound is not working and the lot is too small for a sand mound.

MOTION: Chairman Fry made a motion, seconded by Vice Chairman Carrasco, to approve the Holding Tank Agreement for 1222 West Swartzville Road (Gitta Harper). Chairman Fry asked if there were any comments or questions. There were none. Motion carried. (3/0)

2018 HAULER'S LICENSE AGREEMENTS: The annual 2018 Haulers Agreements were sent out in the fall of 2017. To date, received were: Eagle Disposal, Good's Disposal Service, JBS Hauling, Lebanon Farms Disposal, Republic Services, and Waste Management.

MOTION: Chairman Fry made a motion, seconded by Secretary Mackley to approve the 2018 Haulers Agreement for Eagle Disposal, Good's Disposal Service, JBS Hauling, Lebanon Farms Disposal, Republic Services, and Waste Management. Chairman Fry asked if there were any questions. There were none. Motion carried. (3/0)

BOARD OF SUPERVISORS MEETING THURSDAY, JANUARY 18, 2018

ANNOUNCEMENT: The Regional Leaders Meeting will be held January 23, 2018 and held at Adamstown Borough at 7:00 P.M.

OLD BUSINESS FOR CONTINUED DISCUSSION: Nothing to report.

NEW BUSINESS: AUDIO RECORDING OF MEETINGS AND RIGHT TO KNOW REQUESTS: Vice Chairman Carrasco suggests setting up video recordings of the meetings (direct feeds, UTube, BRC11).. Secretary Mackley asked what are the costs and names of other Municipalities currently doing this? Vice Chairman took action item to research this

Vice Chairman Carrasco also suggested saving the audio meeting recordings and not deleting them after the minutes are approved. The technology has advanced to the point that keeping these recordings will have minimum cost to the township due to the inexpensive nature of hard-drives. Mr. McCrea agreed that storing an average 2 hour meeting with modern multi Terabit hard-drives should allow for 1k+ meetings being saved on just one hard-drive. Keeping the recordings could reduce RTK request costs. Discussions continued.

CAPITAL INVENTORY DETAILED LISTING FOR BUDGETING AND END OF LIFE (EOL) PLANNING: Vice Chairman Carrasco suggests compiling a long-range planning list of Township big ticket items. This will be beneficial in designing models for long term budgeting. Compiling a list of capital inventory from the Police Department, Road Crew, and from Township Staff (examples: servers, trucks, PD vehicles, PD weapons). The initial spreadsheet list should reference good, fair, or approaching EOL (End of Life) estimate dates. This can help in eliminating any big ticket item surprises. Discussions continued.

MANAGING PUBLIC COMMENT PERIOD: Vice Chairman Carrasco suggests eliminating the Resolution that limits the public to five minutes of public discussion (Resolution 2016-10). Ms. Fortna commented that this resolution was originally approved and put in place to keep a meeting moving along as to eliminate any time constraints for visitors, Engineers, Solicitors, etc. Vice Chairman Carrasco discussed that the Chairman is in control of the meeting and can stop public discussion at any time, and the possibility of placing the Public Comment period at the end the agenda, however this may be too long for a visitor who just wants to attend the meeting to voice something. Discussions continued.

CARDBOARD AND PAPER CONTAINER UPDATE: The 2017 statistics for the cardboard collected was 18.3 tons (a grand total of 88.65 tons of cardboard collected since the program started in 2011). The 2017 statistics for the paper collected was 19.77 tons (a grand total of 98.8 tons of paper collected since the program started in 2011). These are significant amounts which are implemented in to the Recycling Grant.

TOWNSHIP MANAGER: Mr. Russell highlighted his report covering 1/2/18 through 1/17/18: (1) Morganshire update: Developer is working on legal documents and as-built surveys required for roadway dedication. Securities were setup and are closer to roadway dedication of Phase 2 and 3 work. (2) Recreation Board Update: Stoney Pointe Park Community Build was discussed with prospective volunteers. Next public meeting to discuss a community build will be held during regular Rec Board meeting on February 20th; and Rec Board voted to request the Township explore resurfacing the basketball and tennis courts and installing a new fence at Reamstown Park. (3) Pool Update: Pool working group meeting held was on January 10th. Continued work on a number of previously discussed initiatives; 19 Life guard applications were received. Interviews to

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occur in March. (4) Meetings: 1/24/18 Pre-planning meeting- prospective bank. (5) MS4 2018 NOI: Outreach to farmers about status of nutrient management plans and manure management plans within the Cocalico Watershed to be mailed by EAJA on February 2nd. ECT will participate in this program and will accomplish one of our two major goals for the 2018 MS4 public outreach component. Farmers will have an opportunity to participate in a grant program that funds the cost of developing a management plan.

EXECUTIVE SESSION: There being no further business, the Board announced they are going into Executive Session at 9:02 p.m. for the purposes of discussing personnel issues.

RECONVENE REGULAR MEETING: Chairman Fry adjourned the Executive Session at 9:17 p.m. and reconvened the regular meeting at that time. Chairman Fry announced that the contract for the Officer-In-Charge will be prepared and presented to Sgt. Keppley by the next Board of Supervisors Meeting.

ADJOURN:

MOTION: There being no further business to come before the Board, Chairman Fry made a motion seconded by Secretary Mackley to adjourn the meeting at 9:18 p.m. Chairman Fry asked if there were any questions. There were none. Motion carried. (3/0)

Respectfully submitted,

Douglas B. Mackley
Board of Supervisor Secretary