

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

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

**THURSDAY, FEBRUARY 1, 2018 at 7:30 P.M.**

- 1. CALL TO ORDER AND THE PLEDGE OF ALLIGIANCE**
- 2. PUBLIC COMMENT (FOR NON-AGENDA ITEMS)**
- 3. APPROVAL OF PAST MEETING MINUTES: THURSDAY, JANUARY 18, 2018**
- 4. DEPARTMENT REPORTS**
  - a) ROADMASTER REPORT
  - b) ENGINEER REPORT
- 5. TREASURERS REPORT**
  - a) AUTHORIZE LIST OF BILLS
- 6. ACTION ITEMS**
  - a) POLICE CHIEF VACANCY: CONTINUED DISCUSSION AND POSSIBLE ACTION ON APPOINTING A NEW POLICE CHIEF
  - b) LAND DEVELOPMENT ACTION ITEMS: SEE LAND PLANNING ACTION ITEMS
  - c) C.M. HIGH PROPOSAL: REAMSTOWN ELEMENTARY SCHOOL FLASHERS
  - d) 2018 HAULER'S LICENSE AGREEMENT FOR CONSIDERATION: PURPLE HEART DISPOSAL
  - e) APPROVE CUB PACK 60: PERMISSION TO HOLD CUBMOBILE RACE SATURDAY, JULY 21<sup>st</sup>
- 7. OLD BUSINESS CONTINUED DISCUSSIONS**
  - a) DISCUSSION ON AUDIO RECORDING OF MEETINGS AND RIGHT TO KNOW REQUEST
  - b) DISCUSSION ON CAPITAL INVENTORY DETAILED LISTING FOR BUDGETING AND END OF LIFE PLANNING
  - c) DISCUSSION ON HOW MANAGE THE PUBLIC COMMENT PERIOD
- 8. NEW BUSINESS FOR DISCUSSION**
  - a) STONECREST SIGNAGE DISCUSSION
  - b) BEAUTIFICATION STRATEGY
  - c) STRATEGIC BUDGET FORECASTING
  - d) COMMITTEE STATUS
- 9. MANAGER'S REPORT**
- 10. ANNOUNCEMENTS**
- 11. ADJORNMENT**

## **BOARD OF SUPERVISORS MEETING THURSDAY, FEBRUARY 1, 2018**

The advertised meeting of the East Cocalico Township Board of Supervisors was called to order on Thursday, February 1, 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, Chief Keppley, Zoning Officer Tony Luongo, Road Master Chris Flory, and Recording Secretary Lisa A. Kashner

**Engineer:** Brent Lied, P.E.

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

**Visitors:\*** Scott and Cindy Patschlie, Kristi Walter, Katelynn Walker, Brittany Hartman, Matthew Hartman, Lisa Keppley, Jake and Judy Werner, Gregory Keppley, Kirk Keppley, Hunter Keppley, Todd Shoaf, Clarence and Diane Long, Kenny Minnick, Mike and Brenda Gensemer, Steve Brubaker, Jeff Mitchell, Monica Craig-Fry, Ken McCrea, Sue Mackley, Harvey Achey, Chanse Firestone, Wesley Hoover, Chad Weaver, Steve Walsh, and Roger Kreisher

\*Only visitors who signed in are listed.

Chairman Fry asked everyone in attendance to rise and pledge allegiance to the Flag. • Chairman Fry announced that the Supervisors held an Executive Session at 7pm tonight until 7:10pm to discuss the Chief of Police employment agreement and the matter will be further discussed and acted on later in the agenda.

**PUBLIC COMMENT (NON-AGENDA ITEMS):** Mr. Mitchell about the status of the Pension Request for Proposals (RFPs). Mr. Russell answered that the Pension Board Group is to be formed next week, hoping to meet late next week or the week after. Half of the group will go through the Pension proposals and the other half will go through the Actuarial proposals. Eventually this will be narrowed down to three firms for an interview. Weinhold Nickel will help in the review process and the group will determine if another firm is needed.

### **APPROVAL OF MINUTES:**

**MOTION:** Secretary Mackley made a motion, seconded by Vice Chairman Carrasco, to approve the Thursday, January 18, 2018 Board of Supervisors meeting minutes. Chairman Fry asked if there were any comments or questions. There were none. Motion carried. (3/0)

**ROADMASTER:** Chris Flory was present to highlight the December 2017 and January 2018 Road Master Report: Before winter, plows were inspected and found that 4 plows need spot welded. • To date the department has had 11 cindering and 3 plowing events in the Township. Delivered was approximately 600 tons of salt and 200 tons of anti-skid. • The Police Department commented on the Road Crews good job during the snow events. • Making repairs to equipment and cleaning it up. • Replaced the starter in the 2008 Ford F250 • The 2002 F550 Dump had the brake assist system rebuilt, new universals in the front drive shaft for the 4-wheel drive, E.M. Kutz took the truck and have corrected the issue with the truck not spreading materials onto the roadway properly. Kutz replaced the controller box to the spreader. • The mold board on the plow for the 2000 International had to be welded. • Radio issues repaired in the 1985 JD Loader and the 1995 GMC Bucket Truck. • Had a fitting break on the 1991 GMC Topkick. • Purchasing plow equipment such as shoes and plow blades. • Dismantled the mower head and hydraulic tank from the highway mower to have that ready when the new clutch arrives. • Trimming trees in the Township, to get everything cut back on the roads that will be having

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### **ROADMASTER: (CONTINUED)**

surface treatments done to them next year and also any that are just protruding too close to the travel lanes. ● Marking PA 1 Calls for the Get Gas Program in East Cocalico Heights and inspecting the work being done there. ● Cleaning storm box tops, swales and around storm pipes for debris. ● Depending on the weather, they have been giving the shop a facelift. ● Built new work tables and new shelves for storage and to make it more practical to work in. ● Fixing or replacing signs that are damaged or worn out. Ordering new signs. ● Working on mapping the Townships sign inventory onto the CSDatum database. ● Contacted High Industries on 2 issues dealing with water along Denver Road at their property. We are going to work together to extend a pipe 4' to get the water away from the road. ● Received the latest quotes through the Co-Stars program to get a new small dump truck added to the fleet. ● Pricing a Dodge at E.M. Kutz and to fit the truck with what is needed on want on it. The price budgeted was \$90,000 and the actual price at this time is \$86,710.00. ● Requested during budget meeting \$225,000.00 for a new salt storage shed: the best quote received out of three was from Keystone Concrete Products out of New Holland for a storage building of 28' by 96'. It will be high enough for the tri-axels that deliver to dump their load properly. The price they quoted me with the road crew doing the excavation, stone base and backfilling came in at \$146,464.00. At that price we will be able to install electric and lighting into the building. ● Put cold patch at the bridge on Denver Road after numerous complaints about the bump. ● Contacted Stephenson Equipment to come service the boom on the bucket truck.

Secretary Mackley asked how much salt was used so far this winter, and Mr. Flory answered roughly 400 tons, and that they have plenty of salt yet – the bins are full. Vice Chairman Carrasco asked how it compares to last year, and Mr. Flory answered they have used more than they used last year.

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

**MOTION:** Chairman Fry made a motion, seconded by Secretary Mackley, to approve the February 1, 2018 list of bills as presented: General Fund \$69,716.47. Chairman Fry asked if there were any other comments or questions. There were none. Motion carried. (3/0)

**POLICE DEPARTMENT:** Chairman Fry noted the Executive Session held earlier tonight was for discussion on appointing Sgt. Darrick Keppley Chief of Police for the East Cocalico Township. Chairman Fry stated that Sgt. Keppley has done a good job as acting OIC for approximately three months. For approval is the employment agreement which mirrors the language of the previous Police Chief Agreement covering the general responsibilities of the Police Chief and with the benefits mirroring Sgt. Keppley current benefits. Chairman Fry noted that Sgt. Keppley's introduced 2018 salary as Police Chief is \$100,000 and pro-rated with the February 4<sup>th</sup> start time.

**MOTION:** Secretary Mackley made a motion, seconded by Chairman Fry, to appoint Sgt. Darrick Keppley as Chief of Police for East Cocalico Township effective February 4, 2018 and to execute the terms of employment agreement. Chairman Fry asked if there were any other comments or questions. There were none. Motion carried. (3/0)

Following next was a well deserved congratulatory moment for the new East Cocalico Township Police Chief Darrick Keppley.

### **LAND PLANNING ENGINEER:**

**TRU-DENVER PRELIMINARY/FINAL LAND DEVELOPMENT PLAN (Conditionally Approved):** No one was present for this plan. Mr. Lied highlighted the status of the plan, which previously received conditional approval, and presented various motions for consideration. The Board of Supervisors took action on the following motions:

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**TRU-DENVER (CONTINUED)**

**MOTION:** Secretary Mackley made a motion, seconded by Chairman Fry, to grant a waiver/modification of the requirements of §194-46.B.(4) to authorize the applicant to calculate the required park and open space fee in-lieu-of land dedication utilizing the calculated per/acre assessed land value of \$126,506 per acre and accepting the resulting fee in-lieu-of dedication of \$7,874.99 for the project, in lieu of requiring a state certified appraisal. Chairman Fry asked if there were any other comments or questions. There were none. Motion carried. (3/0)

**MOTION:** Chairman Fry made a motion, seconded by Secretary Mackley, to acknowledge the required amount of the Transportation Impact Fee (TIF) for the project to be paid prior to building permit issuance in the amount of \$52,850.00 as outlined in correspondence dated January 27, 2018 from Scott Russell, P.E., Township Manager. Chairman Fry asked if there were any other comments or questions. There were none. Motion carried. (3/0)

**MOTION:** Secretary Mackley made a motion, seconded by Vice Chairman Carrasco, to acknowledge the required amount of financial security to be established with and held by the Township for the Preliminary/Final Land Development Plan for Tru-Denver in the amount of \$396,462.00, per the Probable Construction Cost Opinion prepared by RGS Associates, dated January 30, 2018. Chairman Fry asked if there were any other comments or questions. There were none. Motion carried. (3/0)

**MOTION:** Chairman Fry made a motion, seconded by Vice Chairman Carrasco, to authorize signature of the Stormwater Maintenance and Easement Agreement (SWMEA) 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 other comments or questions. There were none. Motion carried. (3/0)

**MOTION:** Secretary Mackley made a motion, seconded by Vice Chairman Carrasco, to authorize signature of the Improvement Guarantee Agreement (IGA) when signed by the applicant and submitted to the Township in a form acceptable to the Township and Township Solicitor and accompanied with the required financial security in a form acceptable to the Township and Township Solicitor. Chairman Fry asked if there were any other comments or questions. There were none. Motion carried. (3/0)

**MOTION:** Chairman Fry made a motion, seconded by Secretary Mackley, to re-acknowledge conditional approval of the Tru-Denver Preliminary/Final Land Development Plan, as previously granted on October 5, 2017, conditioned upon the applicant addressing remaining outstanding items to the satisfaction of the Township, Township Engineer and Township Solicitor. Chairman Fry asked if there were any other comments or questions. There were none. Motion carried. (3/0)

**MOTION:** Vice Chairman Carrasco made a motion, seconded by Secretary Mackley, to authorize the signature of the Preliminary/Final Land Development Plan for Tru-Denver upon the applicant resolving all outstanding conditions of the approval to the satisfaction of the Township, Township Engineer and Township Solicitor. Chairman Fry asked if there were any other comments or questions. There were none. Motion carried. (3/0)

**GARDEN SPOT FRAME & ALIGNMENT PRELIMINARY/FINAL LAND DEVELOPMENT PLAN (Conditionally Approved):** Todd Shoaf of Pioneer Management was present for this plan. Mr. Lied highlighted the status of the on-going project and Mr. Russell provided background on the key discussion item tonight, which is related to the required curbing along the Route 272 frontage. It was noted that the applicant and applicant's consultants have attempted to comply with the Township Ordinance requirements related to providing curbing along the frontage and pursue required PennDOT approval. Unfortunately, because of the various requirements of PennDOT, UGI, ECTA and the Township a solution has not been developed that doesn't require substantial utility relocation. The last attempt was to obtain PennDOT approval to move the proposed concrete curb a foot or two into the cartway to improve the separation from the existing UGI gas line. From

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### **GARDEN SPOT FRAME & ALIGNMENT (CONTINUED)**

UGI's perspective even after shifting the curb it is too close to the UGI gas main, and therefore UGI is requiring the developer to relocate the gas main, which from a financial perspective could end the project. Mr. Shoaf has developed a no curb alternative for the Supervisors to consider. The option would provide curbing along the access drive and the access drive radii and then omit curb along the frontage, but all the other roadway and frontage improvements (stormwater, sidewalk, extension of the center turn-lane) would be provided. Mr. Russell noted that this same scenario was done with a portion of the Dollar General frontage, due to a unique culvert and guiderail situation there. Since these are unique situations it should not be considered as setting a precedence. Mr. Shoaf noted that from day one curbing was proposed and presented on the plans and they have expended effort to attempt to make it work, but due to the complications are requesting consideration of an alternate approach. It was stated that UGI recently revisited the prior plan sent to them with the curbing shown and they re-stating that they wanted to push the curbing further into the cartway beyond what we have already done and what PennDOT agreed to. To move the existing gas line, which is a main that has a 6-inch inside diameter is a significant cost. Mr. Shoaf clarified their alternate concept: bringing the radii from the access drive and tying them into the edge of the existing paved shoulder, stating that they will have to go in and saw cut at the white line and re-construct the shoulder. The shoulder is not consistent with the white line (heading from South to North), they are extending the center turn lane further to the North. Since they are extending the turn lane, PennDOT is requiring them to mill and overlay the entire frontage and beyond to the North. It was noted that a very detailed plan will be prepared and submitted to the Township and PennDOT, but that they wanted to have some feedback from the Board of Supervisors before proceeding. Mr. Shoaf's hope was to get some general direction and feedback from the Township/Board of Supervisors. A more formal waiver/modification request could be considered by the by the Board of Supervisors at a future meeting. If the waiver/modification is approved, they will be re-submitting a brand new Highway Occupancy Permit Plan to PennDOT. Discussions and questions proceeded. The Supervisors acknowledged and conceptually agreed, due to the unique challenges in this case a deferment of the curbing requirement along Route 272 made sense. The Supervisors noted for Mr. Russell to proactively prepare and send a letter to PennDOT in support of the revised plan so that the project may continue to move forward in a timely manner.

**HEATHERWOODS PHASE 3 FINAL PLAN (02-18-2018):** No one was present for this plan. Mr. Lied highlighted the project status and noted that the applicant has submitted a written waiver/modification request seeking authorization to begin the construction of a model single family residential dwelling and model townhouse prior to obtaining Final Plan approval. Following the discussions, Mr. Lied presented motions that were prepared in coordination with Mr. Russell and the Township Solicitor for consideration by the Board of Supervisors. The Board of Supervisors took action on the following motions.

**MOTION:** Secretary Mackley made a motion, seconded by Vice Chairman Carrasco, to grant a waiver/modification of Section 3.247 of the 1995 East Cocalico Township Subdivision and Land Development Ordinance to authorize the commencement of construction of a model single family residential dwelling and a model townhouse prior to obtaining Final Plan approval, conditioned upon the applicant signing a Construction Activities Agreement incorporating conditions as deemed acceptable to the Township, Township Solicitor and Township Engineer including acknowledgment that the applicant is proceeding at their own risk and agrees to hold harmless East Cocalico Township regarding any future approval which may or may not be granted. Chairman Fry asked if there were any other comments or questions. There were none. Motion carried. (3/0)

**MOTION:** Chairman Fry made a motion, seconded by Vice Chairman Carrasco, to authorize signature of the "Construction Activities Agreement" with Heatherwoods LLC, associated with the Revised Preliminary Plan and Phase 3 Final Plan for Heatherwoods, by the Board of Supervisors upon the document being updated to the satisfaction of the Township, Township Solicitor and Township Engineer. Chairman Fry asked if there were any other comments or questions. There were none. Motion carried. (3/0)

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### **C.M. HIGH PROPOSAL:** Reamstown Elementary School Flashers

**MOTION:** Secretary Mackley made a motion, seconded by Vice Chairman Carrasco, to authorize signature of the January 19, 2018 C.M. High Proposal to replace the Reamstown Road, Elementary School Flasher Time Clock Upgrade. Chairman Fry asked if there were any other comments or questions. There were none. Motion carried. (3/0)

### **2018 HAULER'S LICENSE – PURPLE HEART DISPOSAL AGREEMENT**

**MOTION:** Secretary Mackley made a motion, seconded by Chairman Fry, to authorize signature of the Purple Heart Disposal 2018 Hauler Agreement. Chairman Fry asked if there were any other comments or questions. There were none. Motion carried. (3/0)

### **CUB PACK 60 PERMISSION TO HOLD A RACE**

**MOTION:** Vice Chairman Carrasco made a motion, seconded by Secretary Mackley, to approve the Cubmobile Race – Reamstown Cub Pack 60 for Saturday, July 21, 2018 (the event is cancelled if it rains) with the cooperation of the Police Department, Fire Police and area emergency services. Chairman Fry excused himself from voting since he is Cub Master. Chairman Fry asked if there were any other comments or questions. There were none. Motion carried. (3/0)

### **OLD BUSINESS CONTINUED DISCUSSIONS:**

**Audio Recording of Meetings:** Vice Chairman Carrasco discussed his research on audio recordings of Board of Supervisors Meetings: (1) a 2 hour audio meeting is approximately under 35mb, and (2) a 1 terabyte hard drive (1 million mb) costs approximately \$50-\$60 and could store approximately 28,000 meetings both audio and text. Discussions were held concerning the use of this technology by naming the audio files and facilitating searching for a specific meeting items. Vice Chairman Carrasco proposed that the Supervisors review the information given to them, and consider its use so a final decision can be made at the next Board of Supervisors meeting: to purchase a 1 terabyte hard drive and keeping the audio meeting minutes per year. Secretary Mackley expressed his concerns about the cost and viability of this type of setup.

**Video Recording of Meetings:** Vice Chairman Carrasco provided a presentation highlighting his research of other Municipalities currently using YTube for video and audio of their meetings. A sampling of 18 PA municipalities smaller than ECT and 10 larger than ECT was provided which currently use YTube. YTube has a Government setup with storing files on a cloud at no cost. Vice Chairman Carrasco noted he will get pricing on a camera (or the possibility of using a laptop with a camera). Secretary Mackley expressed his concerns about this type of setup, viability and the potential costs which might be incurred in the future from YTube.

**Capital Inventory:** Vice Chairman Carrasco discussed an action item for both Chief Keppley and the Road Master - to pull together a capital inventory list of what they have in their departments, and grouping them into categories such as: good, fair, poor, end-of-life. Vice Chairman Carrasco indicated this will be useful in putting together a strategic model of the items needing replaced 6-months down the road, 1 year down the road, 2 years down the road, for items that are roughly over \$5,000 in value.. Action Item: Mr. Russell to ask Chief Keppley and Mr. Flory to start compiling a list of their capital inventory.

**Management of public comment period:** Tabled by Vice Chairman Carrasco.

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### **NEW BUSINESS DISCUSSIONS:**

**Stonecrest Signage Discussion:** Mr. Russell explained Stonecrest Court, and in researching the Ordinance, it states no parking on both sides for the entire length during snow emergencies. Mr. Russell stated that for the ease of the Road Crew plowing the Stonecrest Court, the Ordinance needs to be updated (next Supervisors meeting) to similarly read “no parking on both sides of Stonecrest Court for the entire length until all snow is cleared”, and to send a courtesy letter to the residents bringing their attention the proposed change.

**MOTION:** Vice Chairman Carrasco made a motion, seconded by Secretary Mackley, to approve the Township Manager send courtesy letters to the residents of Stonecrest Court concerning parking along the roadway during any snow event. Chairman Fry asked if there were any other comments or questions. There were none. Motion carried. (3/0)

**Beautification Strategy:** Tabled by Vice Chairman Carrasco.

**Strategic Budget Forecasting:** Vice Chairman Carrasco noted this item is the same as Agenda item 7.b – Capital Inventory.

**Committee Status:** Noted the current Working Groups as the Police Pension Working Group and the Pool Working Group. Mr. Russell noted new members are needed to fill a shortfall on the Recreation Board Committee and the Traffic Impact Fee Committee.

**TOWNSHIP MANAGER:** Morganshire update- Developer working on legal documents and as-built surveys required for roadway dedication; the roadway dedication of Phase 2 and Phase 3 work is getting closer. ● Recreation Board Update: Next public meeting to discuss a community build will be held during regular Recreation Board meeting on February 20, 2018. Invitations will go out soon by the volunteers. ● Meeting scheduled with the Lancaster County Mitigation and a pre-planning meeting for a prospective bank. ● Work on submission of Divergent Diamond application to Lancaster MPO in December. Waiting on 322/222 interchange cost estimate from Lancaster County Planning Department to finalize an application. ● Street lighting discussion was held for certain Township residential developments: Mr. Russell noted that PP&L proposes lights every 150'; however that may not be necessary. Heatherwoods will be submitting a light plan with a recommendation to reduce the amount of lights. ● Letters to be mailed to Township farmers. The letter invites the farmers to a meeting for discussion on stormwater management, awareness of their management plans or an opportunity to have a management plan implemented. ● Heatherwoods was notified that the Township would like to have roadway dedication by this Spring. ● Tru-Denver and Garden Spot Frame and Alignment are continuing the review of plans. ● The ‘no trucks study’ on Naperville Road will be reviewed during the road tour. ● Divergent Diamond application is being worked on, pending Rt. 322/222 interchange cost estimate from LCPC to finalize the application. ● The Township telephone system upgrade work is anticipated upon execution of the contract from Windstream. ● Network, router and computer replacements will occur in the next week or two. ● Prepare for Stoney Pointe Park Community Build meeting on February 20, 2018. Mr. Mitchell asked if the pool advisory meet with Denver. Mr. Russell answered yes but did not have a chance to talk about it.

### **ADJOURN:**

**MOTION:** There being no further business to come before the Board, Vice Chairman Carrasco made a motion seconded by Secretary Mackley to adjourn the meeting at 9:04 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