

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

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

**THURSDAY, FEBRUARY 15, 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, FEBRUARY 1, 2018**
- 4. DEPARTMENT REPORTS**
  - a) POLICE DEPARTMENT REPORT
  - b) ZONING OFFICER REPORT
- 5. TREASURERS REPORT**
  - a) AUTHORIZE LIST OF BILLS
- 6. ACTION ITEMS**
  - a) LAND DEVELOPMENT ACTION ITEMS: SEE LAND PLANNING ACTION ITEMS
  - b) CONSIDERATION TO SEND OUT THE 2018 ROAD PROJECTS AS PREPARED AND APPROVED BY THE ROAD MASTER (PENN BID)
  - c) APPROVE TO ADVERTISE ORDINANCE NO. 2018-02 AMMENDMENT TO THE STOPPING, STANDING AND PARKING REGULATION
  - d) CONSIDERATION TO APPROVE THE PA ONE CALL SYSTEM INDEMNITY AGREEMENT
  - e) CONSIDERATION TO APPROVAL AND AUTHORIZATION FOR THE MANAGER TO SEND A LETTER TO PennDOT FOR THE RAGNAR PA RELAY ROUTE (JUNE 15<sup>TH</sup> TO JUNE 16<sup>TH</sup>)
  - f) CONSIDERATION FOR REAMSTOWN FIRE CO. "TOLL ROAD" FUNDRAISER (MARCH 30<sup>TH</sup>)
  - g) CONSIDERATION FOR LANCASTER FARMLAND TRUST 2018 PEDAL TO PRESERVE BICYCLE RIDE FUNDRAISER (JUNE 2<sup>ND</sup>)
  - h) APPOINTMENT OF JAMES GRIEST AND PHILIP WIEST TO THE RECREATION BOARD FOR A TERM OF FIVE YEARS (12/31/2023)
- 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- UPDATE
  - c) DISCUSSION ON HOW MANAGE THE PUBLIC COMMENT PERIOD
  - d) STRATEGIC BUDGET FORECASTING- UPDATE
  - e) CONTINUED DISCUSSION ABOUT VIDEO TAPPING MEETINGS
  - f) RT. 272 AND CHURCH STREET INTERSECTION FIRE COMPANY LIGHT SUPER-SESSION
- 8. NEW BUSINESS FOR DISCUSSION**
  - a. DISCUSSION: PURCHASE OF NEW 5500 DODGE DUMP TRUCK
  - b. DISCUSSION ABOUT MODIFICATIONS TO THE 2018 LAWN MOWING QUOTE PACKETS
  - c. DISCUSSION ABOUT MODIFYING THE TOWNSHIP FARM LAND LEASE TO A 3 YEAR TERM WITH OPTIONS TO RENEW
  - d. DISCUSS MEETING WITH BUSINESS OWNERS
- 9. MANAGER'S REPORT**
  - a. UGI UTILITIES, INC. CONDITIONS
- 10. ADJORNMENT**

## **BOARD OF SUPERVISORS MEETING THURSDAY, FEBRUARY 15, 2018**

The advertised meeting of the East Cocalico Township Board of Supervisors was called to order on Thursday, February 15, 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, and Zoning Officer Tony Luongo

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

**Visitors:\*** Ken McCrea, Kenneth Eshleman, Steve Brubaker, Jeff Mitchell, Harvey Achey, Brian Wise, Monica Craig-Fry, Wesley Hoover, Daniel Hibshman, Noelle Fortna, and David Hollinger

\*Only visitors who signed in are listed.

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

**PUBLIC COMMENT (NON-AGENDA ITEMS):** Mr. McCrea suggested adding the individual Land Planning bullet items back on the agenda.

**APPROVAL OF MINUTES:** **MOTION:** Secretary Mackley made a motion, seconded by Vice Chairman Carrasco, to approve the Thursday, February 1, 2018 Board of Supervisors meeting minutes. Chairman Fry asked if there were any comments or questions. There were none. Motion carried. (3/0)

### **DEPARTMENT REPORTS:**

**POLICE DEPARTMENT:** Chief Keppley highlighted the January 2018 report. Chief Keppley reported on the 2018 year to date statistics. Chief Keppley indicated that the two police vehicles are now removed from the fleet and recommends selling them. The vehicle information and pictures will be sent to the Township office.

**MOTION:** Secretary Mackley made a motion, seconded by Vice Chairman Carrasco, to approve selling three vehicles on the Municibid Auction Website: (1) Car #3 - 2010 Ford Crown Victoria, Police Interceptor, (2) Car #8 - 2013 Ford Taurus, Police Interceptor, (3) 2010 Ford Crown Victoria, Township vehicle. Chairman Fry asked if there were any comments or questions. There were none. Motion carried. (3/0)

**ZONING OFFICER REPORT:** Mr. Luongo to briefly highlighted the January 2018 Zoning Officer's Report: 20 applications, 12 permits issued, 8 in review, 10 for pickup. Single Family Dwelling Units: 3. Alarm Ordinance Enforcement: 12 False Alarm Violations. **ZONING HEARING BOARD:** December: (1) 157 Napierville Rd., Ephrata requests special exception. Decision pending. January: (1) 302 Brunnersgrove Rd., special exception for short term rental. Continued. February: (1) 302 Brunnersgrove Rd., special exception. Decision pending. **CODE ENFORCEMENT:** (1) 203 N. Reamstown Rd.: notice sent of violation concerning outdoor storage of junk, trash, debris, etc. (2) 72 W. Church St., notice sent of violation concerning lack of compliance with guilty plea for property maintenance violation. (3) 1175 N. Reading Rd. open burning of trash recyclables. **OTHER ITEMS:** (1) Township Manager, Zoning Officer, and Township Engineer attended preplanning and site meetings. Mr. Luongo highlighted the stand-alone residence definition.

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

**AUTHORIZE LIST OF BILLS:** **MOTION:** Secretary Mackley made a motion, seconded by Chairman Fry, to approve the February 15, 2018 list of bills as presented: General Fund \$72,106.35; State Fund \$15,880.45; Denver Road Bridge Project/State Fund \$4,114.94. Chairman Fry ask if there were any comments or questions.

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Mr. Mitchell questioned the repairs at Ben's Truck Repair for the Highway Dept. Truck #5002 which were answered. Mr. Wise questioned the repairs on the chipper which were answered. Chairman Fry asked if there were any other comments or questions. There were none. Motion carried. (3/0)

### **ACTION ITEMS: LAND PLANNING ENGINEER:**

**TIMOTHY L. YOUNDT – FINAL LAND DEVELOPMENT PLAN (02-18-2018):** No one was present for this plan. Mr. Russell briefly highlighted the plan.

**MOTION:** Secretary Mackley made a motion, seconded by Vice Chairman Carrasco, to accept the 90-day time extension offer as submitted by your office dated February 13, 2018, which will extend the deadline for action on the Timothy L. Youndt Final Plan until May 19, 2018. Chairman Fry asked if there were any comments or questions. There were none. Motion carried. (3/0)

**HEATHERWOODS PHASE 3 FINAL PLAN (02-18-2018):** No one was present for this plan. Mr. Russell briefly highlighted the plan.

**MOTION:** Chairman Fry made a motion, seconded by Secretary Mackley, to accept the 90-day time extension offer as submitted by your office dated February 14, 2018, which will extend the deadline for action on the Heatherwoods Phase 3 Final Plan until May 19, 2018. Chairman Fry asked if there were any comments or questions. There were none. Motion carried. (3/0)

**2018 ROAD PROJECTS:** Request to advertise. Mr. Russell described the new process of electronic bidding with the use of the website – PennBid, and described in detail the road locations for Ralumac and Oil & Chip.

**MOTION:** Vice Chairman Carrasco made a motion, seconded by Chairman Fry, to approve advertising of the 2018 Road Projects and the use of PennBid. Chairman Fry asked if there were any comments or questions. There were none. Motion carried. (3/0)

**ORDINANCE 2018-02:** Paving of Stonecrest Road. Requests approval to advertise Ordinance 2018-02 (replaces Ordinance 2012-01) by changing the wording from: "both sides of Stonecrest Court for its entire length during snow emergencies" to "both sides of Stonecrest Court for its entire length until snow is removed".

**MOTION:** Secretary Mackley made a motion, seconded by Chairman Fry, to approve advertising Ordinance 2018-02. Chairman Fry asked if there were any comments or questions. There were none. Motion carried. (3/0)

**PA ONE CALL SYSTEM INDEMNITY AGREEMENT:** Mr. Russell noted this is a mandatory agreement.

**MOTION:** Vice Chairman Carrasco made a motion, seconded by Secretary Mackley, to approve and execute the Pa One Call System Indemnity Agreement. Chairman Fry asked if there were any comments or questions. There were none. Motion carried. (3/0)

**RAGNAR PA RELAY ROUTE:** Requests to hold their long distance relay race; taking place on State Roads.

**MOTION:** Vice Chairman Fry made a motion, seconded by Secretary Mackley, to approve the Ragnar PA Relay Route from June 15<sup>th</sup> through June 16<sup>th</sup>, with the timing of the runners to be in East Cocalico Township starting at 11:00 am to 8:00 pm on June 15, 2018; and for the Township Manager to send a letter of approval to PennDOT. Chairman Fry asked if there were any comments or questions. There were none. Motion carried. (3/0)

## **BOARD OF SUPERVISORS MEETING THURSDAY, FEBRUARY 15, 2018**

**REAMSTOWN FIRE CO. TOLL ROAD FUNDRAISER:** Requests to hold their fundraiser on March 30<sup>th</sup>.

**MOTION:** Secretary Mackley made a motion, seconded by Vice Chairman Carrasco, to approve the Reamstown Fire Co. to conduct a collection donation point at Reamstown Road and Church St. on Good Friday, March 30, 2018. Chairman Fry asked if there were any comments or questions. There were none. Motion carried. (3/0)

**LANCASTER FARMLAND TRUST FUNDRAISER:** Requests to hold their fundraiser on June 2<sup>nd</sup>.

**MOTION:** Vice Chairman Carrasco made a motion, seconded by Secretary Mackley, to approve the Lancaster Farmland Trust to hold their 2018 Pedal to Preserve Bicycle Ride Fundraiser on June 2<sup>nd</sup>; utilizing West Church Street, Reading Road, Hahnstown Road, Napierville Road, and Frysville Road. Chairman Fry asked if there were any comments or questions. There were none. Motion carried. (3/0)

**RECREATION BOARD APPOINTMENT:** Mr. Russell explained that the past Chairman of the Recreation Board, James Brossman, announced that he is stepping down due to moving out of the Township. This placed the Recreation Board down below quorum. It was announced that two Stoney Pointe residents offered their services: James Griest and Philip Wiest.

**MOTION:** Secretary Mackley made a motion, seconded by Vice Chairman Carrasco, to appoint James Griest and Philip Wiest to the East Cocalico Township Recreation Board both for a term that expires December 31, 2023. Chairman Fry asked if there were any comments or questions. There were none. Motion carried. (3/0)

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

**AUDIO RECORDINGS:** Vice Chairman Carrasco requests the Township save the audio meeting minutes going forward and to save the audio meetings on the current computer hard drive; noting that keeping the audio can help internally for any Right-To-Know requests. Discussions continued. Secretary Mackley noted the approved meeting minutes are available to anyone; and that keeping audio can use up computer space and costs could be extra. Mr. Russell stated computer upgrades are pending. Mr. Mitchell suggests placing the audio meeting recordings on the Township website. Chairman Fry mentioned saving the recording for a time period of 1 year to then evaluate how much space is actually used us. Vice Chairman Carrasco agreed with the approach recommended by Chairman Fry. .

**MOTION:** Vice Chairman Carrasco made a motion, seconded by Chairman Fry, to approve a one year trial to save the Board of Supervisors audio recordings of their meetings; then at the end of one year see how much hard drive space the audio recordings take up. Chairman Fry asked if there were any comments or questions. There were none. Motion carried. Secretary Mackley opposed. (2/1)

**CAPITAL INVENTORY:** For pulling together the models for the year 2019 and 2020 and going forward to forecast an upcoming budget. The preliminary lists were received from the Police Chief and Road Master. Vice Chairman Carrasco thanked them for these and stated to continue improving these lists to forecast for the upcoming budgets.

**PUBLIC COMMENT PERIOD:** Vice Chairman Carrasco noted to table this item.

**STRATEGIC BUDGET FORECASTING:** Vice Chairman Carrasco noted to table this item and referenced it overlaps with the CAPITAL INVENTORY mentioned above.

**VIDEO TAPE MEETINGS:** Secretary Mackley said Brecknock Township does not video record their meetings. Mr. Jeff Mitchell outlined his visit to Brecknock revealed the video recordings are done and then uploaded to YouTube by an independent resident on his own and not done by Brecknock Township. Secretary Mackley continued to question the need for any videotaping and again expressed his concerns about any costs of doing so. Vice Chairman Carrasco is continuing his research for the costs and resources required for videotaping meetings. Discussions continued. This item tabled.

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**RT. 272 AND CHURCH ST. INTERSECTION – FIRE COMPANY LIGHT PRE-EMPTION:** Mr. Russell noted that to date, the grant results were not announced, and asked the Supervisors to make a decision depending on the time line to: (1) just install the pre-emption on the existing signals, and then a year from now relocate on a new signal; and (2) if the grant was not approved, the pre-emption equipment at the Township can be used for CM High to install.

### **NEW BUSINESS:**

**5500 DODGE DUMP TRUCK PURCHASE DISCUSSION:** Chairman Fry noted that the Road Crew got some price quotes for other dump trucks because of the current Ford the Road Crew has is having a lot of mechanical problems. The 5500 Dodge Dump diesel truck for \$86,710.00 with plow and salt spreader. Chairman Fry researched a five year lend/lease with Municipal Capital Finance in Allentown, PA which is a yearly payment of \$19,274.54 at 3.92% interest. Discussions continued. Mr. Russell to get more information on the dump truck: warranty, color, etc. Tabled until the next Supervisors meeting.

**MODIFICATIONS TO THE 2018 LAWN MOWING QUOTE PACKET:** Mr. Russell reviewed proposed modifications to the mowing packet to save on costs. The revisions reduce the mowed area and increase more farming areas. Proposed is: (1) less mowing at the Township building, (2) the steep sloped areas located at the Homestead Park area mow only twice a year, and (3) the steep sloped areas located at the Reamstown Park between the basketball and tennis courts mow only twice a year. The Supervisors agreed with the modifications and strategy to reduce costs.

**MODIFICATIONS TO THE FARM LAND LEASE:** Mr. Russell proposes a year-to-year lease with options to renew; no till and an approved plan with the Conservation District. The farming contract will note the risk of losing the farming portion at 1925 N. Reading Rd. if the property does sell. If the current farmer agrees to the year-to-year contract there will not be any annual farming bids going out.

Chief Keppley suggests that the area behind the building at the Police Department should have a limited crop height for safety reasons. Wesley Hoover expressed an interest in this, Mr. Russell to talk with him more.

**DISCUSS MEETING WITH BUSINESS OWNERS:** Mr. Russell stated that himself and Mr. Luongo are interested to reach out to the business owners to have an informal round table meeting to give them a update on Township happenings, update them on stormwater, and Traffic Impact Fee information. More to come.

**TOWNSHIP MANAGER:** Mr. Russell highlighted his report: Morganshire update: Developer is working on legal documents and as-built surveys required for roadway dedication. Close to roadway dedication of Phase 2 and Phase 3 work. • Recreation Board Update: (1) Reminder that next public meeting to discuss a community build will be held during regular Rec Board meeting on February 20, 2018, (2) There are still two open positions on the Board after tonight's appointments. There are potential candidates to fill these positions. Also the Act 209 Board needs three more members that are part of the "development" community and we also need an Ag Security Area board member. Right now all Boards have quorums. • Pool Update: (1) No general update. Next Pool Group meeting on February 20, 2018, (2) Life guard interviews will be March 5<sup>th</sup> and March 9<sup>th</sup>. We have 4 more applicants than open positions due to a better than expected number of returning guards. • Key Meetings: 2/6/18- Lancaster Co. Hazard Mitigation Plan meeting, 2/8/18- Staff Road Tour, 2/12/18- Pre-planning meeting for potential Park Street Development, 2/14/18- Staff Road Tour to view mowing contract areas and Denver Road paving, 2/15/18- Cocalico-Ephrata Rotary meeting- presented update on the Township. • Policy discussion: Recommend a discussion with the Supervisors and Planning Commission about the right sizing development in the Township. Topics to include lighting in proposed township residential developments, sizing streets, when to curb vs. no curb, when to sidewalk vs. no sidewalk, eliminating minimum parking requirements, creating a stormwater bank for small projects, streamlining small projects, etc. • MS4 2018: (1) Outreach to farmers about status of nutrient management plans and manure management plans within the Cocalico

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Watershed was mailed by ECT on February 2, 2018. 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, (2) Received the final Stormwater Management Plan (SWMP) from Land Studies on 2/13. A meeting will be setup with the MS4 Group to review responsibilities for implementing the program. This completes another goal of the 2018 MS4 program. • Planned Activities Next Four Weeks: (1) Pension and Actuarial RFPs reviewed. Pension Advisory Group to meet on 2/22 to formally begin review process. Advance material has been sent out for the group to review, (2) UGI GET Gas Road Occupancy Permit (on-going), (3) Follow-up on the Lexicon meeting to continue moving forward the calling of the bonds for the Heatherwoods development. Email correspondence has been going back and forth to confirm work and setup a field meeting to walk and mark out the punch list items, (4) Continue plan reviews for TRU-Denver and Garden Spot Frame and Alignment. Continued support with UGI Corp, and NHT. Anticipate TRU-Denver will record plans late February and work will start in March, (5) Start “No Trucks Study” for Naperville Road, (6) Telephone system upgrade work anticipated starting in next few weeks. Contract received from Windstream on 2/5, (7) Network, router and computer replacements as previously discussed will occur in next two weeks, (8) Prepare for Stoney Pointe Park Community Build meeting on February 20, 2018.

### **ADJOURN:**

**MOTION:** There being no further business to come before the Board, Secretary Mackley made a motion seconded by Vice Chairman Carrasco to adjourn the meeting at 9:45 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