

EAST COCALICO TOWNSHIP BOARD OF SUPERVISORS MEETING AGENDA

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

THURSDAY, APRIL 5, 2018 at 7:30 P.M.

- 1. CALL TO ORDER AND THE PLEDGE OF ALLEGIANCE**
- 2. PUBLIC COMMENT (FOR NON-AGENDA ITEMS)**
- 3. PAST MEETING MINUTES APPROVAL: THURS., MAR. 15, 2018**
- 4. DEPARTMENT REPORTS**
 - a) ROADMASTER REPORT**
- 5. TREASURERS REPORT**
 - a) AUTHORIZE LIST OF BILLS**
- 6. ACTION ITEMS**
 - a) ACKNOWLEDGE THE LOWEST QUALIFIED BIDDERS FOR THE 2018 ROAD PROJECT BIDS**
 - b) LAND PLANNING ENGINEER:**
 - ~ FOX BROOKE, TIME EXTENSION**
 - ~ HEATHERWOODS PH. 3 FINAL PLAN, COND. APPROVAL**
 - ~ PEPPERIDGE FARM SWM PLAN, COND. APPROVAL**
 - c) COCALICO COMMONS/BENDERSON PROJECT/ACT 54**
 - d) PA ONE CALL REQUESTS PROCLAMATION DESIGNATING APRIL AS “PENNSYLVANIA 811 SAFE DIGGING MONTH”**
 - e) SNOW EMERGENCY DECLARATION MARCH 21, 2018**
 - f) EAGLE SCOUT PROJECT REAMSTOWN MEMORIAL PARK**

7. OLD BUSINESS CONTINUED DISCUSSIONS

- a) STRATEGIC BUDGET FORECASTING UPDATE
- b) VIDEO MEETINGS

8. NEW BUSINESS FOR DISCUSSION

- a) COMPILE A PLAN, POLICY AND PROCEDURE FOR LERTA REQUESTS
- b) BUSINESS CARDS FOR THE HIGHWAY DEPT. DISCUSSION
- c) WEB BASED SERVICE FOR POLICE DEPARTMENT

9. ANNOUNCEMENTS

10. ADJORNMENT

BOARD OF SUPERVISORS MEETING THURSDAY, APRIL 5, 2018

The advertised meeting of the East Cocalico Township Board of Supervisors was called to order on Thursday, April 5, 2018 at 7:30 p.m., held at East Cocalico Township, 100 Hill Road, Denver, PA 17517.

ATTENDANCE:

Supervisors: Chairman Alan R. Fry and Secretary Douglas B. Mackley

Employees: Zoning Officer Tony Luongo, Road Master Chris Flory, Recording Secretary Lisa A. Kashner

Solicitor: Thomas Goodman of Goodman and Kenneff

Engineer: Brent Lied, P.E.

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

Visitors:* Joyce Gerhart, Jeff Mitchell, Harvey Achey, Monica Craig-Fry, Ben Tressler, Jim Tressler, Ken McCrea, Brian Wise, Wesley Hoover, Christopher Elliott, and Gary McEwen

*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. Wise questioned if phone calls were received at the Township concerning the recent snow storm and the delayed trash pickup. The Township office received a few phone calls; Goods Disposal also called to mention their trash pickup will be pushed back one week. Mr. Wise stated that his trash pickup day is Friday, and they did not come until Monday. Mr. Wise stated this is the fourth or fifth time this has happened and questioned if the haulers agreements should be revisited. Secretary Mackley stated the trash haulers are keeping their drivers safe and do not want them going out in bad weather. Most trash haulers place this information weather pickup information on their website and if no internet then the residents can call their trash hauler for the schedule. Mr. Mitchell questioned if the trash hauler could change their schedule. ● Mr. Elliott noted an ordeal with his 4½ year old son who walked away from their home one evening, and Mr. Elliott wanted to thank the officers for their service in finding him. Mr. Elliott proceeded to say that in discussion with his wife, they decided to take their son to the East Cocalico Township Police Department to thank the officers personally. Chief Keppley talked with the family. Mr. Elliott noted some concerns in talking with the Chief. The Supervisors thanked him for sharing his concerns.

APPROVAL OF PAST MINUTES:

MOTION: Secretary Mackley made a motion, seconded by Chairman Fry, to approve the Thursday, March 15, 2018 Board of Supervisors meeting minutes. Chairman Fry asked if there were any comments or questions. There were none. Motion carried. (2/0)

DEPARTMENT REPORTS:

ROAD MASTER REPORT: Cleaned up debris from the high winds at the beginning of the month. ● Hauled two loads of mixed salt to Adamstown bringing their total for this year to a little over 80 tons. ● This past month has brought winter maintenance totals to 20 cindering events, and 8 plowing events. ● Attempted to scrape some road edges where water is ponding. ● Installed underdrain and #1 stone along Landis Road and Martin Road where there is a water problem since the road was widened. ● Trim work and painting was done to finish the poles at the police station carport weather permitting to paint the poles and hang new downspout on the poles. ● Installed rip-rap along the bank at the pipe entrance across from the Township Office. ● Trimming trees whenever possible. ● Continue to repair signs and also the mapping of signs into the CSDatum database. ● The F550 truck was at garage because the strobe light system stopped working. ● The Freightliners repair is 2–3 weeks. ● Working on a grant for the Low Volume Maintenance Program; focuses on storm water run-off affecting the area and in conjunction with our MS4 and the Chesapeake Bay, for the pipe replacements and repairs to the Indiandale and Buzzard Roads widening projects

BOARD OF SUPERVISORS MEETING THURSDAY, APRIL 5, 2018

DEPARTMENT REPORTS: (CONTINUED)

where there is a traffic volume of less than 500 vehicles a day. A 2- hour traffic count was performed between the hours of 3 to 6 pm for each road to qualify those roads for the grant. • The JD Highway Mower is back with a new clutch, mower head is back on, repaired the boom arm controls, replaced the emergency flashers, and serviced the mower for the start of the mowing season. • Was notified by an employee that there was vandalism in the front playground in the Homestead Development: broken glass bottles all around the playground equipment. The area was secured with caution tape, and will work on removing a few inches of the existing mulch with new mulch put down in place. • Highway Department staff attended an LTAP morning class on Stop Sign Management, Troy attended a Flagger Certification Training course held in Leola, and John and Dan attended an LTAP class on Roadside Safety Features in Palmyra. • Thanked the part-timers for their help with the snow. • Question came up about scraping the road edges, and Mr. Flory answered this sometimes happens when plowing. If the Road Crew can fix the yard they will. • Street sweeping starts on Monday, April 9th.

TREASURER'S REPORT: AUTHORIZE LIST OF BILLS:

MOTION: Secretary Mackley made a motion, seconded by Chairman Fry, to approve the April 5, 2018 list of bills as presented: General Fund \$216,682.62; State Fund \$7,013.60. Mr. Mitchell asked if this is the first payment on the Denver Road bridge and if it's a monthly occurrence, and Secretary Mackley answered yes. Chairman Fry asked if there were any other comments or questions. There were none. Motion carried. (2/0)

ACTION ITEMS: ACKNOWLEDGE THE LOWEST QUALIFIED BIDDERS FOR THE 2018 ROAD PROJECT BIDS: Chairman Fry read the bid results, noting the bid came in a little over the estimated budget for oil and chip and Ralumac, and under budget for Road Paving work. Chairman Fry read the bids received:

	New Enterprise	Landis Deck & Son	Stewart & Tate	Martin Paving Inc.	Midland Asphalt
#1 Denver Rd.	\$286,866.46	\$316,381.78			
#2 Indiandale Rd & Buzzard Rd	\$75,680.24	\$86,101.22			
#3 Holtzman Rd			\$22,124.02		
#4 Oil & Chip			\$86,053.50	\$87,524.50	\$102,749.35

Mr. Mitchell questioned where the additional budgeted money will be placed, and Secretary Mackley answered back into the General Fund.

MOTION: Secretary Mackley made a motion, seconded by Chairman Fry, to acknowledge the lowest qualified bidders for the following projects and to authorize staff to prepare agreements for future action of the Board of Supervisors. Chairman Fry asked if there were any other comments or questions. There were none. Motion carried. (2/0)

LAND PLANNING ENGINEER:

FOX BROOKE TIME EXTENSION (04/06/2018): Mr. Lied highlighted the plan and provided a general overview of PennDOT's most recent review letter related to the Traffic Impact Study (TIS).

MOTION: Secretary Mackley made a motion, seconded by Chairman Fry, to accept the 90-day time extension offer you forwarded dated April 5, 2018, which will extend the deadline for action on the Fox Brooke Preliminary Subdivision and Land Development Plan until July 5, 2018. Chairman Fry asked if there were any other comments or questions. There were none. Motion carried. (2/0)

HEATHERWOODS PHASE 3 FINAL PLAN (05/19/2018): Joyce Gerhart of RGS and Gary McEwen of Berks Homes were in attendance. Mr. Lied highlighted the plan and the status of various key aspects. As a result of the discussion and current status of the project, the following motions were made:

**BOARD OF SUPERVISORS MEETING
THURSDAY, APRIL 5, 2018**

ACTION ITEMS: *(CONTINUED)*

LAND PLANNING ENGINEER: HEATHERWOODS PHASE 3 FINAL PLAN (05/19/2018)

MOTION: Chairman Fry made a motion, seconded by Secretary Mackley, to conditionally approve the Phase 3 Final Plan for Heatherwoods conditioned upon the applicant addressing all outstanding comments outlined in the Becker letter dated January 29, 2018 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. (2/0)

MOTION: Secretary Mackley made a motion, seconded by Chairman Fry, to authorize the Board of Supervisors to sign the Stormwater Easement Agreement for the Phase 3 Final Plan for Heatherwoods related to the discharge pipe and related stormwater facilities associated with Stormwater Management Facility-2 when signed by the applicant and submitted 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. (2/0)

MOTION: Chairman Fry made a motion, seconded by Secretary Mackley, to authorize the Board of Supervisors to sign the Improvement Guarantee Agreement (IGA) for the Phase 3 Final Plan for Heatherwoods when signed by the applicant and provided in a form acceptable to the Township and Township Solicitor along with the required financial security in an amount of \$2,048,553.00 per the Opinion of Probable Cost dated April 3, 2018, in a form acceptable to the Township Solicitor. Chairman Fry asked if there were any other comments or questions. There were none. Motion carried. (2/0)

MOTION: Chairman Fry made a motion, seconded by Secretary Mackley, to authorize the Board of Supervisors to sign the Stormwater Maintenance and Easement Agreement (SWMEA) related to the Phase 3 Final Plan for Heatherwoods, when executed by the applicant and submitted to the Township in a form acceptable to the Township Solicitor. Chairman Fry asked if there were any other comments or questions. There were none. Motion carried. (2/0)

MOTION: Secretary Mackley made a motion, seconded by Chairman Fry, to authorize signature of the Phase 3 Final Plan for Heatherwoods by the Board of Supervisors upon the applicant adequately resolving all conditions of plan approval to the satisfaction of the Township, Township Engineer and Township Solicitor including payment of the required Traffic Impact Fee. Chairman Fry asked if there were any other comments or questions. There were none. Motion carried. (2/0)

PEPPERIDGE FARMS STORMWATER MANAGEMENT PLAN: No one was present for this plan. Mr. Lied highlighted the plan and status of various aspects of the project. As a result of the discussion and current status of the project, the following motions were made:

MOTION: Chairman Fry made a motion, seconded by Secretary Mackley, to conditionally approve the Stormwater Management Plan for Pepperidge Farm, Inc. conditioned upon the applicant addressing all items outlined in the Becker Engineering, LLC. review letter dated March 23, 2018 to the satisfaction of the Township, Township Zoning Officer, Township Engineer and Township Solicitor. Chairman Fry asked if there were any other comments or questions. There were none. Motion carried. (2/0)

MOTION: Chairman Fry made a motion, seconded by Secretary Mackley, to authorize the Board of Supervisors to sign the Improvement Guarantee Agreement (IGA) for the Stormwater Management Plan for Pepperidge Farm, Inc. when signed by the applicant and provided in a form acceptable to the Township and Township Solicitor along with the required financial security in an amount acceptable to the Township Engineer and a form acceptable to the Township Solicitor. Chairman Fry asked if there were any other comments or questions. There were none. Motion carried. (2/0)

MOTION: Secretary Mackley made a motion, seconded by Chairman Fry, to authorize the Board of Supervisors to sign the Stormwater Maintenance and Easement Agreement (SWMEA) related to the Stormwater Management Plan for Pepperidge Farm, Inc. when executed by the applicant and submitted to the Township in a form acceptable to the Township Solicitor. Chairman Fry asked if there were any other comments or questions. There were none. Motion carried. (2/0)

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ACTION ITEMS: ***(CONTINUED)***

LAND PLANNING ENGINEER: PEPPERIDGE FARMS STORMWATER MANAGEMENT PLAN

MOTION: Secretary Mackley made a motion, seconded by Chairman Fry, to authorize signature of the Stormwater Management Plan for Pepperidge Farm, Inc. by the Board of Supervisors upon the applicant adequately resolving all conditions of plan approval to the satisfaction of the Township, Township Zoning Officer, Township Engineer and Township Solicitor. Chairman Fry asked if there were any other comments or questions. There were none. Motion carried. (2/0)

Mr. Lied departed and Mr. Goodman handled the discussions regarding the following Land Planning item:

COCALICO COMMONS/BENDERSON PROJECT/ACT 54: No one was present for the plan. Township Solicitor, Mr. Goodman, stated that a letter was received recently from the applicant attorney dated March 23, 2018 in reference to the Cocalico Commons. Cocalico Commons requests a time extension from July 1, 2018 to December 8, 2018.

MOTION: Chairman Fry made a motion, seconded by Secretary Mackley, to grant the applicants request for a time extension to the deadline to comply with the conditions of approval of the final plan until December 8, 2018 pursuant to the applicants' attorney letter dated March 23, 2018. Mr. Mitchell noted that the time extension is more than 90 days. Secretary Mackley noted that a time extension more than 90 days is unusual, but not out of the ordinary. Mr. Goodman stated that the extension is for the plan and not the zoning. Chairman Fry asked if there were any other comments or questions. There were none. Motion carried. (2/0)

MOTION: Chairman Fry made a motion, seconded by Secretary Mackley, to authorize the Township Solicitor to respond to the applicants' attorney letter of March 23, 2018 with respect to the development permit extension act. Chairman Fry asked if there were any other comments or questions. There were none. Motion carried. (2/0)

PA ONE CALL PROCLAMATION: PA One call requests a Proclamation noting April as "Pennsylvania 811 Safe Digging Month". Chairman Fry read the Proclamation:

WHEREAS, As engineers, designers, excavators and homeowners work to keep pace with this Commonwealth's unprecedented economic development, it is important to minimize damage to underground utility lines, danger to workers, environmental pollution and loss of utility service to Pennsylvania citizens; and

WHEREAS, The Pennsylvania one Call System, a utility service information center celebrating its 45th year of continuous service to the Commonwealth, is key to preventing injuries and damage when excavating; and

WHEREAS, This unique service provides easy, one-call notification about construction and excavation projects which may endanger workers and jeopardize utility lines while promoting workplace and public safety, reducing underground utility damage, minimizing utility service interruptions and protecting the environment; and

WHEREAS, This vital service, which began with only six utility companies in western Pennsylvania and the City of Pittsburgh, now serves more than 1000,000 excavators and 3,600 critical infrastructure owners throughout this Commonwealth; and

WHEREAS, Each year, the Pennsylvania One Call System receives more than 750,000 notification requests and transmits more than six million notifications, providing protection to utility companies, their employees and customers;

NOW, THEREFORE, BE IT RESOVLED, That **EAST COCALICO TOWNSHIP** designates the month of April 2018 as "Pennsylvania 811 Safe Digging Month" to encourage all excavators and homeowners of EAST COCALICO TOWNSHIP to Dial 8-1-1 or 1-800-242-1776 at least three business days before digging in order to "Know What's Below," avoid injury, protect the environment, and prevent millions of dollars in damages and to remind excavators that three business days' notice is the law, for safe digging is no accident, and that more information may be obtained by visiting www.pa811.org.

SNOW EMERGENCY DECLARATION ON MARCH 21, 2018: Chairman Fry noted that East Cocalico Township declared March 21, 2018 as a snow emergency day at the recommendation of the Township Manager. Forecast just a day earlier, predicting 3 to 5 inches were greatly exceeded by the storm that occurred that day with the Township receiving approximately 15 inches of snow over a 24-hour period. On March 21, 2018 the Township adopted the following motion utilizing e-mail: East Cocalico Township declares an official snow emergency on March 21, 2018 effective immediately and to last until full completion of all snow removal activities.

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ACTION ITEMS: *(CONTINUED)*

EAGLE SCOUT PROJECT REMASTOWN MEMORIAL PARK: Chairman Fry announced that Ben Tressler, Life Scout of Troop 60 was present noting that he would like to demonstrate leadership and scouting skills through a project taking place at the Reamstown Memorial Park and managed by the Memorial park Association of Reamstown; he will be extending the current walking trail to the memorial by adding an additional 1,482 feet to the current walkway. Ben thanked the Supervisors. The Supervisors thanked Ben. Mr. Luongo gave Ben his permit packet asking him to keep the Township posted on the progress.

MOTION: Chairman Fry made a motion, seconded by Secretary Mackley, to approve the project of Eagle Scout Ben Tressler (Troop 60) to take place at the Reamstown Memorial Park per his letter dated March 25, 2018, and to waive all Township permitting fees for the project. Chairman Fry asked if there were any other comments or questions. There were none. Motion carried. (2/0)

Mr. Mitchell questioned the material used for a mulch walking trail. Discussions continued. Mr. Luongo noted that Ben will be excavating and placing a bed of fresh crushed stone, and possibly in the future they could pave it with permission of the Park Association.

OLD BUSINESS CONTINUED DISCUSSIONS: Vice Chairman Carrasco is not present tonight and Chairman Fry noted to table the items listed under Old Business until the next meeting.

NEW BUSINESS FOR DISCUSSIONS: Vice Chairman Carrasco is not present tonight and Chairman Fry noted to table the items listed under Old Business until the next meeting.

Mr. Mitchell asked about the financial updates. Secretary Mackley noted that this should be available next month. • Mr. Luongo noted that he received a permit from Reinholds VFW. Mr. Luongo questioned if permitting fees could be waived for the VFW; they are hooking up to public water and sewer through the West Cocalico Water and Sewer Authority system. The Supervisors so noted.

ANNOUNCEMENT:

The next Stoney Pointe Community Meeting will be held on April 10, 2018 at 7pm at the Township building along with the regular scheduled Recreation Board Meeting.

ADJOURN:

MOTION: There being no further business to come before the Board, Secretary Mackley made a motion seconded by Chairman Fry to adjourn the meeting at 8:30 p.m. Chairman Fry asked if there were any questions. There were none. Motion carried. (2/0)

Respectfully submitted,

Douglas B. Mackley
Board of Supervisor Secretary