

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

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

**THURSDAY, JUNE 20, 2019 AT 7:00 P.M.**

- 1. CALL TO ORDER AND THE PLEDGE OF ALLEGIANCE**
- 2. PAST MEETING MINUTES APPROVAL:**
  - a) THURSDAY, JUNE 6, 2019 BOARD OF SUPERVISOR MINUTES
- 3. DEPARTMENT REPORTS**
  - a) POLICE DEPARTMENT REPORT
  - b) ZONING OFFICER
- 4. TREASURERS REPORT**
  - a) AUTHORIZE LIST OF BILLS
- 5. ACTION ITEMS**
  - a) LAND PLANNING ENGINEER:
    - MT. ZION BAPTIST CHURCH: TIME EXTENSION REQUEST
    -
  - b) NORTH REAMSTOWN ROAD: TRAFFIC CALMING
  - c) MEMBERS 1<sup>ST</sup>: LERTA APPLICATION
  - d) HOLDING TANK MAINTENANCE AGREEMENT: 990 SMOKESTOWN RD.
- 6. OLD BUSINESS CONTINUED DISCUSSIONS**
  - a) MS4
  - b) FIRE AND EMS
  - c) WOODY WASTE GATE
  - d) CIVIC PLUS WEBSITE
- 7. NEW BUSINESS FOR DISCUSSION**

## **8. MANAGERS REPORT**

## **9. PUBLIC COMMENT**

- a) PUBLIC COMMENT FOR NON-AGENDA ITEMS ONLY**
- b) SIGN IN BEFORE MAKING PUBLIC COMMENT**
- c) STATE NAME AND STREET ADDRESS IN EAST COCALICO TWP.**

## **10. ANNOUNCEMENTS: THE JULY 4, 2019 BOARD OF SUPERVISORS MEETING WILL NOT BE HELD DUE TO THE JULY 4<sup>TH</sup> HOLIDAY. THE NEXT MEETING IS THURSDAY, JULY 18<sup>TH</sup> AT 7PM.**

## **11. ADJOURNMENT**

## **BOARD OF SUPERVISORS MEETING THURSDAY, JUNE 20, 2019**

The advertised meeting of the East Cocalico Township Board of Supervisors was called to order on Thursday, June 20, 2019 at 7:00 p.m., held at the East Cocalico Township Municipal Building, 100 Hill Road, Denver, PA 17517.

### **ATTENDANCE:**

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

**Employees:** Township Manager H. Scott Russell, Police Chief Keppley, Zoning Officer Tony Luongo, and MS4 Technician Ken McCrea

**Land Planning:** Casey Kerschner, Becker Engineering

**Reporters:** Larry Alexander of the Ephrata Review

**Visitors:\*** Chad Weaver, Aaron Murray, Lorraine Kulp, Harvey Achey, Suzie Mackley, James Black, Jeff Mitchell, Brian Wise, Daniel Burton Jr, Chanse Firestone, and Wesley Hoover

\*Only visitors who signed in are listed.

Chairman Fry asked everyone in attendance to rise and pledge allegiance to the Flag. • A video recording of this meeting will be placed on YouTube.

### **APPROVAL OF PAST MINUTES:**

**MOTION:** Secretary Mackley made a motion, seconded by Vice Chairman Carrasco, to approve the Thursday, June 6, 2019 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 REPORT:** Chief Keppley highlighted the Police Department report.

**ZONING OFFICERS REPORT:** Mr. Luongo highlighted the Zoning Office report.

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

**MOTION:** Secretary Mackley made a motion, seconded by Chairman Fry, to approve the June 20, 2019 list of bills: General Fund \$46,437.54; State Fund \$4,300.22, Capital Reserve Fund \$1,599.00. Chairman Fry asked if there were any comments or questions. There were none. Motion carried. (3/0)

**ACTION ITEMS: LAND PLANNING ENGINEER:** Mr. Russell highlighted and read the motion.

**MT. ZION BAPTIST CHURCH – FINAL LAND DEVELOPMENT PLAN:** No one was present for this plan.

**MOTION:** Chairman Fry made a motion, seconded by Vice Chairman Carrasco, to accept the written 90-day time extension offer as submitted by the applicant's consultant dated June 7, 2019, which will extend the deadline for action on the Mt. Zion Baptist Church – Final Land Development Plan until September 22, 2019. Chairman Fry asked if there were any comments or questions. There were none. Motion carried. (3/0)

**MEMBERS 1<sup>ST</sup> – WAIVER OF PARK AND REC FES FOR ENTERING LERTA PROGRAM:** Mr. Russell highlighted.

**MOTION:** Secretary Mackley made a motion, seconded by Chairman Fry, to waive §194-46.B(3) Park and Recreation fees for the Members 1<sup>st</sup> Land Development Project on Denver Road due to the applicant entering into the LERTA program. Chairman Fry asked if there were any comments or questions. There were none. Motion carried. (3/0)

**BOARD OF SUPERVISORS MEETING  
THURSDAY, JUNE 20, 2019**

**ACTION ITEMS:**      *(CONTINUED)*

**HOLDING TANK MAINTENANCE AGREEMENT – 990 SMOKESTOWN ROAD:** Mr. Russell briefly highlighted.

**MOTION:** Secretary Mackley made a motion, seconded by Vice Chairman Carrasco, to authorize signature of the Holding Tank Maintenance Agreement for 990 Smokestown Road. Chairman Fry asked if there were any comments or questions. There were none. Motion carried. (3/0)

**OLD BUSINESS CONTINUED DISCUSSIONS:**

**NORTH REAMSTOWN ROAD – TRAFFIC CALMING:** Mr. Russell noted that this will be discussed at the Board of Supervisors July 18<sup>th</sup> meeting.

**MS4:** Mr. Russell noted that Mr. McCrea has been very busy inspecting area facilities. Mr. McCrea discussed in detail.

**FIRE AND EMS:** Mr. Russell highlighted the recent Fire and EMS meeting held. Vice Chairman Carrasco highlighted a meeting that was held, and noted the hesitation that was discussed concerning the transition of Reamstown Ambulance to a separate entity. Vice Chairman Carrasco noted that the impression was that they are back to square one. It was noted that the EMS requested a reimbursement for a total amount of \$25,295.70. Discussions continued in reference to a copy of the contract. The desire of the Board of Supervisors is to separate both the Reamstown Fire Company and the Reamstown Ambulance.

**WOODY WASTE GATE:** Mr. Russell highlighted; the card system is working well.

**CIVIC PLUS WEBSITE:** Mr. Russell discussed and displayed the new website (CivicPlus). The Supervisors are pleased with the website. Mr. Russell stated that we will look into going live next week.

Chairman Fry announced the Board of Supervisors are recessing the meeting at 7:50pm to go into Executive Session for personnel matters. • Chairman Fry reconvened the Board of Supervisors Meeting at 8:00pm.

Secretary Mackley read aloud a statement: East Cocalico Township announced that today H. Scott Russell will be stepping down as the Township Manager effective August 30, 2019. Mr. Russell offered his resignation on June 6, 2019 with his primary reason for leaving is family related. Secretary Mackley read aloud the positive changes Mr. Russell accomplished under his leadership of Township Manager. The planned transition is to include an Interim Manager to fill the vacancy on September 1<sup>st</sup> while the Township looks for a new Township Manager. Chairman Fry, Vice Chairman Carrasco, and Secretary Mackley gave their words of

**MOTION:** Secretary Mackley made a motion, seconded by Chairman Fry, to authorize the Manager to advertise as necessary, interview, recruit and hire an interim Township Manager, to serve as the acting Manager until a full-time Manager can be hired. 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 Carrasco, to accept with regrets the resignation of H. Scott Russell as the Township Manager effective August 29, 2019. Chairman Fry asked if there were any comments or questions. There were none. Motion carried. (3/0)

**MOTION:** Vice Chairman Carrasco made a motion, seconded by Chairman Fry, to authorize the Township Manager and Township Labor Solicitor to develop a hiring plan, advertise for a new Township Manager. The Manager position opening shall be open-ended to allow for the selection of the best possible Manager; the Board of Supervisors shall have the authority to accept or reject any application received until they are satisfied that the best applicant has been selected to serve as the next Township Manager. Chairman Fry asked if there were any comments or questions. There were none. Motion carried. (3/0)

## **BOARD OF SUPERVISORS MEETING THURSDAY, JUNE 20, 2019**

### **NEW BUSINESS FOR DISCUSSION:**

**PENDING PERSONNEL CHANGES:** Mr. Russell noted that this was the other item discussed in Executive Session – a labor agreement with Chris Flory, Township Roadmaster.

**MOTION:** Vice Chairman Carrasco made a motion, seconded by Chairman Fry, to execute an employment agreement for Christopher Flory, Township Roadmaster. Chairman Fry asked if there were any comments or questions. There were none. Motion carried. (3/0)

**REVENUE FORECAST FOR 2019 – ADDITIONAL REALTY TRANSFER TAX:** Mr. Russell read aloud a Memorandum: The Township, due to two large realty transfer tax payments received are over budget in revenue for 2019 in the amount of \$659,032.13 and is recommending that (1) excess funds be transferred back to Capital Reserve, to help replenish depleted funds, and (2) that the money be placed into a restricted account and designated for future paving in the Township residential developments. Mr. Russell recommended the following motions to the Board of Supervisors.

**MOTION:** Secretary Mackley made a motion, seconded by Chairman Fry, to rescind the budgeted transfer of \$118,240.00 from Capital Reserve into the General Fund as called for in the 2019 budget. 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 Carrasco, to transfer \$500,000 from the General Fund, utilizing the excess funds of the Realty Transfer Tax, to be placed in a restricted account dedicated to exclusively to roadway paving to address documented future residential roadway maintenance needs and to ensure roadway maintenance is properly funded for the next 5 years. 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 Secretary Mackley, to acknowledge that previous two motions will result in a positive adjustment of revenue for the 2019 budget in the amount of \$40,792.13. Chairman Fry asked if there were any comments or questions. There were none. Motion carried. (3/0)

**GROWING GREENER GRANT FOR DESIGN/CONSULTANT SELECTION:** Mr. Russell highlighted per the Land Studies Proposal of Services letter dated June 20, 2019.

**MOTION:** Secretary Mackley made a motion, seconded by Chairman Fry, to authorize the Manager to execute the proposal from Land Studies to design and permit the “East Cocalico Park Stream Restoration Project” for a fee of \$45,000 to be paid for from Growing Greener Grant Funds. This project is required by the department of Environmental Protection to be completed to meet the current MS4 Permit requirements to reduce sediment pollution. Chairman Fry asked if there were any comments or questions. There were none. Motion carried. (3/0)

**HEALTHCARE BROKER SERVICES – BSI:** Mr. Russell discussed in detail; noting that the self-insurance will be looked at next year.

**MANAGERS REPORT:** Mr. Russell highlighted the zoning text amendment request as previously discussed.

**MOTION:** Secretary Mackley made a motion, seconded by Chairman Fry, to acknowledge receipt of the Sturdy Built text amendment and forward the request to the East Cocalico Township Planning Commission and the Lancaster County Planning Commission. 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 Carrasco, to acknowledge Sturdy Built’s request that they gain right-of-way along Stone Hill Road and forward that request to the Solicitor for review and comment. Chairman Fry asked if there were any comments or questions. There were none. Motion carried. (3/0)

## BOARD OF SUPERVISORS MEETING THURSDAY, JUNE 20, 2019

### **MANAGERS REPORT:**      *(CONTINUED)*

Mr. Russell recommends that the next Board of Supervisors Meeting held on Thursday, July 18<sup>th</sup> be held at 8am and not 7:00pm to allow staff to attend.

**MOTION:** Chairman Fry made a motion, seconded by Vice Chairman Carrasco, to acknowledge changing the meeting time from 7:00pm to 8:00am for the July 18, 2019 Board of Supervisors Meeting. Chairman Fry asked if there were any comments or questions. There were none. Motion carried. (3/0)

Mr. Russell discussed in detail two related Heatherwoods items: (1) roadway dedications, and (2) the roadway breaking up all the way down to the roundabout. Lengthy discussions continued.

**PUBLIC COMMENT (NON-AGENDA ITEMS):** Chad Weaver of Stevens Fire Company questioned the Board: (1) is the Township going to force EMS to merge/consolidate, (2) it was heard that donated monies are going to be stopped, and (3) if the relief will be split. Discussions were held. The Board of Supervisors stated these are false rumors and their service is very much appreciated.

**ANNOUNCEMENT:** Chairman Fry noted that the July 4<sup>th</sup> meeting will not be held because of the holiday, and that the next Board of Supervisors Meeting is Thursday, July 18<sup>th</sup> at 8 a.m.

### **ADJOURN:**

**MOTION:** There being no further business to come before the Board, Chairman Fry made a motion seconded by Vice Chairman Carrasco to adjourn the meeting at 9:15 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

VIEW THIS MEETING IN ITS ENTIRETY BY VISITING YOUTUBE.  
PLEASE CLICK THE LINK BELOW.

[East Cocalico Township Board of Supervisor Meeting 06-20-2019 Part 1](#)

[East Cocalico Township Board of Supervisor Meeting 06-20-2019 Part 2](#)