

EAST COCALICO TOWNSHIP

BOARD OF SUPERVISORS MEETING

AGENDA

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

THURSDAY, NOVEMBER 7, 2019 AT 7:00 P.M.

- 1) CALL TO ORDER AND THE PLEDGE OF ALLEGIANCE**
- 2) ANNOUNCEMENT: EXECUTIVE SESSION HELD ON WEDNESDAY, OCTOBER 30, 2019 FROM 9:07AM TO 9:30PM**
- 3) ADAMSTOWN LIBRARY PRESENTATION BY CAROLYN REISTE**
- 4) PAST MEETING MINUTES APPROVAL:**
 - a) THURSDAY, OCTOBER 17, 2019 BOARD OF SUPERVISOR MINUTES**
- 5) DEPARTMENT REPORTS:**
 - a) POLICE DEPARTMENT REPORT**
 - b) ZONING OFFICER**
 - c) ROAD MASTER REPORT**
 - STEPHENSON EQUIPMENT, INC.: MOWER PURCHASE/AGREEMENT FOR APPROVAL AND SIGNATURE**
- 6) TREASURERS REPORT:**
 - a) AUTHORIZE LIST OF BILLS**
- 7) ACTION ITEMS:**
 - a) LAND PLANNING ENGINEER:**
 - CARRIAGE HILL PHASE 3 & 4: DEP SEWAGE FACILITIES PLANNING MODULE MAILER**
 - PRESIDENTIAL CABINETS: WAIVER/MODIFICATIONS, RE-ACKNOWLEDGE CONDITIONAL APPROVAL**
 - LOWELL AND CAROLYN MARTIN: DECLARATION OF RESTRICTION**
 - STEVENS FEED MILL: REQUEST FOR WAIVER OF LAND DEVELOPMENT**

- b) **RESOLUTION 2019-18:** DRUG TASK FORCE SUPPORT REQUEST
- c) COLLECTIVE BARGAINING AGREEMENT: PUBLIC WORKS DEPARTMENT
- d) PERMISSION TO ADVERTISE THE END-OF-YEAR ADVERTISEMENTS WHEN PREPARED:
CPA APPOINTMENT, 2020 MEETING DATES, 2020 TOWNSHIP DRAFT BUDGETS
- e) 1925 NORTH READING ROAD: DISCUSSION
- f) EAST COCALICO LIONS CLUB: PERMISSION TO CONDUCT ANNUAL TOLL ROAD
FUNDRAISER ON FRIDAY, NOVEMBER 29TH FROM 7:30AM-4:00PM

8) OLD BUSINESS CONTINUED DISCUSSIONS:

- a) MS4: DISCUSSION/UPDATES
- b) FIRE DEPARTMENT WORKING GROUP: DISCUSSION/UPDATES

9) NEW BUSINESS FOR DISCUSSION:

- a)

10) MANAGERS REPORT:

- a)

11) 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.

12) ANNOUNCEMENTS:

- a) NEXT SUPERVISORS MEETING: THURS., NOV. 21ST AT 7PM, AT EAST COCALICO TWP.

13) EXECUTIVE SESSION

14) ADJOURNMENT

BOARD OF SUPERVISORS MEETING THURSDAY, NOVEMBER 7, 2019

The advertised meeting of the East Cocalico Township Board of Supervisors was called to order on Thursday, November 7, 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: Interim Township Manager Penny Pollick, Police Chief Keppley, Zoning Officer Tony Luongo, MS4 Technician Ken McCrea, and Road Master Chris Flory

Engineer: Brent Lied and Casey Kerschner

Newspaper: Larry Alexander

Visitors:* Carolyn Reiste, Chad Weaver, Donny Stover, Lorraine Kulp, Denise Kulp, Austin Wieder, Daniel Wieder, Brian Wise, Delvin Martin, Derek & Mel Miller, Chad Martin, Lowell Martin, Dave Mease, Kent Reich, Zac Crills, Gerald, Hartranft, Wesley Hoover, J. Kinback, and Jason Oberholtzer

*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. • Chairman Fry announced that various executive sessions were held for personnel matters in reference to the Township Manager position: August 15th, October 3rd, October 30th, and December 5th. Chairman Fry stated the position of Township Manager was advertised in various locations: East Cocalico Township website, Lancaster Newspaper, Shopping News, PSATS website, Monster.com website, and Indeed.com website. Chairman Fry highlighted that 49 applicants were received; which only 4 had previous Township Management experience. A conditional offer of employment was made on October 30, 2019. The following motion was made.

MOTION: Chairman Fry made a motion, seconded by Secretary Mackley, to appoint Penny Pollick as Manager of East Cocalico Township and authorize the execution of all appropriate and necessary documents. Chairman Fry asked if there were any comments or questions. There were none. Motion carried. (2/0)

MOTION: Chairman Fry made a motion, seconded by Secretary Mackley, to adopt Resolution 2019-19 setting the Township Manager’s compensation at an annual salary rate of \$105,000 and the Manager’s Bond at \$2 million. Chairman Fry asked if there were any comments or questions. There were none. Motion carried. (2/0)

ADAMSTOWN LIBRARY: Carolyn Reiste, Adamstown Area Library Director, was present to update the Supervisors on the Library’s activities this year and what was planned for 2020, and provided an update on the construction plans for the new building. A presentation was displayed.

PAST MEETING MINUTES APPROVAL:

MOTION: Secretary Mackley made a motion, seconded by Vice Chairman Carrasco, to approve the Thursday, October 17, 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, the Drug Task Force meeting, stated the School Resource Officer (SRO) program is very positive, and the request for a new police officer.

MOTION: Vice Chairman Carrasco made a motion, seconded by Secretary Mackley, to approve the Police Chief to start the process of hiring a new Police Officer. Chairman Fry asked if there were any comments or questions. There were none. Motion carried. (3/0)

**BOARD OF SUPERVISORS MEETING
THURSDAY, NOVEMBER 7, 2019**

DEPARTMENT REPORTS: *(CONTINUED)*

ZONING OFFICERS REPORT: Mr. Luongo noted that the Zoning Officers report will be given at the next Board of Supervisors Meeting. Mr. Luongo highlighted two projects: Garden Spot Frame & Alignment, and Members 1st FCU. No questions were received. Mr. Luongo welcomed Ms. Pollick.

ROAD MASTER REPORT: Mr. Flory highlighted the report; discussing a possible budget change: to take the money budgeted for a new salt storage bin and revised it by adding the Olde Homestead Development for road improvements. He explained that Rose Hill is currently shown in the budget, and recommends adding the Olde Homestead Development. This leaves Reamstown Heights and Meadow Brooke for the next two years budgeting purposes. Discussions continued. The Supervisors agreed to change the pending draft 2020 budget from purchasing the salt bin to finishing the roads within the Homestead development. The mower agreement from Stephenson Equipment was discussed, the mower has a closed cab and the agreement is a 5-year lease/purchase with payments not starting until May 2020.

MOTION: Vice Chairman Carrasco made a motion, seconded by Chairman Fry, to approve entering into the 5-year lease/purchase Stephenson Equipment, Inc. agreement dated 10/29/2019 for a mower with a closed cab. Chairman Fry asked if there were any comments or questions. There were none. Motion carried. (3/0)

TREASURER'S REPORT:

MOTION: Secretary Mackley made a motion, seconded by Chairman Fry, approved the November 7, 2019 list of bills: General Fund \$92,525.38; State Fund \$3,952.23. Chairman Fry asked if there were any comments or questions. There were none. Motion carried. (3/0)

ACTION ITEMS: **LAND PLANNING ENGINEER:** Mr. Lied highlighted the following plans.

CARRIAGE HILL PHASE 3 AND 4 – PRELIMINARY/FINAL SUBDIVISION PLAN (02/24/20). There was no consultant or applicant representative present. Mr. Lied briefly highlighted the current project status and provided background information regarding the required action related to the DEP Sewage Facilities Post Card Exemption.

MOTION: Chairman Fry made a motion, seconded by Secretary Mackley, to authorize a representative of the Board of Supervisors to sign Section 8.d. of the DEP Sewage Facilities Post Card Exemption for “public sewage service” related to the Carriage Hill Phase 3 and 4 Preliminary/Final Subdivision Plan. Chairman Fry asked if there were any comments or questions. There were none. Motion carried. (3/0)

PRESIDENTIAL CABINETS – PRELIMINARY/FINAL LAND DEVELOPMENT PLAN: Dave Mease of Diehm and Sons was present tonight. Mr. Lied highlighted the current project status and briefly explained the background regarding the complications associated with the shared access and the resulting waiver/modification requests. Mr. Lied noted that the Township Solicitor has reviewed the alternate access drive location and confirmed his concurrence with the proposed approach. Mr. Mease provided additional background regarding the project and the applicant’s attempts to establish and record a shared access agreement. Mr. Mease further explained the waiver/modification requests. Discussions continued regarding the requested waiver/modifications associated with the access drive location and materials of construction. After the discussions, the following motions were made:

MOTION: Chairman Fry made a motion, seconded by Secretary Mackley, to approve a waiver/modification of the requirements of §194-28.D.(4) of the Subdivision and Land Development Ordinance related to side yard separation for access drives, to authorize the applicant to utilize the proposed access drive as depicted on the current updated plans, revised October 28, 2019. Chairman Fry asked if there were any comments or questions. There were none. Motion carried. (3/0)

MOTION: Vice Chairman Fry made a motion, seconded by Secretary Mackley, to approve a waiver/modification of the requirements of §194-28.D.(6), §194-28.G, and §195-25.K(4) of the Subdivision and Land Development Ordinance related to the requirement of paving access drives and authorize the applicant to pave the access drive apron from the public roadway to the radius of the access drive apron and authorize the applicant to utilize stone/gravel from the end of the paved apron radius to the proposed parking lot area. Chairman Fry asked if there were any comments or questions. There were none. Motion carried. (3/0)

**BOARD OF SUPERVISORS MEETING
THURSDAY, NOVEMBER 7, 2019**

ACTION ITEMS: LAND PLANNING ENGINEER: PRESIDENTIAL CABINETS (CONTINUED)

MOTION: Chairman Fry made a motion, seconded by Vice Chairman Carrasco, to approve a waiver/modification of the requirements of §194-46.B.(2) and 194-46.B.(4) of the Subdivision and Land Development Ordinance related to the Park and Open Space, to authorize the applicant to utilize the current assessed land value and acknowledge the acceptance of the methodology and resulting fee in-lieu-of park and open space land dedication in the amount of \$1,622.00. 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 Secretary Mackley, to approve a waiver of the requirements of §194-46 of the Subdivision and Land Development Ordinance related to the requirement to dedicate land and/or pay the Park and Open Space fee in-lieu-of land dedication if the applicant submits an application and participates in the LERTA program. 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 the required amount of financial security to be established with the Township for Presidential Cabinets – Preliminary/Final Land Development Plan in the amount of \$70,670.75 per the approved Opinion of Probable Construction Cost, prepared by Diehm & Sons, dated November 5, 2019. Chairman Fry asked if there were any comments or questions. There were none. Motion carried. (3/0)

MOTION: Secretary Mackley made a motion, seconded by Chairman Fry, to re-acknowledge conditional approval of the Presidential Cabinets – Preliminary/Final Land Development Plan, as previously granted on July 18, 2019, conditioned upon the applicant addressing the remaining outstanding items as identified in the Becker review email dated October 25, 2019 and the applicant's consultant updating the plans to reflect actions associated with the waiver/modifications, to the satisfaction of the Township, Township Zoning Officer, Township Engineer, and Township Solicitor. Chairman Fry asked if there were any comments or questions. There were none. Motion carried. (3/0)

LOWELL & CAROLYN MARTIN STORMWATER MANAGEMENT PLAN: Lowell Martin was present for this plan. Mr. Lied highlighted the status of the project, which had previously received conditional approval, and provided background regarding the motions for consideration.

MOTION: Chairman Fry made a motion, seconded by Vice Chairman Carrasco, to authorize the Board of Supervisors to sign the Declaration of Restriction as prepared by the applicant's attorney, as signed by the applicant and as reviewed by the Township Solicitor. Chairman Fry asked if there were any 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 the financial security to be established with the Township for the Lowell & Carolyn Martin - Stormwater Management Plan in the amount of \$146,141.00, per the approved Opinion of Probable Cost, prepared by David Christian and Associates, Inc., dated October 21, 2019, revised November 6, 2019. Chairman Fry asked if there were any comments or questions. There were none. Motion carried. (3/0)

STEVENS FEED MILL – SKETCH PLAN/WAIVER OF LAND DEVELOPMENT: Dave Mease of Diehm and Sons and Delvin Martin, the applicant, were present tonight. Mr. Lied highlighted the project scope and provided background regarding the request for a waiver of Land Development related to the proposed demolition of a storage barn and construction of a new storage building. Mr. Mease provided further background regarding the proposed project and waiver request. Lengthy discussions continued regarding the waiver request and potential conditions which could be attached to address concerns related to access management along the Stevens Road frontage and potential need for curb, sidewalk and frontage improvements based on the adjacent Wabash Landing Phase 2 project (currently under review). Comments were received and questions answered.

MOTION: Chairman Fry made a motion, seconded by Vice Chairman Carrasco, to approve a waiver of the Land Development for the proposed storage building project, conditioned upon the curb, sidewalk and road frontage improvements being deferred until the future and installed by the applicant at such time as determine necessary by the Board of Supervisors, and the applicant making reasonable access management improvements to limit the access openings and better define vehicular access and egress locations to improve safety and to ensure adequate sight distance, to the satisfaction of the Township. Chairman Fry asked if there were any comments or questions. There were none. Motion carried. (3/0)

Mr. Lied noted that the General Permit (GP) application for the North Reamstown Road Culvert Improvement Project will need to be signed by the Township Manager in the near future, so the application can be submitted to DEP for review.

**BOARD OF SUPERVISORS MEETING
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ACTION ITEMS: *(CONTINUED)*

RESOLUTION 2019-18: DRUG TASK FORCE SUPPORT REQUEST:

MOTION: Chairman Fry made a motion, seconded by Secretary Mackley, to adopt Resolution 2019-18. Chairman Fry asked if there were any comments or questions. There were none. Motion carried. (3/0)

JOINT REQUEST FOR CERTIFICATION – PUBLIC WORKS DEPARTMENT:

MOTION: Vice Chairman Carrasco made a motion, seconded by Secretary Mackley, to approve and execute the Joint Request for Certificate of the Public Works department forming a union. Chairman Fry asked if there were any comments or questions. There were none. Motion carried. (3/0)

PERMISSION TO ADVERTISE END-OF-YEAR ADS WHEN PREPARED - CPA APPOINTMENT, 2020 MEETING DATES, 2020 TOWNSHIP DRAFT BUDGETS:

MOTION: Chairman Fry made a motion, seconded by Secretary Mackley, to approve the notice advertisement for the 2020 CPA Appointment. 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 approve the notice advertisement for both the 2020 Meeting Calendar and the change of one meeting a quarter to start at 9:00am; and to advertise the 2020 Draft Budget when it is ready. Chairman Fry asked if there were any comments or questions. There were none. Motion carried. (3/0)

1925 NORTH READING ROAD – AGREEMENT OF SALE:

MOTION: Vice Chairman Carrasco made a motion, seconded by Secretary Mackley, to authorize the sale of the 1925 North Reading Road property per the Agreement of Sale document. Chairman Fry asked if there were any comments or questions. There were some questions, which were answered. Motion carried. (3/0)

EAST COCALICO LIONS CLUB – PERMISSION TO CONDUCT ANNUAL TOLL ROAD FUNDRAISER:
Chairman Fry read the letter from the East Cocalico Lions Club dated November 5, 2019.

MOTION: Secretary Mackley made a motion, seconded by Chairman Fry, to authorize the East Cocalico Lions Club to conduct their annual Toll Road Fundraiser on Friday, November 29, 2019 from approximately 7:30am to 4:00pm at the intersection of Church Street and Reamstown Road with complete supervision and reflective vests. Chairman Fry asked if there were any comments or questions. There were some questions, which were answered. Motion carried. (3/0)

OLD BUSINESS CONTINUED DISCUSSIONS:

MS4 DISCUSSION/UPDATES: Mr. McCrea highlighted some changes in DEP's approach in the MS4 program. Vice Chairman Carrasco noted that the recent LCATS meeting had lengthy discussions and Q&A on MS4.

FIRE DEPARTMENT WORKING GROUP DISCUSSION/UPDATES: Vice Chairman Carrasco noted there are no updates. Vice Chairman Carrasco had noted that the Township received the EMS financials for review.

NEW BUSINESS FOR DISCUSSION: Nothing to report.

MANAGERS REPORT: Nothing to report.

PUBLIC COMMENT (NON-AGENDA ITEMS): June Kinback reported a large burn that had happened in the area of 272 North, near Wabash Road area. It was noted that Ms. Kinback should call the Fire Marshall, Harvey Achey.

BOARD OF SUPERVISORS MEETING THURSDAY, NOVEMBER 7, 2019

ANNOUNCEMENT: The next Board of Supervisors Meeting is scheduled for Thursday, November 21st at 7pm at the East Cocalico Township building.

EXECUTIVE SESSION: Chairman Fry announced that the Board is going into Executive Session for personnel and contract matters. They went into Executive Session at 8:50pm and returned at 9:20pm. No decisions were made.

ADJOURN:

MOTION: There being no further business to come before the Board, Vice Chairman Carrasco made a motion seconded by Chairman Fry to adjourn the meeting at 9:21pm. 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 BELOW:

[East Cocalico Township Board of Supervisor Meeting 11-07-2019, Part 1](#)

[East Cocalico Township Board of Supervisor Meeting 11-07-2019, Part 2](#)