

EAST COCALICO TOWNSHIP

BOARD OF SUPERVISORS MEETING

AGENDA

THURSDAY, DECEMBER 29, 2022 AT 7:00 P.M.

**Held in person and held via “live” Zoom at the
East Cocalico Township Municipal Building, 100 Hill Road, Denver**

- 1) **MEETING CALLED TO ORDER - PLEDGE OF ALLEGIANCE**
- 2) **PRESENTATION:** OFFICERS FROM BERKS FRATERNAL ORDER OF POLICE
- 3) **ANNOUNCEMENT OF EXECUTIVE SESSIONS HELD**
- 4) **PAST MEETING MINUTES APPROVAL:**
 - a) **THURSDAY, DECEMBER 15, 2022: BOARD OF SUPERVISORS MEETING MINUTES**
- 5) **ACTION ITEMS:**
 - a) **LAND PLANNING ENGINEER:**
 - **BLACKHORSE WAREHOUSE/WRIGHT PARTNERS – PRELIMINARY/FINAL LAND SUBDIVISION AND DEVELOPMENT PLAN: CONTINUED DISCUSSIONS**
 - **MARK WEAVER STORMWATER MANAGEMENT PLAN: SECURITY RELEASE**
 - b) **RESOLUTION 2022-21: TRANSFER OF UNENCUMBERED MONIES**
 - c) **PLANNING COMMISSION MEMBER RESIGNATION ACCEPTANCE: SARAH MAINS**
- 6) **DEPARTMENT REPORTS:**
 - a) **POLICE DEPARTMENT:**
 - **HERO PAY: RETENTION BONUSES**
 - **PURCHASE APPROVALS: GLOCK TRAINING WEAPONS & SIMUNITIONS, TASER 7**
 - b) **FINANCIAL ADMINISTRATOR**
 - **FUNDS RECONCILIATION: CASH TRANSFERS**
 - c) **ROAD MASTER**
 - d) **BUILDING / ZONING / SEO**
 - e) **MS4 COORDINATOR**

- 7) **TREASURERS REPORT:**
 - a) **LIST OF BILLS:** AUTHORIZE LIST OF BILLS FOR PAYMENT
- 8) **MANAGEMENT ITEMS / INFORMATIONAL:**
 - a) **PROPOSED REINSTATEMENT:** RECREATION BOARD MEMBER
 - b) **EMERGENCY SERVICES:** POTENTIAL ARPA REIMBURSEMENT (REPAIR BILLS)
 - c) **LIABILITY / INSURANCE PROPOSAL:** MCGOWAN GOVERNMENT UNDERSWRITERS
- 9) **OLD BUSINESS:**
 - a) **WATER & SEWER AUTHORITY TOWNSHIP BULDING EXPANSION:** TABLED
 - b) **K9 UNIT – POLICE DEPARTMENT**
 - c) **DIRECTOR OF COMMUNITY DEVELOPMENT:** INTERIM VOLUNTEER RESUME
 - d) **ADAMSTOWN MAYOR/DEPUTY EMC REQUEST:** PROPORTIONATE FUNDING OF NEW AMBULANCE AND EQUIPMENT
- 10) **PUBLIC COMMENT:**
 - a) **PUBLIC COMMENT:** NON-AGENDA ITEMS ONLY (STATE YOUR NAME)
- 11) **ANNOUNCEMENTS:**
 - a) **CONSTRUCTION NOTICE:** STEVENS ROAD (SR 1030) DETOUR
 - b) **BOARD OF SUPERVISORS MEETING / ORGANIZATIONAL MEETING:** TUESDAY, JANUARY 3, 2023 @ 7:00 PM, AN IN-PERSON PUBLIC MEETING HELD AT 100 HILL ROAD, DENVER, AND HELD VIA “LIVE” ZOOM
- 12) **EXECUTIVE SESSION:**
- 13) **ADJOURNMENT**

BOARD OF SUPERVISORS MEETING THURSDAY, DECEMBER 29, 2022

The advertised meeting of the East Cocalico Township Board of Supervisors was called to order on Thursday, December 29, 2022 at 7:00 p.m., held at the East Cocalico Township Municipal Building, 100 Hill Road, Denver, PA 17517.

Supervisors: Chairman Romao Carrasco, Vice Chairman Lorenzo Bonura, Secretary Jeffrey W. Mitchell

Twp. Staff: Police Chief Keppley, MS4 Technician Ken McCrea, Financial Administrator Judi Lumis, and Recording Secretary Lisa A. Kashner (via Zoom)

Consultants: Township Solicitor Matt Creme from Hohenadel from Nikolaus & Hohenadel and Brent Lied from Becker Engineering

Visitors in Attendance: Larry Alexander, Lorraine Kulp, Chad Weaver, Brian Wise, Alan & Monica Fry, Donny Stover, Lonnie Fasnacht, Gerald Hartranft, Wesley Hoover, Donald Miller, Jeff Garner, Dan Burton, and Eddy McAlanis

Visitors via Zoom:* Suzie, Steve, 18142274756

*Visitors via Zoom are as shown as exactly as displayed on the Zoom call list. Cell phones to be placed on vibrate during the meeting, and full and complete names must be given for comments/questions via Zoom.

CALL TO ORDER, PLEDGE OF ALLEGIANCE: Chairman Carrasco asked everyone in attendance to pledge allegiance to the Flag. Chairman Carrasco stated that this meeting was duly advertised in accordance with the second-class Township code in the Lancaster Newspaper on December 14, 2022.

PRESENTATION – OFFICERS FROM BERKS FRATERNAL ORDER OF POLICE: Chief Keppley stated that they will not be present tonight for this presentation.

ANNOUNCEMENTS OF EXECUTIVE SESSIONS HELD: Chairman Carrasco announced the Executive Sessions held: (1) December 19, 2022 from approximately 10:30am to 11:30am for an informational meeting with Kilmer Insurance, two Supervisors were at this meeting (Chairman Carrasco and Secretary Mitchell) no decisions or deliberations were conducted, (2) December 19, 2022 from approximately 11:35am to 12:16pm related to the Township Manager search, (3) December 28, 2022 from approximately 10:00am to 11:00am related to the Township Manager search.

Vice Chairman Bonura noted to amend tonight's agenda by adding an #10 New Business – Township Manager update. The following motion was made.

MOTION: Vice Chairman Bonura made a motion, seconded by Secretary Mitchell, to amend tonight's Agenda by adding an #10 New Business – Township Manager update. Chairman Carrasco asked if there were any comments or questions; there were none. Motion carried (3/0).

PAST MEETING MINUTES APPROVAL: Thursday, December 15, 2022 Board of Supervisor Meeting Minutes proposed for approval. Brief discussions were held and the following motion was made.

MOTION: Vice Chairman Bonura made a motion, seconded by Secretary Mitchell, to approve the Thursday, December 15, 2022 Board of Supervisor Meeting Minutes. Chairman Carrasco asked if there were any comments or questions; there were none. Motion carried (3/0).

BOARD OF SUPERVISORS MEETING THURSDAY, DECEMBER 29, 2022

ACTION ITEMS: LAND PLANNING ENGINEER:

BLACKHORSE WAREHOUSE/WRIGHT PARTNERS – PRELIMINARY/FINAL LAND SUBDIVISION AND DEVELOPMENT PLAN: Brent Lied updated the Supervisors on the timing of the project and unique challenges they face relative to the project. Matt Creme highlighted impact PennDOT is having on the applicant, and proposed an alternate path with submitting a revised preliminary plan. Matt Creme noted for the Supervisors to consider expressing your consensus on what should be done with the intersection (close it or keep it open). Discussions continued. Comments and questions were asked which were answered. After discussions, it was noted that the consensus of the Supervisors was to close the intersection. Matt Creme noted that he will reach out to the developer and Rettew Associates to let them know of the Supervisors consensus decision.

MARK WEAVER STORMWATER MANAGEMENT PLAN – SECURITY RELEASE: Brent Lied highlighted and the following motion was made.

MOTION: Secretary Mitchell made a motion, seconded by Chairman Carrasco, to authorize a \$16,158.71 release in the current financial security being held by the Township related to the Mark Weaver Stormwater Management Plan, resulting in a total release of all financial security, with the understanding that certain lot improvements have not been made (*asphalt installation, concrete curb, handicap parking signage, paint striping, landscaping, trash screen over the outlet structure, etc.*) and that these items would need to be re-evaluated prior to any future Township permitting evaluation required prior to installation of any further improvements. Chairman Carrasco asked if there were any comments or questions; there were none. Motion carried (3/0).

RESOLUTION 2022-21, TRANSFER OF UNENCUMBERED MONIES: Chairman Carrasco discussed, reading out loud the account names within the Resolution. Comments and questions were asked which were answered. The following motion was made.

MOTION: Vice Chairman Bonura made a motion, seconded by Secretary Mitchell, to adopt resolution 2022-21, authorizing the carrying forward of certain General Fund unencumbered monies in the amount of \$445,500.00 from the 2022 General Fund Budget to the 2023 General Fund Budget. Chairman Carrasco asked if there were any comments or questions; there were none. Motion carried (3/0).

PLANNING COMMISSION MEMBER RESIGNATION ACCEPTANCE – SARAH MAINS: Chairman Carrasco noted that a letter of resignation was received from Sarah Mains of the Planning Commission. Chairman Carrasco stated that since the term ends on December 31, 2022 an appointment for this position can wait until the reorganization meeting held on January 3, 2023. No action needed tonight.

DEPARTMENT REPORTS:

POLICE DEPARTMENT: Chief Keppley highlighted notification received from Haller Enterprises for repairs needed on the boiler pump for an estimate of \$4,220.00. Discussions continued, noting that this would fall under an emergency repair. Replacement of the boiler was discussed, and an estimate to come. Discussions continued. Comments and questions were asked which were answered. The Supervisors instructed Chief Keppley to follow through on this repair.

Chief Keppley publicly announced, offering a sincere “thank you” to the family of Brandon Lied, whom made a donation to the East Cocalico Township Police Department in the amount of \$2,500.00 in remembrance of Officer Lied. Suggestions came in from the Officers on where to use the donation. Improvements were made with the donation to the offices/stations/squad room within the department and some computer monitors. Discussions continued. A “heartfelt” thank you was announced to the Leid family for the donation.

BOARD OF SUPERVISORS MEETING THURSDAY, DECEMBER 29, 2022

DEPARTMENT REPORTS:

(CONTINUED)

HERO PAY – RETENTION BONUSES: Chief Keppley discussed the grant received in the amount of \$114,000.00 for the records system (2 years), purchasing new ink bar and portable radios for the Officers. Chief Keppley highlighted the processes of the grant. Chief Keppley and Judi Lumis discussed the Officers' salaries and retention bonuses. Lengthy discussions continued. Comments and questions were asked which were answered. The following motion was made.

MOTION: Secretary Mitchell made a motion, seconded by Chairman Carrasco, to approve the list of Hero Pay and Retention Bonuses as presented by Chief Keppley for the 15 Officers currently on the force. Chairman Carrasco asked if there were any comments or questions; there were none. Motion carried (3/0).

PURCHASE APPROVALS – GLOCK TRAINING WEAPONS & SIMUNITIONS, TASER 7: Chief Keppley highlighted. Lengthy discussions continued. Comments and questions were asked which were answered. The following motion was made.

MOTION: Chairman Carrasco made a motion, seconded by Vice Chairman Bonura, to approve the 16 Glock Training Weapons & Simunitions rounds for \$13,836.10. Chairman Carrasco asked if there were any comments or questions; there were none. Motion carried (3/0).

FINANCIAL ADMINISTRATOR – FUNDS RECONCILIATION (CASH TRANSFERS): Judi Lumis highlighting, noting that this is reimbursement for 2022 invoices for the FS4 program, the salt shed project, the records management project, and the internship program, and the \$14,396.00 anticipated to be paid to the Fire Companies for fuel reimbursements. Discussions continued. Comments and questions were asked which were answered. The following motions were made.

MOTION: Vice Chairman Bonura made a motion, seconded by Chairman Carrasco, to transfer \$30,166.06 from Univest ARPA Fund Bank Account to Univest General Fund Bank Account. Chairman Carrasco asked if there were any comments or questions; there were none. Motion carried (3/0).

MOTION: Vice Chairman Bonura made a motion, seconded by Secretary Mitchell, to transfer from the Ephrata National Bank Developers Escrow Account to the Ephrata National Bank General Fund in the amount of \$3,330.00 (financial security release for Kurt and Angela Russell SWM Plan). Chairman Carrasco asked if there were any comments or questions; there were none. Motion carried (3/0).

Judi Lumis discussed an administrative item that came up today regarding payroll, that she needed direction on from the Supervisors. Discussions were held concerning the first pay in 2023 consists of the dates 12/18/2022 thru 12/31/2022. Lengthy discussions were held concerning when the new pay rates should go into effect. After discussions, the Supervisors agreed that the first pay of 2023 should be at the 2022 pay rate.

ROAD MASTER REPORT: This item was tabled.

BUILDING / ZONING / SEO: This item was tabled.

MS COORDINATOR – RESTORATION PROJECTS: Ken McCrea highlighted the ARPA for this project, and questioned if Rettew should be contacted for review of the projects. The Supervisors agreed to send all information to John Schick of Rettew.

BOARD OF SUPERVISORS MEETING THURSDAY, DECEMBER 29, 2022

TREASURERS REPORT:

LIST OF BILLS, AUTHORIZE LIST OF BILLS FOR PAYMENT: Secretary Mitchell highlighted the List of Bills presented for approval.

MOTION: Secretary Mitchell made a motion, seconded by Vice Chairman Bonura, to approve the check payments for the General Fund Bank Account List of Bills in the amount of \$88,956.85 (starting date 12/16/2022 – ending date 12/29/2022). Chairman Carrasco asked if there were any comments or questions; there were none. Motion carried (3/0).

MOTION: Secretary Mitchell made a motion, seconded by Vice Chairman Bonura, to approve the Electronic Payment List of Bills in the amount of \$77,700.59 (payroll dated 12/21/2022 for pay period 12/04/2022 to 12/17/2022). Chairman Carrasco asked if there were any comments or questions; there were none. Motion carried (3/0).

Vice Chairman Bonura discussed that Univest updated their interest to 4.50%, currently the Township is getting 0.055% from Ephrata National Bank, and suggests to move one million dollars to Univest (with over one million to stay at Ephrata National Bank), and then in May the tax receipts would go into Univest (another 1.5 million), then come November 2023, 1 million could be moved back to Ephrata National Bank as needed for cash flow. Starting this would generate approximately \$79,000.00 in interest alone. Lengthy discussions continued. Comments and questions were asked which were answered. It was noted that Univest allows moving of money around up to six times a month without any fee. Moving monies can be done electronically for a \$27 fee. The Supervisors agreed for Judi to create a model/spreadsheet to show different money amounts being moved to Univest and the interest earned, and to also include the electronic fee.

MANAGEMENT ITEMS / INFORMATIONAL:

PROPOSED REINSTATEMENT – RECREATION BOARD MEMBER: Eddy McAlanis was present to discuss his reinstatement to the Recreation Board. It was noted that February 2023 Eddy McAlanis will be done with his probation period, and is looking to be reinstated now instead of waiting until February. Discussions were held. It was noted that his position was held open until it was decided he wanted to come back.

EMERGENCY SERVICES - POTENTIAL ARPA REIMBURSEMENT (REPAIR BILLS): Secretary Mitchell discussed the ARPA monies for the fuel reimbursement. Discussions were held concerning the proportionate monies to each of the Fire Companies (Reamstown Fire Company, Stevens Fire Company, Smokestown Fire Company). Lengthy discussions were held. Comments and questions were asked which were answered. More invoices/monies came in from the Fire Companies than ARPA money available. Proportionately (86.38% of the bills) each Fire Company: Reamstown Fire Company submitted \$10,902.39, Smokestown Fire Company \$2,792.72, and Stevens Fire Company \$2,971.35. Discussions held that the Fire Companies to send in their fuel bills/invoices that are dated up until December 31, 2022 at midnight. Lengthy discussions continued. Comments and questions were asked.

MOTION: Vice Chairman Bonura made a motion, seconded by Secretary Mitchell, to reimburse Reamstown Fire Company, Stevens Fire Company, Smokestown Fire Company for their 2022 fuel costs for the year 2022 dated up until December 31, 2022 at midnight. Chairman Carrasco asked if there were any comments or questions; there were none. Motion carried (3/0).

LIABILITY / INSURANCE PROPOSAL – McGOWAN GOVERNMENT UNDERWRITERS: Discussions held on whether to stick with Kilmer or go with McGowan. Judi Lumis noted that the Agreement would need signed before the end of the year. Lengthy discussions continued on the exact numbers. Comments and questions were asked, which were answered.

BOARD OF SUPERVISORS MEETING THURSDAY, DECEMBER 29, 2022

MANAGEMENT ITEMS / INFORMATIONAL:

(CONTINUED)

The Supervisors went into Executive Session, with the intention of returning to the meeting. Executive Session started at 8:50pm.

The Supervisors returned from Executive Session at 9:05pm. Chairman Carrasco noted that the Executive Session was related to personal specifically related to the Township Manager search. Vice Chairman Bonura announced that they have a finalist candidate, and informed the person of the Township's employment terms. We are completing our due diligence prior to bringing it to the Board of Supervisors for an actual vote.

Chairman Carrasco continued discussions on the liability/insurance proposal, and read aloud the Kilmer and McGowan premiums. Discussions continued.

MOTION: Chairman Carrasco made a motion, seconded by Secretary Mitchell, to continue with Kilmer Insurance and follow their proposal for 2023 insurance quarterly premiums, for approximately \$166,481.00 whereas the carriers will be switched from Selective to McKee, and Selective to end COVA, and pollution coverage will switch to NASIP. Chairman Carrasco asked if there were any comments or questions; there were none. Motion carried (3/0).

OLD BUSINESS:

WATER & SEWER AUTHORITY – TOWNSHIP BUILDING EXPANSION: Tabled this item for now, stated that an informational meeting is scheduled with ECTA next Thursday.

K9 UNIT – POLICE DEPARTMENT: This item is tabled.

DIRECTOR OF COMMUNITY DEVELOPMENT – INTERIM VOLUNTEER RESUME: This item is tabled until the Organizational Meeting.

ADAMSTOWN MAYOR / DEPUTY EMC REQUEST – PROPORTIONATE FUNDING OF NEW REINHOLDS AMBULANCE AND EQUIPMENT: Chairman Carrasco noted that an e-mail was received from the Adamstown Mayor. Discussed briefly. Secretary Mitchell clarified the 2023 budget has been approved and this item was requested after the budget approval.

NEW BUSINESS: TOWNSHIP MANAGER SEARCH: This item was previously discussed.

PUBLIC COMMENT: Steve Brubaker noted that he is stepping down from the Township Recreation Board effective December 31, 2022 (term expires December 31, 2024). Discussions continued.

MOTION: Vice Chairman Bonura made a motion, seconded by Secretary Mitchell, to accept Steve Brubaker's resignation letter from the Township's Recreation Board effective December 31, 2024. Chairman Carrasco asked if there were any comments or questions; there were none. Motion carried (3/0).

ANNOUNCEMENTS:

CONSTRUCTION NOTICE – STEVENS ROAD (SR 1030) DETOUR: Chairman Carrasco discussed the detour, noting that the information will be placed on the Township website and under the NEWS section, and on the Township Facebook page. Vice Chairman Bonura suggested a video of the current conditions of the surrounding roads since trucks could be using different roadways. Enforcement issues were discussed concerning trucks. Discussions to be held with John Schick of Rettew.

BOARD OF SUPERVISORS MEETING THURSDAY, DECEMBER 29, 2022

ANNOUNCEMENTS:

(CONTINUED)

Secretary Mitchell requested to add an additional Board of Supervisors Meeting since he will not be able to attend the January 19, 2023 meeting.

MOTION: Secretary Mitchell made a motion, seconded by Vice Chairman Bonura, to hold a Township public meeting at the Municipal building on Thursday, January 12, 2023 at 7:00pm, and to advertise this meeting in the local newspaper, as a regular Board of Supervisors Meeting for all business to come before the Board. Chairman Carrasco asked if there were any comments or questions; there were none. Motion carried (3/0).

Chairman Carrasco noted the upcoming organizational meeting to be held at the East Cocalico Township Municipal Building, 100 Hill Road, Denver held Tuesday, January 3, 2023 at 7pm, in person and via live Zoom.

EXECUTIVE SESSION: None.

ADJOURNMENT:

MOTION: There being no further business to come before the Board, Secretary Mitchell made a motion seconded by Chairman Carrasco to adjourn the meeting at 9:36 p.m. Chairman Carrasco asked if there were any questions. There were none. Motion carried. (3/0)

Respectfully submitted,

Lisa A. Kashner
Township Recording Secretary

**VIEW THIS MEETING IN ITS ENTIRETY BY VISITING YOUTUBE. PLEASE CLICK BELOW:
[DECEMBER 29, 2022 BOARD OF SUPERVISORS MEETING VIDEO](#)**