

# DRAFT

## BOARD OF SUPERVISORS REORGANIZATION MEETING TUESDAY, JANUARY 3, 2023

The advertised meeting of the East Cocalico Township Board of Supervisors was called to order on Tuesday, January 3, 2023 at 7:00 p.m., held at the East Cocalico Township Municipal Building, 100 Hill Road, Denver, PA 17517.

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

**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

**Visitors in Attendance:** Alan & Monica Fry, Brian Wise, Lorraine Kulp, Don Miller, Lonnie Fasnacht, Doug Mackley, Suzie Mackley, Allan Maxwell, Clark Bearinger, Kristine Bearinger, Cheryl Forsyth, Ron Forsyth, Blake Daub, and Dan Burton

**Visitors via Zoom:\*** Allan Day, Cindy, Sam, 1-814-885-8775, Kurt Russell, Annabelle, Steve, and Jeff Garner

\*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:** Romao Carrasco asked everyone in attendance to pledge allegiance to the Flag. This meeting was duly advertised in accordance with the second-class Township code in the Lancaster Newspaper on December 7, 2022.

**REORGANIZATION:** Each motion was read separately for the purpose of recognizing each individual. Romao Carrasco turned the Organization Meeting over to Lorenzo Bonura.

### **ELECTIONS:**

**MOTION:** Jeffrey Mitchell made a motion, seconded by Romao Carrasco, to elect Lorenzo Bonura as Chairman of the Board of Supervisors. Chairman Bonura asked if there were any comments or questions; there were none. Motion carried (3/0).

**MOTION:** Chairman Bonura made a motion, seconded by Romao Carrasco, to elect Jeffrey Mitchell as Vice Chairman of the Board of Supervisors. Chairman Bonura asked if there were any comments or questions; there were none. Motion carried (3/0).

**MOTION:** Chairman Bonura made a motion, seconded by Vice Chairman Mitchell, to elect Romao Carrasco as Secretary of the Board of Supervisors. Chairman Bonura asked if there were any comments or questions; there were none. Motion carried (3/0).

**MOTION:** Secretary Carrasco made a motion, seconded by Vice Chairman Mitchell, to recognize Jill Cordan as the elected Township Tax Collector for a term ending 12/31/2025. Chairman Bonura asked if there were any comments or questions; there were none. Motion carried (3/0).

**MOTION:** Chairman Bonura made a motion, seconded by Vice Chairman Mitchell, to recognize William Heberlig as the elected Township Constable for a term ending 12/31/2027. Chairman Bonura asked if there were any comments or questions; there were none. Motion carried (3/0).

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### APPOINTMENTS:

**MOTION:** Secretary Carrasco made a motion to appoint Vice Chairman Mitchell as Treasurer and Chairman Bonura as Assistant Treasurer. Chairman Bonura asked if there were any comments or questions; there were none. Vice Chairman Mitchell nay. Motion carried (2/1).

**MOTION:** Secretary Carrasco made a motion, seconded by Chairman Bonura, to appoint Secretary Carrasco as Chief Administrative Officer for Police and Non-uniform Pension Plans and Vice Chairman Mitchell as Alternate Chief Administrative Officer for Police and Non-uniform Pension Plans. Chairman Bonura asked if there were any comments or questions; there were none. Motion carried (3/0).

**MOTION:** Chairman Bonura made a motion, seconded by Secretary Carrasco, to appoint Darrick Keppley as Township Police Chief. Chairman Bonura asked if there were any comments or questions; there were none. Motion carried (3/0).

**MOTION:** Secretary Carrasco made a motion, seconded by Vice Chairman Mitchell, to appoint Chairman Bonura as Township Police Commissioner. Chairman Bonura asked if there were any comments or questions; there were none. Motion carried (3/0).

**MOTION:** Secretary Carrasco made a motion, seconded by Vice Chairman Mitchell, to appoint Chairman Bonura as the Act 172 Committee representative. Chairman Bonura asked if there were any comments or questions; there were none. Motion carried (3/0).

Chairman Bonura asked to table the appointment for a Planning Commission member with a term expiring December 31, 2026 until there is a candidate. The Board agreed.

**MOTION:** Chairman Bonura made a motion, seconded by Vice Chairman Mitchell, to appoint Allan Day as Planning Commission Member for a term expiring December 31, 2026. Chairman Bonura asked if there were any comments or questions; there were none. Motion carried (3/0).

**MOTION:** Secretary Carrasco made a motion, seconded by Chairman Bonura, to appoint Lorraine Kulp as Recreation Board Member for a term expiring December 31, 2027. Chairman Bonura asked if there were any comments or questions; there were none. Motion carried (3/0).

**MOTION:** Vice Chairman Mitchell made a motion, seconded by Chairman Bonura, to appoint Joe Becker as Recreation Board Member for a term expiring December 31, 2027. Chairman Bonura asked if there were any comments or questions; there were none. Motion carried (3/0).

**MOTION:** Vice Chairman Mitchell made a motion, seconded by Chairman Bonura, to appoint Noah Zimmerman as Authority Board Member with the East Cocalico Township Water & Sewer Authority for a term expiring December 31, 2026. Chairman Bonura asked if there were any comments or questions; there were none. Motion carried (3/0).

**MOTION:** Chairman Bonura made a motion, seconded by Vice Chairman Mitchell, to re-appoint Samuel Weaver as Authority Board Member with the East Cocalico Township Water & Sewer Authority for a term expiring December 31, 2027. Chairman Bonura asked if there were any comments or questions; there were none. Motion carried (3/0).

**MOTION:** Secretary Carrasco made a motion, seconded by Vice Chairman Mitchell, to re-appoint Daniel J. Becker as ECTA's Intermunicipal Group (IMG) Representative, and Scott Carl Sr. as the alternate ECTA IMG Representative for a term expiring December 31, 2023. Chairman Bonura asked if there were any comments or questions; there were none. Motion carried (3/0).

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### APPOINTMENTS:

*(CONTINUED)*

**MOTION:** Vice Chairman Mitchell made a motion, seconded by Chairman Bonura, to re-appoint E. Richard Young, Esq. as Zoning Hearing Board Solicitor. Chairman Bonura asked if there were any comments or questions; there were none. Motion carried (3/0).

**MOTION:** Chairman Bonura made a motion, seconded by Secretary Carrasco, to re-appoint Brian Wise as Zoning Hearing Member for a term expiring December 31, 2025. Chairman Bonura asked if there were any comments or questions; there were none. Motion carried (3/0).

**MOTION:** Chairman Bonura made a motion, seconded by Vice Chairman Mitchell, to re-appoint Amy Nedimyer as Zoning Hearing Member for a term expiring December 31, 2025. Chairman Bonura asked if there were any comments or questions; there were none. Motion carried (3/0).

**MOTION:** Secretary Carrasco made a motion, seconded by Vice Chairman Mitchell, to re-appoint Nikolaus & Hohenadel, LLP consisting of Matthew J. Creme, Jr., Esq., as the Township Solicitor and Transportation Impact Fee Special Solicitor. Chairman Bonura asked if there were any comments or questions; there were none. Motion carried (3/0).

**MOTION:** Secretary Carrasco made a motion, seconded by Vice Chairman Mitchell, to re-appoint Nikolaus & Hohenadel, LLP consisting of Bernadette McKeon Hohenadel, Esq., as the Alternate Township Solicitor. Chairman Bonura asked if there were any comments or questions; there were none. Motion carried (3/0).

**MOTION:** Vice Chairman Mitchell made a motion, seconded by Chairman Bonura, to re-appoint Nikolaus & Hohenadel, LLP consisting of Matthew J. Creme, Jr., Esq., as the Township's Open Records Officer. Chairman Bonura asked if there were any comments or questions; there were none. Motion carried (3/0).

**MOTION:** Secretary Carrasco made a motion, seconded by Chairman Bonura, to re-appoint Eckert, Seamans, Cherin & Mellott, LLC, consisting of Michael McAuliffe Miller, Esq., as the Township Labor Solicitor. Chairman Bonura asked if there were any comments or questions; there were none. Motion carried (3/0).

**MOTION:** Chairman Bonura made a motion, seconded by Secretary Carrasco, to re-appoint Technicon Enterprises, Inc. II, consisting of Ted Nelson and Jo Tyndall as the Building, Zoning, Code Officers, and Becker Engineering, LLC, consisting of Brent E. Lied, P.E., as the Alternate Building, Zoning, Code Officer, and Stormwater Enforcement Officer. Chairman Bonura asked if there were any comments or questions; there were none. Motion carried (3/0).

**MOTION:** Chairman Bonura made a motion, seconded by Vice Chairman Mitchell, to re-appoint Technicon Enterprises, Inc. II, consisting of Ted Nelson and Jo Tyndall as the Property Maintenance Codes, Alarm Ordinance Enforcement, Permit Officials, Township Building Inspector, UCC Building Official, and Code Administrator (BOCA). Chairman Bonura asked if there were any comments or questions; there were none. Motion carried (3/0).

**MOTION:** Vice Chairman Mitchell made a motion, seconded by Chairman Bonura, to re-appoint Technicon Enterprises, Inc. II, consisting of Quinn Haller as the Sewage Enforcement Officer and Dale High as Alternate Sewage Enforcement Officer. Chairman Bonura asked if there were any comments or questions; there were none. Motion carried (3/0).

**MOTION:** Vice Chairman Mitchell made a motion, seconded by Chairman Bonura, to re-appoint Ken McCrea as the Township Stormwater Enforcement Officer, Stormwater Management and Earth Disturbance Ordinance Enforcement Officer, and Becker Engineering, LLC, consisting of Brent E. Lied, P.E., as the Alternate Stormwater Enforcement Officer. Chairman Bonura asked if there were any comments or questions; there were none. Motion carried (3/0).

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## BOARD OF SUPERVISORS REORGANIZATION MEETING TUESDAY, JANUARY 3, 2023

### APPOINTMENTS:

*(CONTINUED)*

**MOTION:** Secretary Carrasco made a motion, seconded by Vice Chairman Mitchell, to re-appoint Arlene Crouse as the Township Zoning Assistant. Chairman Bonura asked if there were any comments or questions; there were none. Motion carried (3/0).

**MOTION:** Secretary Carrasco made a motion, seconded by Vice Chairman Mitchell, to re-appoint Land Studies consisting of Mike LaSala as MS4 Engineering Consultant. Chairman Bonura asked if there were any comments or questions; there were none. Motion carried (3/0).

**MOTION:** Vice Chairman Mitchell made a motion, seconded by Secretary Carrasco, to re-appoint Becker Engineering, LLC, consisting of Brent E. Lied, P.E., and Casey Kerschner as Land Planning Engineer, and Alternate Lead Transportation Impact Fee Consultant. Chairman Bonura asked if there were any comments or questions; there were none. Motion carried (3/0).

**MOTION:** Chairman Bonura made a motion, seconded by Vice chairman Mitchell, to re-appoint John Schick of Rettew Engineering as the Transportation Engineer, Transportation Impact Fee Consultant, and Alternate Land Planning Engineer. Chairman Bonura asked if there were any comments or questions; there were none. Motion carried (3/0).

**MOTION:** Secretary Carrasco made a motion, seconded by Vice Chairman Mitchell, to appoint James Dimmerling, P.E., of Dimmerling Consulting, Inc., as the Alternate Transportation Engineer. Chairman Bonura asked if there were any comments or questions; there were none. Motion carried (3/0).

**MOTION:** Vice Chairman Mitchell made a motion, seconded by Chairman Bonura, to re-appoint Ephrata National Bank as the Depository for Township funds. Chairman Bonura asked if there were any comments or questions; there were none. Motion carried (3/0).

**MOTION:** Vice Chairman Mitchell made a motion, seconded by Chairman Bonura, to re-appoint Univest Bank and Trust Chairman as the Depository for the Township funds. Chairman Bonura asked if there were any comments or questions; there were none. Motion carried (3/0).

**MOTION:** Vice Chairman Mitchell made a motion, seconded by Chairman Bonura, to re-appoint Harvey Achey as the Fire Official. Chairman Bonura asked if there were any comments or questions; there were none. Motion carried (3/0).

**MOTION:** Vice Chairman Mitchell made a motion, seconded by Secretary Carrasco, to re-appoint Scott Achey as Emergency Management Coordinator and Chad Weaver as Assistant Emergency Management Coordinator. Chairman Bonura asked if there were any comments or questions; there were none. Motion carried (3/0).

**MOTION:** Chairman Bonura made a motion, seconded by Vice Chairman Mitchell, to appoint Romao Carrasco, Lorenzo Bonura, Jeffrey Mitchell, and Judith Lumis as the designated users with Univest Bank and Trust Company. Chairman Bonura asked if there were any comments or questions; there were none. Motion carried (3/0).

**MOTION:** Secretary Carrasco made a motion, seconded by Vice Chairman Mitchell, to re-appoint Judith Lumis as the Township Financial Administrator, HIPPA Compliance Officer, and alternate CDL Coordinator. Chairman Bonura asked if there were any comments or questions; there were none. Motion carried (3/0).

**MOTION:** Vice Chairman Mitchell made a motion, seconded by Secretary Carrasco, to re-appoint Lisa A. Kashner as Recording Secretary, Notary for the Township, and Administrative Receptionist. Chairman Bonura asked if there were any comments or questions; there were none. Motion carried (3/0).

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### APPOINTMENTS:

*(CONTINUED)*

**MOTION:** Secretary Carrasco made a motion, seconded by Vice Chairman Mitchell, to re-appoint Cherly Tapia as the Township Human Resources Coordinator, HIPPA Compliance Officer, Alternate HR Benefits Administrator, and Administrative Assistant. Chairman Bonura asked if there were any comments or questions; there were none. Motion carried (3/0).

**MOTION:** Vice Chairman Mitchell made a motion, seconded by Secretary Carrasco, to re-appoint Bret Hoffert as Road Master. Chairman Bonura asked if there were any comments or questions; there were none. Motion carried (3/0).

**MOTION:** Secretary Carrasco made a motion, seconded by Chairman Bonura, to re-appoint Lorenzo Bonura as East Cocalico Township Intermunicipal Group (IMG) Representative and Michael Hession as IMG Alternate. Chairman Bonura asked if there were any comments or questions; there were none. Motion carried (3/0).

**MOTION:** Vice Chairman Mitchell made a motion, seconded by Secretary Carrasco, to re-appoint Carolyn Hildebrand as Lancaster County Tax Collection Bureau (LCTCB) municipal representative, and Michael Hession as alternate, for the municipalities in the Cocalico School District on the LCTCB for 2023. Chairman Bonura asked if there were any comments or questions; there were none. Motion carried (3/0).

**MOTION:** Vice Chairman Mitchell made a motion, seconded by Secretary Carrasco, to re-appoint Lorenzo Bonura and Warren Peters as Lancaster County Housing and Redevelopment Authorities – Regional Advisory Council/Steering Committee as the Township Representative. Chairman Bonura asked if there were any comments or questions; there were none. Motion carried (3/0).

**MOTION:** Vice Chairman Mitchell made a motion, seconded by Secretary Carrasco, to re-appoint Lisa A. Kashner as Recycling Coordinator. Chairman Bonura asked if there were any comments or questions; there were none. Motion carried (3/0).

**MOTION:** Secretary Carrasco made a motion, seconded by Vice Chairman Mitchell, to re-appoint Lorenzo Bonura as Pennsylvania's State Association of Township Supervisors (PSATS) Voting Delegate. Chairman Bonura asked if there were any comments or questions; there were none. Motion carried (3/0).

**MOTION:** Secretary Carrasco made a motion, seconded by Chairman Bonura, to re-appoint Zoe's House Rescue as the Dog Depository. Chairman Bonura asked if there were any comments or questions; there were none. Motion carried (3/0).

**MOTION:** Vice Chairman Mitchell made a motion, seconded by Secretary Carrasco, to re-appoint Barry Weaver as Vacancy Board Member. Chairman Bonura asked if there were any comments or questions; there were none. Motion carried (3/0).

**ANNOUNCEMENTS OF EXECUTIVE SESSIONS HELD:** Chairman Bonura stated that there were no Executive Sessions held since the last Board of Supervisors Meeting.

**PAST MEETING MINUTES APPROVAL:** Thursday, December 29, 2022 Board of Supervisor Meeting Minutes proposed for approval. Secretary Carrasco noted a sentence correction, to delete "this item was tabled" under Old Business Adamstown Mayor, to "Secretary Mitchell clarified the 2023 budget was approved prior to this request".

**MOTION:** Secretary Carrasco made a motion, seconded by Vice Chairman Mitchell, to approve the Thursday, December 29, 2022 Board of Supervisor Meeting Minutes with the correction as noted. Chairman Bonura asked if there were any comments or questions; there were none. Motion carried (3/0).

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## BOARD OF SUPERVISORS REORGANIZATION MEETING TUESDAY, JANUARY 3, 2023

### ACTION ITEMS:

#### **RESOLUTION 2023-01, AUTHORIZING THE APPOINTMENT OF A CERTIFIED PUBLIC ACCOUNTANT TO AUDIT THE BOOKS OF EAST COCALICO FOR THE FISCAL YEAR 2022:**

Chairman Bonura read the Resolution, and noted their 2022 rate and 2023 rate. The following motion was made.

**MOTION:** Secretary Carrasco made a motion, seconded by Vice Chairman Mitchell, to adopt resolution 2023-01, Appointing Maher-Duessel as the Certified Public Accountant to audit the accounts of East Cocalico Township for the fiscal year 2022. Chairman Bonura asked if there were any comments or questions; there were none. Motion carried (3/0).

**RESOLUTION 2023-02, ESTABLISHING A FEE SCHEDULE IN ACCORDANCE WITH THE REQUIREMENTS OF THE PENNSYLVANIA MUNICIPALITIES PLANNING CODE:** Chairman Bonura read the Resolution. The following motion was made.

**MOTION:** Secretary Carrasco made a motion, seconded by Vice Chairman Mitchell, to adopt Resolution 2023-02, establishing East Cocalico Township's fee schedule in accordance with the requirements of the Pennsylvania Municipalities Planning Code. Chairman Bonura asked if there were any comments or questions; there were none. Motion carried (3/0).

#### **MILEAGE REIMBURSEMENT RATE FOR 2023 – SET PER THE IRS MILEAGE RATE AT 65.5 CENTS PER MILE EFFECTIVE JANUARY 1, 2023 (up from 58.5 cents in 2022):**

**MOTION:** Chairman Bonura made a motion, seconded by Secretary Carrasco, to approve the 2023 mileage reimbursement rate as set forth by the IRS in the amount of 65.5 cents per mile. Chairman Bonura asked if there were any comments or questions; there were none. Motion carried (3/0).

**2023 HAULER'S LICENSE AGREEMENTS:** For consideration before the Board of Supervisors are the following 2023 Haulers Agreements: Eagles Disposal, Goods Disposal, Republic Services, Waste Industries, and Waste Management. Pending are Purple Heart.

**MOTION:** Chairman Bonura made a motion, seconded by Vice Chairman Mitchell, to approve the 2023 Municipal Waste Hauler Agreements with Eagle's Disposal, Good's Disposal, Republic Services, Waste Industries, and Waste Management. Chairman Bonura asked if there were any comments or questions; there were none. Motion carried (3/0).

### DEPARTMENT REPORTS:

**POLICE DEPARTMENT:** Chief Keppley asked for an Executive Session with the Board of Supervisors. Chairman Bonura announced that they will be recessing for an Executive Session and the Supervisors will be returning to the meeting. This Board of Supervisors recessed this meeting for an Executive Session at 7:31 p.m.

The Board of Supervisors returned from Executive Session at 7:43 p.m. Chairman Bonura announced that the meeting is back on record.

Chief Keppley read a letter noting that after twenty-five years and eight months of service (with the last five years as Police Chief), he announced his retirement from the East Cocalico Township Police Department effective on January 31, 2023. The Supervisors thanked him for his service.

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### **TREASURERS REPORT:**

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

**MOTION:** Vice Chairman Mitchell made a motion, seconded by Chairman Bonura, to approve the check payments for the "General Fund Bank Account" list of bills in the amount of \$115,616.44 (starting date 12/29/2022 – ending date 12/31/2022). Chairman Bonura asked if there were any comments or questions; there were none. Motion carried (3/0).

**MOTION:** Vice Chairman Mitchell made a motion, seconded by Chairman Bonura, to approve the “Electronic” payment List of Bills in the amount of \$41,705.53 (for pay period 12/29/2022 to 12/31/2022). Chairman Bonura asked if there were any comments or questions; there were none. Motion carried (3/0).

### **MANAGEMENT ITEMS / INFORMATIONAL:**

**PSATS – ATTENDANCE AND REGISTRATION:** The Supervisors to review the handout for the voluntary PSATS registration classes/courses.

**PUBLIC COMMENT:** Doug Mackley questioned that a volunteer for the Director of Community Development was placed on hold at a previous meeting, noting that it would be placed on the reorganization list. Doug Mackley indicated however that it was not noted during this reorganization. Matt Creme discussed that he has not encountered this before in reference to a person volunteering for a paid staff position. Matt Creme discussed, stating to the Supervisors to not act on this and have the new Township Manager address how this position will be filled. • Clark Bearinger thanked Police Chief Keppley for his years of service.

**ANNOUNCEMENTS:** Chairman Bonura announced the upcoming January meetings to be held at the East Cocalico Township Municipal Building, 100 Hill Road, Denver, and held via live Zoom: a special Supervisors meeting held on Thursday, January 12, 2023 at 7pm, and the regular Supervisors meeting Thursday, January 19, 2023 at 7pm.

**EXECUTIVE SESSION:** None.

### **ADJOURNMENT:**

**MOTION:** There being no further business to come before the Board, Secretary Carrasco made a motion seconded by Chairman Bonura to adjourn the meeting at 7:51 p.m. Chairman Bonura 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:**  
**[JANUARY 3, 2023 BOARD OF SUPERVISORS MEETING VIDEO](#)**