

DRAFT

BOARD OF SUPERVISORS MEETING THURSDAY, APRIL 2, 2020

The advertised meeting of the East Cocalico Township Board of Supervisors was called to order on Thursday, April 2, 2020 at 9:00 a.m., held at the East Cocalico Township Municipal Building, 100 Hill Road, Denver, PA 17517, due to the pandemic of COVID-19 this meeting was held by live streaming through YouTube and telephone conferencing.

ATTENDANCE:

Supervisors: Chairman Alan R. Fry, Vice Chairman Romao "RC" Carrasco, and Secretary Jeffrey W. Mitchell

Employees: Township Manager Penny Pollick, Police Chief Keppley, Assistant Manager/Zoning Officer Tony Luongo, MS4 Technician Ken McCrea, and Recording Secretary Lisa A. Kashner

Engineer: None

Newspaper: None

Visitors:* Doug Mackley, Suzie Mackley, June Kinback, and Jeff Garner

*Only visitors who contacted the Township via e-mail notification are listed.

CALL TO ORDER, PLEDGE OF ALLEGIANCE, MOMENT OF SILENCE: Chairman Fry asked everyone in attendance to rise and pledge allegiance to the Flag, and to remain standing for a moment of silence for two wonderful Township staff that have recently passed away: Officer Brennan Lied who passed away while off duty, and Elizabeth Dorneman the Township Financial Administrator whom served this Township for almost 30 years. Thoughts and prayers go out to the families. • Due to the pandemic of COVID-19, a live YouTube video and telephone conferencing was set up for this meeting. Chairman Fry asked that anyone watching to the meeting to send an e-mail stating their name to Township@eastcocalicotownship.com. Comments and/or questions will be relayed to the Supervisors during the meeting by calling 717-336-1720. Chairman Fry stated the Thursday, April 16, 2020 Board of Supervisors Meeting will be held at 9:00 a.m., and again can be viewed live on YouTube and by telephone conferencing.

EXECUTIVE SESSION ANNOUNCEMENTS: (1) Held Monday, March 12, 2020 At 11:00 a.m. for personnel matters, (2) held Monday, March 16, 2020 At 9:00 a.m. for personnel matters, (3) held Friday, March 20, 2020 At 9:00 a.m. for emergency Executive Session, and (4) held Wednesday, March 25, 2020 at 9:00 a.m. for personnel matters.

PAST MEETING MINUTES APPROVAL:

MOTION: Vice Chairman Carrasco made a motion, seconded by Secretary Mitchell, to approve the Thursday, March 5, 2020 Board of Supervisors meeting minutes. Chairman Fry asked if there were any comments or questions; there were none, motion carried (3/0).

Chairman Fry stated the March 19, 2020 Board of Supervisors Meeting was cancelled due to the COVID-19 pandemic.

DEPARTMENT REPORTS:

POLICE DEPARTMENT REPORT: Chief Keppley thanked the Township and citizens for reaching out to the Police Department in reference to Officer Brennan Lied's passing. Chief Keppley also thanked everyone for following the Governor's orders during the pandemic. Residents can report a non-emergency through the crime watch base by visiting the Township website Police tab. Chief Keppley stated that the area businesses on the exemption list have been contacted, indicating that a waiver could be filled out to keep the business open. Everyone has been very cooperative, a significant decrease in traffic is noticed.

ZONING OFFICERS REPORT: Mr. Luongo gave a brief highlight of his full report. Discussions continued concerning the Governors list of the businesses that are allowed to stay open during the COVID-19 pandemic.

ROAD MASTER REPORT: The March 2020 Road Master Report was in front of the Supervisors. Ms. Pollick stated that all of the Road Crew are working and taking necessary precautions.

TREASURER'S REPORT:

MOTION: Vice Chairman Carrasco made a motion, seconded by Secretary Mitchell, approved the March 2, 2020 list of bills General Fund \$31,696.15; the March 20, 2020 General Fund \$27,696.94; State Fund \$3,715.00; Light Fund \$13,111.88.

Call in questions received: What is the start and stop times of the List of Bills? Ms. Pollick answered that the March 2, 2020 list of bills is from the February 20, 2020 Board of Supervisors Meeting until March 7, 2020. The second list of bills shown are from March 2, 2020 to March 20, 2020. Ms. Pollick stated the other questions received will be answered via the Township website.

Chairman Fry asked if there were any other comments or questions; there were none, motion carried (3/0).

ACTION ITEMS: LAND PLANNING ENGINEER: Ms. Pollick read the Engineer's report prepared by Becker Engineering.

PAUL J. LANDIS - MINOR SUBDIVISION PLAN - FINANCIAL SECURITY RELEASE:

MOTION: Chairman Fry made a motion, seconded by Secretary Mitchell, to authorize a \$44,261.50 release in the current financial security being held by the Township for the Paul J. Landis - Minor Subdivision Plan, resulting in the remaining financial security being reduced to \$0.00. Chairman Fry asked if there were any comments or questions; there were none, motion carried (3/0).

PRESIDENTIAL CABINETS - PRELIMINARY/FINAL LAND DEVELOPMENT PLAN - FINANCIAL SECURITY REDUCTION:

MOTION: Vice Chairman Carrasco made a motion, seconded by Chairman Fry, to authorize A \$16,132.50 release in the current financial security being held by the Township for the Presidential Cabinets - Preliminary/Final Land Development Plan, resulting in the remaining financial security being reduced to \$54,538.25. Chairman Fry asked if there were any comments or questions; there were none, motion carried (3/0).

DECLARATION OF DISASTER EMERGENCY RESOLUTION 2020-03: COVID-19 PROCLAMATION TOOK EFFECT IMMEDIATELY ON MONDAY, MARCH 16, 2020: A Resolution of the Township of East Cocalico to ratify and confirm a declaration of disaster emergency in response to the COVID-19 pandemic of 2020.

MOTION: Chairman Fry made a motion, seconded by Vice Chairman Carrasco, to adopt Resolution 2020-03. Chairman Fry asked if there were any comments or questions; there were none, motion carried (3/0).

MARTIN TEXT AMENDMENT - 51 COCALICO CREEK ROAD: This item was tabled until another meeting.

HOLDING TANK MAINTENANCE AGREEMENT - 707 WEST SWARTZVILLE ROAD, REINHOLDS: Ms. Pollick highlighted.

MOTION: Chairman Fry made a motion, seconded by Secretary Mitchell, to approve the application for the installation of a holding tank at 707 West Swartzville Road, and authorize execution of the Holding Tank Maintenance Agreement. Chairman Fry asked if there were any comments or questions; there were none, motion carried (3/0).

OLD BUSINESS CONTINUED DISCUSSIONS:

EMERGENCY SERVICES - NEW RADIO DISCUSSION/UPDATE: This item was tabled until another meeting.

COCALICO SCHOOL DISTRICT - FUEL SHARING PROGRAM: Ms. Pollick highlighted.

MOTION: Chairman Fry made a motion, seconded by Vice Chairman Carrasco, to ratify and execute the Fuel Agreement between East Cocalico Township and the Cocalico School District. Chairman Fry asked if there were any comments or questions. Secretary Mitchell asked if this is a 3-month bid, and Ms. Pollick answered yes, and it will go out for a full bid next school year. Chairman Fry asked if there were any other comments or questions, there were none, motion carried (3/0).

PENNDOT - BREAK RETARDERS ON STATE ROADS UPDATE (CHURCH STREET AND NORTH READING ROAD): Ms. Pollick highlighted. Discussions continued. The curve on Rt. 272 coming into Reamstown could possibly meet the 4 percent grade. After further discussion, to go through this process one time, the Board of Supervisors agreed to get together a list of all road that would meet the criteria.

MS4 DISCUSSION - TREE CITY REQUIREMENTS: Mr. McCrea highlighted, he looked into this noting the Tree City standards are impossible for the Township to meet. Mr. McCrea discussed the children design contest was conducted a while back, presentations were given to 4th and 5th graders at the Reamstown Elementary School, 39 contest submissions were received. Vice Chairman Carrasco stated to send a thank you letter back to the children and place their name and/or submission design on the Township website.

NEW BUSINESS FOR DISCUSSION:

APPOINTMENT - TOWNSHIP MANAGER PENNY POLLOCK APPOINTED AS TEMPORARY FINANCIAL ADMINISTRATOR: Chairman Fry discussed the appointment of a Township Financial Administrator due to the untimely passing of Financial Administrator, Elizabeth Dorneman. Vice Chairman Carrasco noted that the bonding and background is all in place.

MOTION: Secretary Mitchell made a motion, seconded by Chairman Fry, to appoint the Township Manager, Penny Pollick, as temporary Financial Administrator for East Cocalico Township. Chairman Fry asked if there were any comments or questions; there were none, motion carried (3/0).

MANAGERS REPORT:

PENNBID REVISION TO CALENDAR DUE TO COVID-19, BID DUE DATE/BID AWARD DATE: Ms. Pollick highlighted an addendum to adjust the 2020 Road Projects bid opening due date from Monday, April 6, 2020 to Monday, April 27, 2020.

PSATS COVID-19 WEBINAR: Ms. Pollick attended this webinar and e-mailed the information to the Supervisors. Ms. Pollick highlighted. Discussions continued. Notification that the bills will be paid, payroll will be done, checks will be signed, and ratification of the items will be done at the upcoming Board of Supervisors Meetings.

ELECTRIC CHARGING STATION - UPDATE: Ms. Pollick briefly highlighted. The Supervisors tabled until the next meeting.

BUS SERVICES TO LOW INCOME HOUSING (HEATHERWOODS) - UPDATE: Ms. Pollick briefly highlighted. The Supervisors tabled until the next meeting.

YARNELL SECURITY - FOB KEY ENTRANCE INSTALLATION FOR STEPS: Ms. Pollick highlighted the Yarnell Installation Agreement for FOB installation at the door in the Police Department lobby that leads to the steps.

MOTION: Chairman Fry made a motion, seconded by Vice Chairman Carrasco, to approve the Yarnell Installation Agreement dated March 13, 2020 for installation of a FOB reader at the Police Department lobby door that leads to the stairway for \$1,170.00. Chairman Fry asked if there were any comments or questions; there were none, motion carried (3/0).

RECREATION BOARD - FUNDRAISING CONSIDERATION/SCOPE OF WORK AT POOL: Ms. Pollick stated that the Recreation Board would like to hold annual fundraising events to raise monies to be added into the Dedicated Fund to pay for Park improvements and Recreational purposes within the Township. Discussions held on the Park and Rec Fee Fund, their targeted projects, can this be legally done. Discussions continued. Ms. Pollick to look into fundraising legalities further. The scope of work at the pool was discussed noting they are looking to get rid of the basketball court; it was noted that soliciting the residents on their thoughts on getting rid of the basketball court. It was discussed to close the park equipment following the CDC guidelines due to COVID-19, the park equipment should be caution taped with signs for children to stay off of the park equipment, and contact other parks about following through, keep open the park green space open for people to go for walks but keeping their distance from one another, and send letters the other parks on Township letterhead recommending to follow through.

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MOTION: Vice Chairman Carrasco made a motion, seconded by Secretary Mitchell, to approve closing the Township park equipment from public access and by placing signs and caution tape around the equipment (including the basketball courts), place notification on the Township website, and to send a formal letter to the Stevens Fire Company and Reamstown Park to follow the Townships example. Chairman Fry asked if there were any comments or questions; there were none, motion carried (3/0).

Discussions were held on the open date for the Reamstown Pool concerning the COVID-19; if the preparations of the pool can continue. Discussions to continue at the next meeting in conjunction with the Governor's order.

Ms. Pollick reminded residents about the Census; they can go on-line to complete the census.

PUBLIC COMMENT (NON-AGENDA ITEMS): Ms. Pollick stated that Ms. June Kinback asks a question about obtaining a receipt for property taxes when payment is dropped off in the Township drop box, noting that a receipt is required to apply for the rebate from the State for seniors. Ms. Pollick stated that she will look into this and get a answer to her. Discussed to place on the next Supervisors Meeting if the tax discount deadline period will be extended and to what date.

Discussed an advertisement for a Financial Administrator to be held further in Executive Session after this meeting.

MOTION: Vice Chairman Carrasco made a motion, seconded by Secretary Mitchell, to approve an advertisement be prepared for a Financial Administrator position for East Cocalico Township when prepared. Chairman Fry asked if there were any comments or questions; there were none, motion carried (3/0).

ANNOUNCEMENT: The next Board of Supervisors Meeting is scheduled for Thursday, April 16, 2020 at 9:00 a.m. held at the East Cocalico Township Municipal Building, and to view live on YouTube.

Due to the current COVID-19 circumstances, Secretary Mitchell stated that he would like to get a personal tour of the roads on the 2020 Road Projects; discussed concerns of the financial conditions due to the pandemic. Secretary Mitchell to give a report. Mr. McCrea to check into any MS4 grant deadlines.

EXECUTIVE SESSION: The Board of Supervisors recessed their regular meeting at 10:12 a.m. and went into Executive Session at 10:20 a.m. wherein Personnel and legal matters were discussed.

The Board reconvened at 12:30 p.m. No motions were made.

ADJOURN:

MOTION: There being no further business to come before the Board, Vice Chairman Carrasco made a motion seconded by Secretary Mitchell to adjourn the meeting at 12:31 p.m. Chairman Fry 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:

[East Cocalico Township Board of Supervisor Meeting 04-02-2020, Part 1 of 2](#)

[East Cocalico Township Board of Supervisor Meeting 04-02-2020, Part 2 of 2](#)