

DRAFT

BOARD OF SUPERVISORS MEETING THURSDAY, MAY 21, 2020

The advertised meeting of the East Cocalico Township Board of Supervisors was called to order on Thursday, May 21, 2020 at 7:00 p.m., held at the East Cocalico Township Municipal Building, 100 Hill Road, Denver, PA 17517. Due to the COVID-19 pandemic, 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:** Brent Lied and Casey Kerschner
- Newspaper:** None
- Visitors:*** Kevin Zimmerman, Josh Boulton, Scott Achey, and the most visitors noted as streaming YouTube live was seven people.

*Only visitors who signed in 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. • Due to the pandemic of COVID-19, a live YouTube video and telephone conferencing was set up for this meeting. Chairman Fry gave instructions for viewing the meeting, and that anyone watching the meeting can send questions by e-mail stating their name to Township@eastcocalicotownship.com and comments and/or questions will be relayed to the Supervisors during the meeting by calling 717-336-1720. The next Board of Supervisors Meeting is scheduled for June 4, 2020 at 7:00 p.m. held at the Township Municipal Building pending the Governor's COVID-19 order.

Chairman Fry stated that this May 21, 2020 Board of Supervisors Meeting was duly advertised in accordance with the 2nd Class Township Code in the Ephrata Review Newspaper on December 11, 2019.

STAY OF 2020 UPSET AND JUDICIAL SALE TAX: Ms. Pollick highlighted. It was noted the majority of the Lancaster County Municipalities joined and approved this.

MOTION: Chairman Fry made a motion, seconded by Secretary Mitchell, to ratify the May 15, 2020 approval and signature of the joint petition submitted to the Lancaster County Court of Common Pleas to Stay the 2020 Upset Tax Sales. Chairman Fry asked if there were any comments or questions; there were none, motion carried (3/0).

EXECUTIVE SESSIONS HELD: Chairman Fry highlighted: (1) Monday, April 20, 2020 at 9:12 a.m. for personnel reasons, (2) Wednesday, April 22, 2020 at 2:00 p.m. for personnel reasons, (3) Friday, April 24, 2020 at 10:30 a.m. for personnel reasons, (4) Monday, April 27, 2020 at 9:00 a.m. for personnel and legal matters, (5) Wednesday, May 20, 2020 at 8:00 a.m. for personnel and legal matters.

MOTION: Secretary Mitchell made a motion, seconded by Chairman Fry, to terminate the employment of the East Cocalico Township Roadmaster, Christopher Flory, effective Friday, April 24, 2020. Chairman Fry asked if there were any comments or questions; there were none, motion carried (3/0).

RECOGNITION - APPRECIATION LUNCHESES: Chairman Fry recognized some area businesses - a special thank you goes out them for providing lunches to the Township essential workers:

- April 17th: Harding-Yost Insurance, Donegal Mutual Insurance Company, and The Insurance Alliance Network
- May 13th: Delivery of lunch provided by Two Cousins Pizza

PAST MEETING MINUTES APPROVAL:

MOTION: Chairman Fry made a motion, seconded by Vice Chairman Carrasco, to approve the Thursday, April 16, 2020 Board of Supervisors meeting minutes with recommended revisions at the bottom of page 3. Chairman Fry asked if there were any comments or questions; there were none, motion carried (3/0).

ACTION ITEMS: LAND PLANNING ENGINEER: Brent Lied and Casey Kerschner of Becker Engineering highlighted the report, and gave background information on each plan.

CARRIAGE HILL PHASE 3 AND 4 - PRELIMINARY/FINAL SUBDIVISION PLAN: No one was present for this plan. Mr. Lied briefly highlighted the plan.

MOTION: Chairman Fry made a motion, seconded by Vice Chairman Carrasco, to accept the time extension offer as submitted by the applicant's consultant, dated May 11, 2020, which will extend the deadline for action on the Carriage Hill Phase 3 and 4 Preliminary/Final Subdivision Plan until June 27, 2020. Chairman Fry asked if there were any comments or questions; there were none, motion carried (3/0).

FOX BROOK - PRELIMINARY SUBDIVISION AND LAND DEVELOPMENT PLAN: No one was present for this plan. Mr. Lied highlighted the plan, specifically an extension in light of the pandemic.

MOTION: Chairman Fry made a motion, seconded by Vice Chairman Carrasco, to accept the 120-day time extension offer as submitted by the applicant's consultant, dated May 8, 2020, which will extend the deadline for action on the Fox Brooke Preliminary Subdivision and Land Development Plan until September 22, 2020. Chairman Fry asked if there were any comments or questions; there were none, motion carried (3/0).

WABASH LANDING PHASE 2 – FINAL PLAN SUBDIVISION & LAND DEVELOPMENT PLAN – ACCEPT TIME EXTENSION OFFER: Kevin Zimmerman and Josh Boultee were in attendance for this plan. Mr. Lied highlighted the plan. Mr. Boultee discussed and highlighted the secondary access to Phase 2. Continued lengthy discussions noting that they have previously requested approval of a waiver/modification related to §194-34.G.(2) of the East Cocalico Township Subdivision and Land Development Ordinance pertaining to requirements for at least two vehicle access points for development with more than 20 units. On December 16, 2019 the Planning Commission recommended conditional approval of the waiver/modification. Previously, the Board of Supervisors expressed general support of the proposed approach to address secondary emergency access to the Phase 2 portion of the project based on the revised phasing with the final conditions to be further clarified. Discussions were held on waiver/modification and detailed aspects of the secondary emergency access as proposed.

MOTION: Chairman Fry made a motion, seconded by Secretary Mitchell, to approve a waiver/modification of §194-34.G.(2) of the East Cocalico Township Subdivision and Land Development Ordinance related to providing a secondary access to Phase 1 and the northeast portion of Phase 2, and authorize the proposed use of a stone temporary emergency/secondary access drive linking the proposed roadway network within Phase 1 and the northeast portion of Phase 2 (Lighthouse Blvd.) and the improved access drive/roadway within the proposed dedicated recreation area, conditioned upon the following:

- 1) The temporary emergency/secondary access being established within a 24' wide easement and constructed and maintained at a minimum width of 20' and capable of fully supporting intended vehicles, including trucks and emergency vehicles.
- 2) The Township having the right to require the applicant to pave the 20' wide temporary emergency/secondary access if the construction of Phase 3 of the project is delayed, and the need for the temporary emergency/secondary access extends for a period of more than 5 years beyond the date of unconditional approval of the Phase 2 Final Plan.
- 3) The applicant establishing financial security within the Township in an amount acceptable to the Township/Township Engineer for the future paving of the temporary emergency access to the pavement standards of the dedicated park access in accordance with other associated conditions of this waiver/modification approval.
- 4) The applicant being required to pave the emergency access in accordance with the terms of the applicable recorded agreement with the Township and upon the expiration of the 5-year time period noted in the prior condition, or results in liens and/or penalties as outlined in the new easement agreement.
- 5) The financial security being held by the Township for the future paving of the temporary emergency/secondary access drive shall remain in place and held by the Township until such time that the Phase 3 Final Plan provides a permanent paved vehicular access connecting the Phase 1 portion of the project to Stevens Road, or such time that the temporary emergency/secondary access drive is paved and deemed acceptable to the Township/Township Engineer, whichever is sooner.
- 6) A new easement agreement being developed, signed and recorded between the applicant the Township documenting all aspects of the proposed temporary access (location, alignment, cross-sections, etc.) and private maintenance for both the temporary stone condition and potential longer-term paved conditions to the satisfaction of the Township and Township Solicitor.

- 7) No additional dwelling units shall be permitted to utilize the temporary stone emergency/secondary access drive beyond those depicted and approved on the Phase 2 Final Plans.

All of the maintenance responsibilities are to be maintained by the applicant. 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 approve a waiver/modification of §194-34.G.(2) of the East Cocalico Township Subdivision and Land Development Ordinance related to providing a secondary access to the northwestern portion of Phase 2, and authorize the proposed use of a stone temporary emergency/secondary access drive linking the proposed roadway network within the northwestern portion of Phase 2 (Atlantic Boulevard) with the improved access drive/roadway within the proposed dedicated recreation area conditioned upon the following:

- 1) The stone temporary emergency/secondary access being established within a 24' wide temporary easement and constructed and maintained at a minimum width of 15' and capable of fully supporting intended vehicles, including trucks and emergency vehicles.
- 2) An easement agreement being developed, signed and recorded between the applicant and the Township, or if deemed as a satisfactory alternate approach by the Township Solicitor, Phase 2 Final Plan notation being developed and recorded to the satisfaction of the Township/Township Solicitor, documenting all aspects of the proposed temporary access (location, alignment, cross-sections, etc.) and private maintenance for the temporary stone condition to the satisfaction of the Township and Township Solicitor.
- 3) No additional dwelling units shall be permitted to utilize the temporary stone emergency/secondary access drive beyond those depicted and approved on the Phase 2 Final Plans.
- 4) ECTA confirming satisfaction with the temporary emergency/secondary access drive.

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

Mr. Lied discussed the PennDOT permit and installation of the signage

MOTION: Chairman Fry made a motion, seconded by Vice Chairman Carrasco, to authorize the Township Transportation Engineer to respond to the applicant's consultant's Traffic Impact Study submission to PennDOT relative to the Church Street and Route 272 intersection and proposed mitigation of the queuing concerns related to Faust Lane, and indicate that the Township concurs with the proposed mitigation, but that the Township would request consideration from PennDOT to accept the installation of signage as adequate mitigation and omit the need for additional supplemental pavement markings. Chairman Fry asked if there were any comments or questions; there were none, motion carried (3/0).

120 ROYAL HORSE WAY - STORMWATER MANAGEMENT SMALL PROJECT APPLICATION SWMEA: No one was present for this plan. Mr. Kerschner highlighted the plan.

MOTION: Chairman Fry made a motion, seconded by Vice Chairman Carrasco, to authorize the Board of Supervisors to sign the Stormwater Management and Easement Agreement related to the 120 Royal Horse Way - Stormwater Management Small Project Application, as prepared by the Township Solicitor, when executed by the applicant, and submitted to the Township. Chairman Fry asked if there were any comments or questions; there were none, motion carried (3/0).

PRESIDENTIAL CABINETS - PRELIMINARY/FINAL LAND DEVELOPMENT PLAN: No one was present for this plan. Mr. Kerschner highlighted the plan.

MOTION: Vice Chairman Carrasco made a motion, seconded by Chairman Fry, to authorize the full release of the remaining financial security conditioned upon the Township receiving and approving the As-Built Plans and deeming the sites conditions and stabilization satisfactory to the Township and Township Engineer, and authorize that the installation of the roof drain collection piping will be confirmed by the Zoning Officer as part of the future building permitting process and prior to issuance of a Certificate of Occupancy. Chairman Fry asked if there were any comments or questions; there were none, motion carried (3/0).

NEW HOLLAND ROAD MOWER/TRACTOR LEASE AGREEMENT: Ms. Pollick noted that the breakdown of the equipment. A total financing lease amount proposed is \$146,068.84.

MOTION: Vice Chairman Carrasco made a motion, seconded by Chairman Fry, to approve and authorize the signing of the FNB Equipment Finance Lease Agreement in the amount of \$146,068.84 contingent upon all terminology, rates and conditions

are to the satisfaction of the Township Manager and Township Solicitor. Chairman Fry asked if there were any comments or questions; there were none, motion carried (3/0).

2020 SPRING TOWNSHIP NEWSLETTER - APPROVAL TO SEND TO THE PRINTER: Chairman Fry recommended, that due to COVID-19, to update the newsletter to only show Membership Rates and not Daily Rates. Discussions were held noting the intent is to open the pool for the summer. Check the Township website for the latest updates.

MOTION: Vice Chairman Carrasco made a motion, seconded by Chairman Fry, to approve the 2020 Spring Township Newsletter to be printed in color, with these revisions: no Daily Passes being accepted for the season, and the Township is following the CDC's guidelines for everyone's safety. Chairman Fry asked if there were any comments or questions; there were none, motion carried (3/0).

DEPARTMENT REPORTS:

REAMSTOWN FIRE COMPANY: The Township Emergency Management Coordinator, Scott Achey was present and highlighted the Fire Company reports in respect to the COVID-19; noting they follow the CDC guidelines for social distancing. Discussions continued.

POLICE DEPARTMENT REPORT: Chief Keppley highlighted the Police Departments report noting that the call volume and criminal activity has been decreased since COVID-19. Discussions continued. Chief Keppley requests to proceed with the background process on the new officer and hire another officer when appropriate; since Officer Fisher, the School Recourse Officer, is scheduled to be at the School in August.

MOTION: Chairman Fry made a motion, seconded by Secretary Mitchell, to approve the onset of proceeding necessary in order to hire an additional Police Officer. Chairman Fry asked if there were any other comments or questions; there were none, motion carried (3/0).

ZONING OFFICERS REPORT: Mr. Luongo highlight his report.

ROAD CREW REPORT: Mr. Luongo highlighted the Road Crew Report. Pieces of equipment are proposed to sell on Municibid; to be discussed later in the meeting. Road signs were discussed. Vice Chairman Carrasco stated to focus on the high visibility areas. Ms. Pollick discussed the 2020 Road Projects for Items #1, #2, and #3. Discussions continued. The following motion was made for Item #1:

MOTION: Vice Chairman Carrasco made a motion, seconded by Secretary Mitchell, to approve the qualified bidder for the 2020 paving project bid for Item #1 (Hillside Acres Development, Justin Circle, Lakeside Drive, Ridgeview Development) to Stewart & Tate in the amount of \$123,929.73. Chairman Fry asked if there were any other comments or questions; there were none, motion carried (3/0).

Discussions were held concerning Item #2 (Rosehill Development); Secretary Mitchell suggested to delay approval of this project since the roads in this development do not seem that bad. Vice Chairman Carrasco stated he will look at the roads before the next Supervisors Meeting. A decision for Item #2 will be made at another meeting.

It was noted that Item #3 had two close bidders, New Enterprise and Allan Myers. Ms. Pollick noted some depressions or sumps within the area, the Supervisors agreed for the contractor to fix these areas. Discussions were held and the following motion was made.

MOTION: Secretary Mitchell made a motion, seconded by Vice Chairman Carrasco, to approve the qualified bidder for the 2020 paving project bid for Item #3 (Homestead Development) to New Enterprise Stone & Lime Co. in the amount of \$237,543.48; and authorize the contractor to fill in the areas with depressions or sumps. Chairman Fry asked if there were any other comments or questions; there were none, motion carried (3/0).

Mr. Luongo and Mr. Kerschner noted that Landmark Builders is requesting a change in the Stoney Pointe Development Phase 2 swale repair that runs behind five homes, and touching a sixth. Landmark Builders proposes to place stone beyond the backyards, within the swale, clear the scrub brush along the western side of Swale B1 as to prevent future erosion between the junction points of the proposed riprap and grass areas within the swale. Recommendation for relief would not happen until after it's had time to establish. Discussions continued concerning the proposed changes may change the agreement currently

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in effect. Vice Chairman Carrasco requested to view the recorded plan and agreement. Discussions continued. Supervisors agreed to no modifications to the recorded plan, for Landmark to reseed according to the original recorded plan, wait two months for the grass to have time to get established, and revisit. Mr. Luongo to contact Landmark.

TREASURER'S REPORT:

MOTION: Vice Chairman Carrasco made a motion, seconded by Chairman Fry, approved the list of bills dated April 30, 2020, May 6, 2020, May 7, 2020, May 19, 2020 for a total of \$422,371.00: General Fund \$409,959.92; Light Fund \$12,411.08. Chairman Fry asked if there were any other comments or questions; there were none, motion carried (3/0).

OLD BUSINESS CONTINUED DISCUSSIONS:

MS4 DISCUSSION: Mr. McCrea noted that the MS4 Storm Drain Marker contest is complete and the final patten was submitted to the company. It was noted that Boose Aluminum is making 400 castings at no cost. The Supervisors thanked Boose Aluminum. Mr. McCrea discussed the MS4 Annual Report was submitted last year, and within the last couple weeks notification was received that the report was accepted without any revisions. Discussions held.

MARTIN TEXT AMENDMENT – 51 COCALICO CREEK ROAD: Tabled.

PENNDOT - BREAK RETARDERS ON STATE ROADS (CHURCH ST. & N. READING RD.): Tabled.

ELECTRIC CHARGING STATION – UPDATE: Tabled.

BUS SERVICES TO LOW INCOME HOUSING (HEATHERWOODS) – UPDATE: Tabled.

RECREATION BOARD – FUNDRAISING CONSIDERATION: Tabled.

EMERGENCY SERVICES: Tabled.

NEW BUSINESS FOR DISCUSSION:

MUNICIBID – TRACTOR ATTACHMENTS: Ms. Pollick discussed.

MOTION: Chairman Fry made a motion, seconded by Vice Chairman Carrasco, to approve listing and advertise the four tractor attachments (10" auger, 6" auger, PTO attachment, John Deere rear mower) for sale "as is" on Municibid. Chairman Fry asked if there were any other comments or questions; there were none, motion carried (3/0).

POOL DISCUSSION – OPERATING CRITERIA: Chairman Fry highlighted the rules of opening the Reamstown Pool and the COVID-19 pandemic per the CDC guidelines. The Supervisors agreed to keep on planning to open the pool following the Governor and CDC guidelines. Discussions continued.

MANAGERS REPORT:

FIRE POLICE DIRECT TRAFFIC PERMISSION: Parade to Honor Graduates held Saturday, May 30 at 5:00 p.m.

MOTION: Chairman Fry made a motion, seconded by Vice Chairman Carrasco, to authorize the services of the East Cocalico Township Fire Police for traffic control assistance on Tuesday, June 2, 2020 for the Cocalico School District Parade to "Honor the graduating Class of 2020". Chairman Fry asked if there were any other comments or questions; there were none, motion carried (3/0).

RECYCLING BUCKETS DISPOSAL: Ms. Pollick discussed.

MOTION: Vice Chairman Carrasco made a motion, seconded by Chairman Fry, to authorize the Township Manager to research and dispose of the old recycling buckets in a manner that is most cost effective to the Township. Chairman Fry asked if there were any other comments or questions; there were none, motion carried (3/0).

ELECTRONIC FUNDS TRANSFER – EARNED INCOME TAXES: Ms. Pollick discussed.

MOTION: Chairman Fry made a motion, seconded by Secretary Mitchell, to authorize approval and signing of the County of Lancaster, Controllors Office, Electronic Funds transfer authorization form in order to direct deposit Earned Income Taxes received. Chairman Fry asked if there were any other comments or questions; there were none, motion carried (3/0).

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EM-3441 COVID-19: PEMA DAP#1 – RESOLUTION 2020-5: Ms. Pollick discussed.

MOTION: Vice Chairman Carrasco made a motion, seconded by Chairman Fry, to adopt Resolution 2020-05, PEMA DAP Form #1 designation of agent, appointment Township Manager, Penny Pollick as the applicant agent in order to execute forms necessary regarding Disaster No. EM-3441 COVID-19. Chairman Fry asked if there were any other comments or questions; there were none, motion carried (3/0).

PEMA DAP#2 – PUBLIC DISASTER ASSISTANCE APPLICATION / AGREEMENT: Ms. Pollick discussed.

MOTION: Chairman Fry made a motion, seconded by Vice Chairman Carrasco, to sign and execute PEMA DAP#2 Application for Public Disaster Assistance and Agreement for Financial Assistance. Chairman Fry asked if there were any other comments or questions; there were none, motion carried (3/0).

PEMA PEPP#1 – PA ELECTRONIC PAYMENT PROGRAM ENROLLMENT: Ms. Pollick discussed.

MOTION: Vice Chairman Carrasco made a motion, seconded by Chairman Fry, to authorize the execution of PEMA's Pennsylvania Electronic payment program enrollment form. Chairman Fry asked if there were any other comments or questions; there were none, motion carried (3/0).

Ms. Pollick stated the Financial Department is starting to come together, and the accounting firm has been working with her. • Applications were received for the Financial Administrator position and interviews are next week. • Distributed was documentation in reference to opening the playground due to the pandemic; contact the Township Solicitor for review.

PUBLIC COMMENT (NON-AGENDA ITEMS): No public comment was received.

ANNOUNCEMENT: The next Board of Supervisors Meeting will not be held at the Reamstown Fire Company due to the pandemic, and is scheduled for Thursday, June 4, 2020 at 7:00 p.m. held at the East Cocalico Township Municipal Building, to be held YouTube Live.

Mr. McCrea noted that six viewers were logged into YouTube Live for this meeting.

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 9:22 p.m. and went into Executive Session at 9:30 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 Supervisors Meeting 05-21-2020, [Part 1 of 3](#)

East Cocalico Township Board of Supervisors Meeting 05-21-2020, [Part 2 of 3](#)

East Cocalico Township Board of Supervisors Meeting 05-21-2020, [Part 3 of 3](#)