

EAST COCALICO TOWNSHIP BOARD OF SUPERVISORS MEETING AGENDA

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

THURSDAY, MAY 3, 2018 at 7:30 P.M.

- 1. CALL TO ORDER AND THE PLEDGE OF ALLEGIANCE**
- 2. PUBLIC COMMENT (FOR NON-AGENDA ITEMS)**
- 3. PAST MEETING MINUTES APPROVAL: THURS., APRIL 19, 2018**
- 4. DEPARTMENT REPORTS**
 - a) ZONING OFFICERS REPORT**
 - b) ROAD MASTER REPORT**
- 5. TREASURERS REPORT**
 - a) AUTHORIZE LIST OF BILLS**
- 6. ACTION ITEMS**
 - a) RE-ADVERTISE UNSUCCESSFUL MUNICIBID VEHICLES**
 - b) SEND 2018 SPRING NEWSLETTER TO PRINTER**
 - c) COCALICO #4 GARDEN SPOT ROAD COUNTY BRIDGE REPLACEMENT
DETOUR- PERMISSION TO UTILIZE WABASH ROAD**
 - d) FARMLAND TRUST PEDAL TO PRESERVE- 6/2/2018- FIRE POLICE
REQUEST-STEVENS FIRE COMPANY AT SHORT/STEVENS ROAD AND
N. LINE ROAD.**
- 7. OLD BUSINESS CONTINUED DISCUSSIONS**
 - a) STRATEGIC BUDGET FORECASTING UPDATE**
 - b) VIDEO MEETINGS**
 - c) LERTA PLANS/POLICIES/PROCEDURES**
 - d) POLICE PENSION STATUS**
 - e) FOCUS GROUP MEETINGS WITH LOCAL BUSINESS OWNERS**

8. NEW BUSINESS FOR DISCUSSION

- a) POLICE DEPARTMENT SIGNAGE
- b) TOWNSHIP SIGNAGE (272 & HILL ROAD)
- c) WEB BASED SERVICE FOR POLICE DEPARTMENT
- d) BEAUTIFICATION STRATEGY FOR ECT
- e) REAMSTOWN EMS REQUEST TO FORM A WORKING GROUP
- f) 2018 BUDGET ITEMS DISCUSSION

9. MANAGERS REPORT

10. ANNOUNCEMENTS

11. ADJORNMENT

BOARD OF SUPERVISORS MEETING THURSDAY, MAY 3, 2018

The advertised meeting of the East Cocalico Township Board of Supervisors was called to order on Thursday, May 3, 2018 at 7:30 p.m., held at East Cocalico Township, 100 Hill Road, Denver, PA 17517.

ATTENDANCE:

Supervisors: Chairman Alan R. Fry and Vice Chairman Romao Carrasco

Employees: Township Manager H. Scott Russell, Police Chief Keppley, Zoning Officer Tony Luongo, Road Master Chris Flory, and Recording Secretary Lisa A. Kashner

Reporters: Alice Hummer of the Ephrata Review and Val Laxis of the Reading Eagle

Visitors:* Ken McCrea, Chad Weaver, Brian Wise, Ken Eshleman, Vinny Boombotz, Josh Hollinger, Jeff Mitchell, and Wesley Hoover

*Only visitors who signed in are listed.

Vice Chairman Carrasco announced before the meeting that a live video will be recorded of tonight's meeting; an Action Item he was working on. Vice Chairman Carrasco noted the video of tonight's meeting will be placed on YouTube and he will report on the results at the next meeting. • Chairman Fry asked everyone in attendance to rise and pledge allegiance to the Flag.

PUBLIC COMMENT (NON-AGENDA ITEMS): Mr. Mitchell discussed an idea for a "Question of the Month", explaining that at times there are issues that come up in front of the Township, and would like the possibility of opening up a poll with questions/concerns on a particular issue. The poll would be on a specific issue(s) with the possibly one or two multiple choice questions, with an opt out feature. The poll could be sent out to all Boards using the Township Directory that is already in place. Mr. Russell noted that "Doodle Poll" is a good feature which could be used; noting that it was successfully used for the Stoney Pointe Park Executive Working Group. Discussions were held noting the Township website could possibly host something of this nature; Mr. Russell noted the current website is not that user friendly; stating the County dropped their website services a couple of years ago.

APPROVAL OF PAST MINUTES:

MOTION: Vice Chairman Carrasco made a motion, seconded by Chairman Fry, to approve the Thursday, April 19, 2018 Board of Supervisors meeting minutes. Chairman Fry asked if there were any comments or questions. There were none. Motion carried. (2/0)

DEPARTMENT REPORTS:

ZONING OFFICERS REPORT: Mr. Luongo stated he will have the Zoning Officers report at the second meeting of the month; but highlighted a couple of comments: (1) the Red Carpet Inn is torn down, Mr. Russell displayed pictures of the screen. They are aggressively moving forward. (2) Pepperidge Farm renovations are moving along. (3) The accurate number of new homes built to date is 14.

ROAD MASTER REPORT: Road Master Chris Flory highlighted the April 2018 Road Master Report: Attended several LTAP training classes: Stop and Intersection Traffic Control, Curves on Local Roads, Principles of Paving, Storm Water Facility Operation, Roadside Safety Features, Flagger Training. • Cleaned up sod and repaired any mishaps from plowing this past winter. • Street sweeping was completed successfully with the sweeper only having one issue, the alternator. • Removed a layer of mulch at Homestead Playground because of vandalism and installed 90 cubic yards of fresh mulch. Repaired the yard from the equipment running through it. Mr. Flory publicly thanked the neighbors whom volunteered to assist us. • Assisted Erlich in the installation of the electronic fly trap in the office attic. • Washed, maintained all spreaders before hanging them for the summer and serviced the berm spreader before we installed it onto

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truck 7017. • Picked up sticks in our parks to get ready for the upcoming spring and summer months. • Removed the pool tarp and hooked up all the plumbing at the pool. • Serviced trucks #2006, 2008 and 3095 when the weather was miserable outside. • Unforeseen overtime in April for two trees that fell, one on Indiandale Road and one on Mohns Hill Road. • Made repairs to a man-made drain on Meadowlark Drive that had a side wall collapse. • A walk through with UGI and various contractors for all repairs to East Cocalico Heights from the Get Gas Program. • Walk through with the mowing contractor. • The Freightliner is back at the shed. Waiting for the new hood to be delivered to Denver Truck Painting for them to finalize the repairs. • Finishing up the list of roads for the season with the crack-sealing buggy. • Work on the edge of White Oak Road. • Work on the roads that are being widened this year.

TREASURER'S REPORT: AUTHORIZE LIST OF BILLS:

MOTION: Chairman Fry made a motion, seconded by Vice Chairman Carrasco, to approve the May 3, 2018 list of bills as presented: General Fund \$113,823.45; State Fund \$1,245.19; Hydrant Fund \$14,670.00. Mr. Russell stated that he will look into the line item Internet Service at the Pool since there is no internet at the pool. Chairman Fry asked if there were any other comments or questions. There were none. Motion carried. (2/0)

ACTION ITEMS:

RE-ADVERTISE UNSUCCESSFUL MUNICIBID VEHICLES: Mr. Russell noted that one out of the three vehicles recently sold on Municibid, noting the bids received for the two vehicles that did not sell since they were slightly under the set reserve. Municibid reached out to the high bidders, but there was no reply back. Mr. Russell requested to re-advertise and set the vehicle reserve slightly lower. It was recently learned from Municibid reserves can be decreased just before the end of auction time to guarantee the vehicle will sell.

MOTION: Chairman Fry made a motion, seconded by Vice Chairman Carrasco, to approve the re-advertisement for two vehicles that were unsuccessful from the previous Municibid auction, and to also include selling the Lanier copier. Chairman Fry asked if there were any other comments or questions. There were none. Motion carried. (2/0)

SEND 2018 SPRING NEWSLETTER TO PRINTER:

MOTION: Vice Chairman Carrasco made a motion, seconded by Chairman Fry, to approve sending the 2018 Township Spring Newsletter to the printer. Chairman Fry asked if there were any other comments or questions. There were none. Motion carried. (2/0)

COCALICO #4 GARDEN SPOT ROAD COUNTY BRIDGE REPLACEMENT DETOUR- PERMISSION TO UTILIZE WABASH ROAD: Mr. Russell updated the Supervisors on the County's Cocalico #4 project: The County will be doing a barrier wall repair on the bridge as a result of inspections. The contract was awarded to CriLon Corp. of Somerset PA, and construction is planned to begin within a week or so. Expected completion is by the end of May. The bridge is in Ephrata Township but the detour is: Garden Spot Road traffic will be directed to Wabash Road in East Cocalico Township. The intersection of Garden Spot Road/North State Road will remain open at all times. Green Dragon was contacted. Mr. Mitchell questioned the detouring of trucks onto Wabash Road which is a "no truck" road. Mr. Russell stated he will notify the County to temporary delay or lift the "no truck" restriction on the proposed detoured Wabash Road. Mr. Wise noted to call Green Dragon as a courtesy because of their truck deliveries.

MOTION: Vice Chairman Carrasco made a motion, seconded by Chairman Fry, to approve the Cocalico #4 Garden Spot Road County Bridge replacement detour utilizing Wabash Road. Chairman Fry asked if there were any other comments or questions. There were none. Motion carried. (2/0)

FARMLAND TRUST PEDAL TO PRESERVE ON JUNE 2, 2018 – FIRE POLICE REQUEST FOR STEVENS FIRE COMPANY AT SHORT ROAD, STEVENS ROAD, AND LINE ROAD: On Saturday, June 2, 2018 the Lancaster Farmland Trust will be hosting its annual Pedal to Preserve bicycle ride fundraiser. Three routes: 6-mile family ride, a 20-mile ride, and a 51-mile ride. Requests fire police cover and/or traffic support at the intersection of Short Road

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and North Line Road. Farmland Trust will be obtaining a PennDOT permit for use of all State Roads. Mr. Russell to follow up with Reamstown Fire Co. to see if they received notification.

MOTION: Chairman Fry made a motion, seconded by Vice Chairman Carrasco, to approve the Farmland Trust Pedal to Preserve event held on June 2, 2018 with the condition that they coordinate and utilize Stevens Fire Police at Short Road, Stevens Road and North Line Road, and contact the East Cocalico Township Police a day before the event for final coordination. Chairman Fry asked if there were any other comments or questions. There were none. Motion carried. (2/0)

OLD BUSINESS CONTINUED DISCUSSIONS:

STRATEGIC BUDGET FORECASTING UPDATE: Vice Chairman Carrasco noted that Elizabeth Dorneman, Financial Administrator, has done a considerable amount of work in finishing the four-year police budget forecast. Chief Keppley stated that some budgets may change because of a vendor for a new PD system, which could be a saving of up to 20% on a 5-year usage signage; and also indicated they will have to change their e-mail, firewall, domain from the County to their ECT Police Department. Chief Keppley stated these numbers could change the forecast and he will go over it with Elizabeth. Vice Chairman Carrasco stated the numbers from the other departments are coming together. Forecasting can be extremely complex; the variabilities for 2, 3, and 4 years out is difficult and time consuming. This is a work in progress. A forecasted budget is used as a fundamental guide. Mr. Russell noted that starting this year there will actually be budget forecasts included. Discussions continued.

VIDEO MEETINGS: Vice Chairman Carrasco thanked Mr. McCrea for helping with videoing tonight's meeting. Vice Chairman Carrasco will use tonight's video and upload it to YouTube, as a test for gathering the costs and time involved.

LERTA PLANS/POLICIES/PROCEDURES: Mr. Russell noted that the Township has reached out to the School Board for discussions; and looking to start somewhere possibly with test cases along the Rt. 272 corridor and a portion of Colonel Howard Blvd. Mr. McCrea suggests to look into a Comprehensive Plan for the Cocalico Regional area if there a large LERTA portion. Discussions continued.

POLICE PENSION STATUS: Interviews were moved back approximately one week for renegotiating the Request for Proposals (RFP).

FOCUS GROUP MEETINGS WITH LOCAL BUSINESS OWNERS: Vice Chairman Carrasco tabled this item. Mr. Russell and Mr. Luongo will look into this. Mr. Luongo stated he has lists that can be combined from several years ago.

NEW BUSINESS FOR DISCUSSIONS: Vice Chairman Carrasco readjusted the New Business items bringing the Beautification Strategy to first on the list.

BEAUTIFICATION STRATEGY FOR ECT: Vice Chairman Carrasco reviewed a slide show, discussing a beautification strategy and general ideas for East Cocalico Township; noting this is just an idea on how the Township should start to portray their image going forward. Where does the Township want to be in the years ahead. This would involve anyone doing operations within East Cocalico; that East Cocalico Township should aspire to lead the County, setting a standard for everything we do. Setting a positive image and positive tone. Setting a standard for East Cocalico: Higher End. Higher Class. Vice Chairman Carrasco discussed how other Townships and Boroughs have logos and/or sayings/branding specific to their area. A submitted suggestion for East Cocalico Township slogan was "Community First" to place on the police vehicles, Road Crew vehicles, fire trucks, the website, Township letterhead, etc. The Police Department is a highly visible department and extremely critical to this strategy, as well as the Road Crew since they are outside every single day interacting with the community. These are the departments are the under a magnifying glass. Service to the community should be a marketing a mindset of ECT Vice Chairman Carrasco discussed examples of ideas for the Police Dept.: (1) a 5K run for the Police Dept. coordinating it before the Denver Fair, (2) seminars, (3) defensive driving for students, (4) personal driving, (5) public safety, (6) cyber safety for the young and old. For the Road Crew: (1) extra care-in ongoing operations, (2) assigned 'ownership' of equipment, by assigning one individual to one piece of

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equipment for that individual to solely take care of, (3) and for the Road Master to have the lead management and coordination of all the above. Vice Chairman Carrasco discussed powerline and light vertical banners throughout the Township; banners to represent and highlight the achievements of the Township.

POLICE DEPARTMENT SIGNAGE: Chief Keppley noted that paperwork was dropped off by Charlie Eckert; it's a work in progress.

TOWNSHIP SIGNAGE (RT. 272 AND HILL ROAD): Mr. Luongo spoke with the property owner concerning the sign on Rt. 272 and Hill Road; the property owner said that he is okay with whatever the Police Department wants. Mr. Eshleman stated the electricity for the sign comes off of the Pepperidge Farm billboard, stating that animals are known to chew through the electrical wires.

WEB BASED SERVICE FOR POLICE DEPARTMENT: Chief Keppley stated things are going well, more items and pictures were placed.

REAMSTOWN EMS REQUEST TO FORM A WORKING GROUP: Mr. Russell stated the Supervisors agreed to EMS working groups. Vice Chairman Carrasco and Mr. Russell agreed to be part of the working group.

2018 BUDGET ITEMS DISCUSSION: Vice Chairman Carrasco is waiting on a response concerning some correspondence sent out for clarification on the 2018 budget.

Mr. Russell stated the Township new phone system is being install and will be operational tomorrow. Mr. Russell discussed how the new system will greatly reduce the costs for long distance calls.

FOUR-WAY STOP SIGN: Vice Chairman Carrasco (speaking as a resident at this point) noted that the four-way stop sign in Quail Hollow, located at Egret Circle and Sanderling Drive, is now a cut-through for the development in the back; vehicles are going at least 30mph. Many of these vehicles disregard and will not even slow down at the 4 way stop. Mr. Russell stated he will look into this. Chief Keppley noted another cut-through is in Stoney Point. Discussions continued.

MANAGERS REPORT: Morganshire update- Developer is working on legal documents and as-built surveys required for roadway dedication. Securities were setup over Christmas. Getting closer to roadway dedication of Phase 2 and Phase 3 work. Repairs to curb and sidewalk completed (4/19) and inspected (5/3). Minor deficiencies remain. Mr. Russell noted that working with Ms. Patti Brubaker the developer is working out very well. • Recreation Board Update: (1) Next Recreation Board meeting will be 5/8/18, (2) First Stoney Pointe Park Community Build Executive Group met on Tuesday, 5/1. The group organized, discussed recruiting, budgets and consultant selection. A brief summary of the meeting action items and contact information will be prepared ahead of the next Rec Board meeting. • Pool Update: Municipipay and a web-based membership application is setup for online registration and credit card payments. • Next Pool Working Group meeting was Tuesday, 5/8. • Pension and Actuarial RFPs are being reviewed. A short list has been developed and discussed at the Pension Board. Interviews of the short list firm will occur in mid-May with the actuarial firms first followed by the Pension management firms for a total of 6 interviews. Township will meet with a Consultant on May 10th who has worked with Principle agreements similar to ours. This information gathered will help guide the interview process. • Roadwork projects begin next week. Working on identifying areas as crack sealing occurs where we can utilize the Asphalt Maintenance Solutions chip patcher for our residential development streets. Anticipated cost for the rental of equipment and employee, including all oil and chip materials that are purchased directly by the Township on COSTARS is \$10,000 and does not need to be bid. • Key Meetings that occurred: (1) Cocalico Leaders Meeting- 4/24, (2) Steffy Concrete Pre-Planning Meeting- 4/25, (3) Denver Road bridge deck repair- 4/26 (Inspected the repair work) placing it thicker, (4) Chanse Firestone walk of mow areas- 5/1, (5) UGI Get Gas- Walk of areas to be restored in East Cocalico Heights- 5/1, (5) Morganshire walk of punch list inspection 5/3, (6) Emergency situations for Road Crew fuel. • MS4 2018: No updates. • Key Upcoming Meetings: (1) County Emergency Management Plan at East Drumore Township on 5/4, (2) Pool working group meeting, and Recreation Board meeting on 5/8, (3) Meeting with Wabash Landing to discuss plan changes for Phase 2 and Meeting to discuss Eagle project at Stoney Pointe Park on 5/9. • Planned Activities Next Four Weeks: (1) UGI GET Gas Road Occupancy Permit (on-going); start inspection of restoration areas,

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(2) Graybill rezoning request- Finished review and forward comments onto PC and will forward onto LCPC, (3) Follow up on the of the bonds for the Heatherwoods development. Email correspondence has been going back and forth to confirm work and setup a field meeting to walk and mark out the punch list items. Abel has been selected as the Contractor and a date is being setup to field walk the punch list, (4) Continue plan reviews for Garden Spot Frame and Alignment. Continued support with UGI Corp, Tru-Denver and NHT. TRU-Denver started construction this week, (5) Start “No Trucks Study” for Naperville Road, (6) Telephone system upgrade- phone system will be upgraded tomorrow. May be some minor interruptions and a small learning curve, (7) Prepare for next Stoney Pointe Park Community Build Executive Committee meeting- doodle poll being used to setup the meeting to occur in about two weeks, (8) Policy discussion continued: reaching out to municipal contacts to see who if anyone has developed flexible parking options that was discussed at last meeting. Start developing brainstorming right sizing development in the Township. Topics to include lighting in proposed township residential developments, sizing streets, when to curb vs no curb, when to sidewalk vs. no sidewalk, eliminating minimum parking requirements, creating a storm water bank for small projects, streamlining small projects, etc. Also list of Zoning and SALDO text amendments to be developed and compiled.

ANNOUNCEMENT: Nothing to report.

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 9:08 p.m. Chairman Fry asked if there were any questions. There were none. Motion carried. (2/0)

Respectfully submitted,

Romao Carrasco
Board of Supervisor Vice Chairman