

EAST COCALICO TOWNSHIP BOARD OF SUPERVISORS MEETING

AGENDA

**HELD AT THE EAST COCALICO TOWNSHIP MUNICIPAL
BUILDING, 100 HILL ROAD, DENVER, PA 17517**

THURSDAY, JUNE 21, 2018 at 7:30 P.M.

- 1. CALL TO ORDER AND THE PLEDGE OF ALLEGIANCE**
- 2. PAST MEETING MINUTES APPROVAL: THURSDAY, JUNE 7, 2018**
- 3. DEPARTMENT REPORTS**
 - a) POLICE DEPARTMENT REPORT
 - b) ZONING OFFICERS REPORT
- 4. TREASURERS REPORT**
 - a) FINAL PAYMENT FOR DENVER ROAD BRIDGE
 - b) AUTHORIZE LIST OF BILLS
- 5. ACTION ITEMS**
 - a) LAND PLANNING ENGINEER:
 - FOX BROOKE: TIME EXTENSION REQUEST
 - GARDEN SPOT FRAME & ALIGNMENT PRELIMINARY/FINAL PLAN: RE-ACKNOWLEDGE PLAN APPROVAL
 - KONG YANG STORMWATER MANAGEMENT PLAN: FINANCIAL SECURITY REDUCTION
 - MS-4 PROPOSAL FOR REAMSTOWN PARK STORMWATER CONCEPT PLAN (BECKER ENGINEERING AND LAND STUDIES)
 - b) ADVERTISE ORDINANCE 2018-02 FOR TRUCK RESTRICTION SIGNS
 - c) CONSIDERATION TO ADVERTISE 2017 AUDIT NOTICE TABLE AND POST AUDIT ON WEBSITE
 - d) ADVERTISE THE GRAYBILL-ZIMMERMAN REZONING REQUEST AND TEXT AMENDMENT REQUEST UPON RECEIPT OF REVIEWS FROM THE PLANNING COMMISSION AND LCPC

- e) LANCASTER BICYCLE CLUB EVENT: SUNDAY, AUGUST 19, 2018
- f) WINTER TRAFFIC SERVICES 2018-2019 AGREEMENT
- g) CONSIDERATION TO USE HOMETOWN PRESS FOR FALL NEWSLETTER

6. OLD BUSINESS CONTINUED DISCUSSIONS

- a) STRATEGIC BUDGET FORECASTING UPDATE
- b) 2018 BUDGET ITEMS DISCUSSION (STANDING ITEM)
- c) VIDEO MEETINGS
- d) LERTA PLANS/POLICIES/PROCEDURES
- e) POLICE PENSION STATUS
- f) FOCUS GROUP MEETINGS WITH LOCAL BUSINESS OWNERS
- g) GATING WOODY WASTE AREA TO PREVENT ILLEGAL DUMPING
- h) TRAFFIC AND SAFETY @ INTERSECTION OF NORTH MUDDY CREEK RD & RT. 272
- i) WORKING GROUP FOR STRATEGY RELATED TO FIRE AND EMS SERVICES
- j) BEAUTIFICATION STRATEGY FOR ECT
 - 1. POLICE DEPARTMENT SIGNAGE (RT. 272 & HILL ROAD)
 - 2. OVERALL TOWNSHIP BRANDING
 - *“Community First”-Police and Road Crew*
 - *“East Cocalico Township, Gateway to Lancaster County”-All*
- k) MEETING MINUTES FORMAT DISCUSSION

7. NEW BUSINESS FOR DISCUSSION

- a) CONTINUED DISCUSSION ABOUT OLD HOMESTEAD PARK FORREST MAINTENANCE AND UPKEEP

8. MANAGERS REPORT

9. PUBLIC COMMENT

- a) PUBLIC COMMENT FOR NON-AGENDA ITEMS ONLY
- b) SIGN IN BEFORE MAKING PUBLIC COMMENT
- c) STATE NAME AND STREET ADDRESS IN EAST COCALICO TWP.

10. ANNOUNCEMENTS

11. ADJORNMENT

BOARD OF SUPERVISORS MEETING THURSDAY, JUNE 21, 2018

The advertised meeting of the East Cocalico Township Board of Supervisors was called to order on Thursday, June 21, 2018 at 7:30 p.m., held at the East Cocalico Township Municipal Building, 100 Hill Road, Denver, PA 17517.

ATTENDANCE:

- Supervisors:** Chairman Alan R. Fry, Vice Chairman Romao "RC" Carrasco, and Secretary Douglas B. Mackley
- Employees:** Township Manager H. Scott Russell, Police Chief Keppley, Zoning Officer Tony Luongo, and Recording Secretary Lisa A. Kashner
- Engineer:** Brent Lied, P.E.
- Reporters:** Alice Hummer of the Ephrata Review
- Visitors:*** Ken McCrea, Derek Althouse, Michael Althouse, Jeff Mitchell, Jill Cordan, Don Groff, Brian Wise, and Chanse Firestone

*Only visitors who signed in are listed.

Chairman Fry asked everyone in attendance to rise and pledge allegiance to the Flag. • Chairman Fry noted that an Executive Session was held tonight before this meeting for contracted services. No motions were made. • Chairman Fry welcomed Eagle Scout Derek Althouse. • It was noted that a live video is being recorded of tonight's meeting to be placed on YouTube.

APPROVAL OF PAST MINUTES:

MOTION: Secretary Mackley made a motion, seconded by Chairman Fry, to approve the Thursday, June 7, 2018 Board of Supervisors meeting minutes. Chairman Fry asked if there were any comments or questions. There were none. Motion carried. (3/0)

DEPARTMENT REPORTS:

POLICE DEPARTMENT REPORT: Chief Keppley highlighted the Police Department report. Chief Keppley reported on the promoting four Corporals within four shifts. Each would be assigned to a platoon and given Corporal supervisory responsibilities per shift; noting to figure the difference Chief Keppley stated that \$1.50/hour more is paid to a Senior Officer of a shift and being on duty 24/7 comes to approximately \$13,104.00 a year for an approximate average around \$20,000.00. Discussions continued. Discussions were held concerning if this number was placed in the 2019 projected budget; Vice Chairman Carrasco to research. Mr. Mitchell questioned how many retired officers are drawing from the pension; and after some discussion it was noted that the number will be looked into and supplied at the next Board of Supervisors Meeting. The Supervisors agreed to table.

ZONING OFFICERS REPORT: Mr. Luongo highlighted his May 2018 Zoning Officers Report: 33 applications, 29 permits issued, 17 in review, 22 for pickup. Certificates of Occupancy: 19. Alarm Ordinance Enforcement: 3 False Alarm Violations. **ZONING HEARING BOARD:** July: (1) 141 N. Reamstown Rd. requests special exception seeking approval to operate an Architect office as a home occupation. **CODE ENFORCEMENT:** (1) The Zoning Office issued notice of violation to one resident for installing a driveway expansion without a permit. (2) 2170 N. Reading Rd. site visit concerning construction activities without approved permits. (3) 1215 Ridge Ave. site visit to confirm removal of outdoor boat and vehicle storage with the property owners. Followup: Property owner to have remaining boats removed per PA Boat Commission regulations. (4) 580 Hill Rd., met with owner concerning installation of concrete footer/mailbox structure within the Township right of way. **OTHER ITEMS:** (1) Zoning Officer and Assistant continued data entry into the GUP system for the 2020 Census. Everything is going well, except for the duplicate 18 addresses which is being looked into. The deadline is July 2018. (2) 320 Brunnersgrove Rd. met with owner to validate compliance with ZHB decision. (3)

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ZONING OFFICERS REPORT: (CONTINUED)

Zoning Officer attended BCO training course. Recertification was granted. (4) Zoning officer and Building Inspector attended multiple site meetings. (5) Eagle Scout Derek Althouse permit will be ready for pickup within the next day or so for a wooden rebound wall and concreted into the ground located at the Stoney Pointe Park area sometime this summer.

MOTION: Secretary Mackley made a motion, seconded by Chairman Fry, to approve waiving all Building Permit fees for Eagle Scout Derek Althouse in reference to the wall ball construction to take place at the Stoney Pointe Park. Chairman Fry asked if there were any comments or questions. There were none. Motion carried. (3/0)

TREASURER'S REPORT:

DENVER ROAD BRIDGE REPLACEMENT PAYMENT APPLICATION: Mr. Russell stated the ponding repairs are complete and recommends approval of the final payment of \$30,694.40, which also includes all retainage. It was noted that their work (Flyway Excavating Inc.) has a one-year warranty, and Rettew Associates will be doing the final inspection sometime in September.

MOTION: Chairman Fry made a motion, seconded by Vice Chairman Carrasco, to approve the Denver Road Bridge Replacement final payment of \$30,694.40 per the Rettew recommendation letter dated June 6, 2018. Chairman Fry asked if there were any comments or questions. There were none. Motion carried. (3/0)

AUTHORIZE LIST OF BILLS:

MOTION: Secretary Mackley made a motion, seconded by Chairman Fry, to approve the June 21, 2018 list of bills as presented: General Fund \$225,847.11; State Fund \$3,689.74; Denver Road Bridge Project \$31,620.74. Questions were asked which were answered. Chairman Fry asked if there were any other comments or questions. There were none. Motion carried. (3/0)

ACTION ITEMS: LAND PLANNING ENGINEER:

FOX BROOKE – PRELIMINARY SUBDIVISION AND LAND DEVELOPMENT PLAN (07-05-2018): No one was present for this plan. Mr. Russell read aloud the Attorney's letter requesting an extension of time for the plan.

MOTION: Chairman Fry made a motion, seconded by Secretary Mackley, to authorize accepted the 90-day time extension offer as submitted by the applicant's attorney dated June 18, 2018, which will extend the deadline for action on the Fox Brooke Preliminary Subdivision and Land Development Plan until October 3, 2018. Chairman Fry asked if there were any comments or questions. There were none. Motion carried. (3/0)

GARDEN SPOT FRAME & ALIGNMENT – PRELIMINARY/FINAL LAND DEVELOPMENT PLAN (CONDITIONALLY APPROVED): No one was present for this plan. Mr. Russell highlighted the plan.

MOTION: Vice Chairman Carrasco made a motion, seconded by Chairman Fry, to approve a motion to re-acknowledge conditional approval of the Garden Spot Frame & Alignment Preliminary/Final Land Development Plan, as previously granted on October 19, 2017, conditioned upon the applicant addressing remaining outstanding items as identified in the prior review letters to the satisfaction of the Township, Township Engineer and Township Solicitor. Chairman Fry asked if there were any comments or questions. There were none. Motion carried. (3/0)

YANG STORMWATER MANAGEMENT PLAN – FINANCIAL SECURITY REDUCTION: No one was present for this plan. Mr. Russell highlighted the plan.

MOTION: Secretary Mackley made a motion, seconded by Chairman Fry, to authorize an \$8,520.25 reduction in the current financial security being held by the Township related to the Yang Stormwater Management Plan, resulting in the value of the remaining security being \$1,500.00. Chairman Fry asked if there were any comments or questions. There were none. Motion carried. (3/0)

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ACTION ITEMS: (CONTINUED)

MS4 PROPOSAL FOR REAMSTOWN PARK STORMWATER CONCEPT PLAN (BECKER ENGINEERING AND LAND STUDIES): Mr. Russell noted that Land Studies can prepare a scope of work for Land Studies to develop a Watershed Protection Grant application for PA Department of Environmental Protection's Growing Greener Plus program for the stream restoration and bioswale improvement BMPs planned as part of the Township's Pollutant Reduction Plan (PRP). Mr. Russell stated that Becker Engineering will not be involved. Discussions continued, noting that the Township will get credit.

MOTION: Secretary Mackley made a motion, seconded by Vice Chairman Carrasco, to approve the Land Studies MS4 Proposal for the Reamstown Park stormwater concept plan and grant application for \$3,000. Chairman Fry asked if there were any comments or questions. There were none. Motion carried. (3/0)

ADVERTISE ORDINANCE 2018-02 FOR TRUCK RESTRICTION SIGNS: Mr. Russell highlighted and read the ordinance, noting that revisions were done to the "definitions" and the "trucks prohibited on certain roads"; six additional roads were added to the restricted list except those trucks making local deliveries. Discussions continued.

MOTION: Chairman Fry made a motion, seconded by Secretary Mackley, to approve to advertise Ordinance 2018-02 for truck restriction signs. Chairman Fry asked if there were any comments or questions. There were none. Motion carried. (3/0)

ADVERTISE 2017 AUDIT NOTICE TABLE - POST ON THE TWP. WEBSITE: Extra copies were placed out for tonight's meeting. Mr. Russell to contact DCED on their guidelines. Mr. Russell highlighted the three comments provided by MaherDuessel to help improve internal control as part of the 2017 audit. Mr. Russell read the definition of each step in its entirety: (1) Improving internal control over receipts, disbursements, and payroll processes. A new procedure to perform a detailed review of the cancelled check images on the bank statements. This was recently implemented. (2) Improving information technology controls. Recommending there only be one outside professional IT consultant, not two. Discussions were held. The Supervisors gave direction to Mr. Russell to contact Mr. Fischer for feedback. More information for the next Supervisors meeting. (3) Tracking Traffic Impact Fees by regions: Eastern, Western, Southern. Recommended creating a separate fund to efficiently track traffic impact fees and their related costs by region.

MOTION: Secretary Mackley made a motion, seconded by Vice Chairman Carrasco, to approve the advertisement of the 2017 audit notice table and post the audit on the Township website. Chairman Fry asked if there were any comments or questions. There were none. Motion carried. (3/0)

ADVERTISE THE GRAYBILL-ZIMMERMAN REZONING REQUEST AND TEXT AMENDMENT REQUEST UPON RECEIPT OF REVIEWED FROM THE PLANNING COMMISSION AND LCPC: Mr. Russell discussed. A Zoning Hearing meeting will be held when the comments are received from the Township Planning Commission and Lancaster County Planning Commission (LCPC). Mr. Russell noted that Mr. Graybill will voluntarily prepare an access covenant for the site, and that he will be proposing in that access covenant some enhanced buffering and setbacks reflective to what he discussed previously with the Stevens residents.

MOTION: Secretary Mackley made a motion, seconded by Chairman Fry, to approve the advertisement of the Graybill-Zimmerman rezoning request text amendment request upon receipt of comments from the Planning Commission and Lancaster County Planning Commission (LCPC). Chairman Fry asked if there were any comments or questions. There were none. Motion carried. (3/0)

LANCASTER BICYCLE CLUB EVENT: SUNDAY, AUGUST 19, 2018: A routine annual ride - notification was received from the Lancaster Bicycle Club for consideration to hold an event on Sunday, August 19, 2018. The ride is named the Lancaster Covered Bridge Classic.

MOTION: Chairman Fry made a motion, seconded by Vice Chairman Carrasco, to approve the Lancaster Bicycle Club event held on Sunday, August 19, 2018 with the condition that the Township be notified one week in advance if Fire Police are to be activated for any road intersections within the Township and to remove all signage without damaging any property. Chairman Fry asked if there were any comments or questions. There were none. Motion carried. (3/0)

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ACTION ITEMS: *(CONTINUED)*

WINTER TRAFFIC SERVICES 2018-2019 AGREEMENT: Mr. Russell highlighted, noting this is the annual Winter Traffic Services Agreement from PennDOT for the year 2018-2019.

MOTION: Chairman Fry made a motion, seconded by Secretary Mackley, to approve the PennDOT 2018-2019 Winter Municipal Snow Removal Agreement. Chairman Fry asked if there were any comments or questions. There were none. Motion carried. (3/0)

DENVER ROAD CLOSURE: This item was inadvertently missed on the Agenda; was discussed and highlighted by Mr. Russell and placed on the screen for all attendees to view. The plan shows the road closure signs placement. This is night time work only. Next week a sign will be put in place announcing that Denver Road will be closed for night time work (7pm to 6am).

MOTION: Vice Chairman Carrasco made a motion, seconded by Secretary Mackley, to acknowledge the Denver Road closure for the week of July 9th. Chairman Fry asked if there were any comments or questions. There were none. Motion carried. (3/0)

CONSIDERATION TO USE HOMETOWN PRESS FOR FALL NEWSLETTER: Mr. Russell highlighted the newsletter: cost is less than the current newsletter and the possibility to save internal time. Example newsletters were previously distributed for the Supervisors review. Mr. Russell noted that the local businesses are able to place an advertisement in the newsletter which helps pay for the newsletter costs. The Township pays for postage/mailing. The Supervisors discussed. Questioned if there are advertising limitations specifically if political advertisements are allowed. Discussions continued, and it was suggested to table the item until more information is gathered concerning the advertisements. Reconsideration to be held at a later meeting for the winter newsletter.

MOTION: Chairman Fry made a motion, seconded by Secretary Mackley, to table Hometown Press newsletter for possible future consideration. Chairman Fry asked if there were any comments or questions. There were none. Motion carried. (3/0)

OLD BUSINESS CONTINUED DISCUSSIONS:

STRATEGIC BUDGET FORECASTING UPDATE: Vice Chairman Carrasco noted that Elizabeth Dorneman, Financial Administrator, has done a considerable amount of good work and a good job with the Police Department's four-year police projected budget forecast. The projections were distributed and reviewed. Vice Chairman Carrasco noted this item can now be deleted from future Supervisor Agenda - this action item is considered complete. Vice Chairman Carrasco stated the document is a working/rolling document for a four-year budget projection for the Police Department for the years 2019, 2020, 2021, 2022. The document will be constantly looked at and used as a discussion item as we move forward and will allow the Township to look at the budget(s) well in advance. The purpose of the document is to drive ongoing discussions and analysis as successfully done so at this meeting. Vice Chairman Carrasco read off some of the estimations from the model, noting an estimated 3% increase was implemented for the four years. Mr. Mitchell noted the MMO has a trend of about doubling in 3-4 years. Mr. Russell stated that the MMO is usually projected by looking at two previous years. The market is unpredictable and we do not know when the next market correction will occur. Secretary Mackley noted the Township does not know what the State is going to offer each Officer for the MMO. There are factors involved in this document that you could never accurately foresee. Discussions continued.

2018 BUDGET ITEMS DISCUSSION (STANDING ITEM): Table the item until the next meeting.

VIDEO MEETINGS: Vice Chairman Carrasco noted this is on-going project by gathering the time involved in video tapping meetings to enter, save, and upload.

LERTA PLANS/POLICIES/PROCEDURES: Mr. Luongo stated an e-mail was sent to the Zoning Hearing Board Members requesting their taking the lead in researching and presenting to the BOS an executive overview report including but not limited to how other municipalities handle, implement and designed their LERTA policies and procedures and

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LERTA PLANS/POLICIES/PROCEDURES: (CONTINUED)

possible recommendation to the BOS. This would be used as a starting for discussions to address and implement future LERTA policies and procedures. Mr. Luongo stated as this was given to the Zoning Hearing Board (ZHB) for review and comments, a ZHB working group will be implemented.

Mr. Russell noted the ZHB Solicitor stated the ZHB as a group cannot officially take on the task of acting on behalf of the Township of reviewing LERTA. The ZHB cannot be on an appointed board working on LERTA. Discussions continued to start a LERTA working group into a working and to include the Cocalico School District. Mr. Mitchell explained some concerns in using ZHB members in a LERTA working group.

MOTION: Secretary Mackley made a motion, seconded by Vice Chairman Carrasco, to proceed gathering people to be on the LERTA Working Group Committee and to include the Cocalico School District. Chairman Fry asked if there were any comments or questions. There were none. Motion carried. (3/0)

POLICE PENSION STATUS: Mr. Russell noted that one interview was conducted. The next interview is scheduled for July 12th for the Actuarial interview. Then the Pension Group will meet one more time to put together a letter of recommendation.

FOCUS GROUP MEETINGS WITH LOCAL BUSINESS OWNERS: Mr. Luongo stated this is being worked on; the goal is to meet before the end of the summer (end of August 2018). Weavers Market was contacted as the meeting place.

Mr. Mitchell talked about some issues to consider such as the Traffic Impact Fee (TIF) that the area businesses do not like it and questioned if the TIF should be re-looked at. Mr. Russell stated the Recreation Fee is the fee that should be looked at again. Vice Chairman Carrasco noted to add this to the next Supervisors Agenda as an Action Item. Lengthy discussions continued.

GATING WOODY WASTE AREA TO PREVENT ILLEGAL DUMPING: Mr. Russell discussed the security of the Woody Waste site to stop the illegal dumping; to place a gate at the site and the preparations needed: (1) close the site for approximately three weeks, from July 5th to July 26th, (2) reach out to the Fire Marshall and DEP to have a “training and controlled brush fire burn” for a Fire Dept. on July 5th or July 6th, (3) contact Martin Mulch if it’s decided not to do a control burn, (4) contact Goods Disposal to move the dumpsters to another location as to still allow cardboard and paper drop offs. To give the residents notice, the Woody Waste will be posted starting next week. Mr. Russell noted that New Enterprise will start depositing the millings from Denver Road onto the Woody Waste site (it is still being calculated how much is needed for the Woody Waste Site). Any remaining millings will go to the shed. The week after July 9th, the Road Crew will prep the site and resurface the entire Woody Waste area. The site will be gated to keep residents from trying to deliver woody waste while the site is being worked on. Discussions continued on the controlled fire burn and the location of the dumpsters.

MOTION: Secretary Mackley made a motion, seconded by Chairman Fry, to acknowledge to close the Woody Waste Site from July 5th to July 26th for the purpose of resurfacing the Woody Waste pavement area and to perform routine maintenance. Chairman Fry asked if there were any comments or questions. There were none. Motion carried. (3/0)

TRAFFIC/SAFETY AT INTERSECTION OF N. MUDDY CREEK RD. AND RT. 272: Mr. Russell is working on this. Mr. Groff commented on trucks trying to make the turn on Poplar Street; stating that truckers do not see a sign or their GPS does not reflect it. To take care of the truck traffic, Mr. Groff suggests placing a large Acme sign when they come off of the Turnpike. Mr. Russell stated he will reach out to PennDOT and the Turnpike.

WORKING GROUP FOR STRATEGY RELATED TO FIRE AND EMS SERVICES: Meeting dates are being circulated.

BEAUTIFICATION STRATEGY FOR EAST COCALICO TOWNSHIP: Vice Chairman Carrasco stated to table this item.

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MEETING MINUTES FORMAT DISCUSSION: Vice Chairman Carrasco stated to table this item until the next Supervisors meeting as he received an email response from Mr. Goodman for which he needs clarification.

NEW BUSINESS FOR DISCUSSION:

CONTINUED DISCUSSION ABOUT OLD HOMESTEAD PARK FORREST MAINTENANCE AND UPKEEP: Mr. Russell stated that he will have a proposal for the next Supervisors Meeting.

MANAGERS REPORT: Morganshire update: Securities were setup over Christmas, and it's getting closer to roadway dedication of Phase 2 and Phase 3 work. Repairs to curb and sidewalk completed and inspected, with the minor deficiencies completed on 6/15. Received legal descriptions from Developer. Solicitor is putting together the Deed of Dedication. • Recreation Board Update: Third Stoney Pointe Park Community Build Executive Group met on Wednesday June 13th to interview two consulting firms. The group will meet on Wednesday June 27th to review notes on the consultants and make a recommendation to the Board of Supervisors. • Stoney Point update: Final paving will probably occur in late July or August and discussed the possibility of eliminating some of the proposed sidewalk for a fee in lieu of with the money to be used for a future trail in the same area.

PUBLIC COMMENT (NON-AGENDA ITEMS): Mr. Mitchell discussed a resident's swimming pool that is being used within the Morganshire development; he stated that there is plastic orange fence around the pool. Mr. Luongo stated that the resident should not be using the pool when there is the temporary orange fencing around it. Mr. Luongo will contact the property owner.

ANNOUNCEMENT: No Supervisors Meeting will be held on Thursday, July 5th due to the July 4th holiday.

ADJOURN:

MOTION: There being no further business to come before the Board, Vice Chairman Carrasco made a motion seconded by Secretary Mackley to adjourn the meeting at 10:07 p.m. Chairman Fry asked if there were any questions. There were none. Motion carried. (3/0)

Respectfully submitted,

Douglas B. Mackley
Board of Supervisor Secretary