

# **EAST COCALICO TOWNSHIP BOARD OF SUPERVISORS MEETING AGENDA**

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

**THURSDAY, NOVEMBER 15, 2018 at 7:30 P.M.**

- 1. CALL TO ORDER AND THE PLEDGE OF ALLEGIANCE**
- 2. PAST MEETING MINUTES APPROVAL:**
  - a) THURS., OCT. 18, 2018 BOARD OF SUPERVISOR MEETING MINUTES
  - b) THURS., NOV. 1, 2018 BOARD OF SUPERVISOR MEETING MINUTES
- 3. DEPARTMENT REPORTS**
  - a) POLICE DEPARTMENT REPORT
  - b) ZONING OFFICERS REPORT
- 4. TREASURERS REPORT**
  - a) AUTHORIZE LIST OF BILLS
- 5. ACTION ITEMS**
  - a) LAND PLANNING ENGINEER:
    - DROBOT SWM PLAN: CONDITIONAL APPROVAL
  - b) BUYOUT OF PRINCIPLE BENEFIT INDEX FOR POLICE PENSION PLAN
  - c) 2019 HEALTH CARE CHANGES: MOVING NON-UNIFORM TO HIGH DEDUCTIBLE PLAN
  - d) STONEY POINTE SIDEWALK WAIVER/AGREEMENT: TO VOID THE NOVEMBER 1<sup>ST</sup> SUPERVISORS MEETING MOTION
  - e) 2019 WATER AND SEWER AUTHORITY RENTAL AGREEMENT

- f) END-OF-YEAR ADVERTISEMENTS (CPA APPT., 2019 MTG. DATES)
  - g) CONSIDERATION TO SEND THE 2019 INTERNAL TOWNSHIP CALENDAR TO THE PRINTER
  - h) APPOINTMENT OF NEW TAX COLLECTOR
  - i) NEW WEBSITE PROPOSAL – CIVICPLUS
  - j) 2018 INTERMUNICIPAL AGREEMENT
  - k) PURCHASE 3 VEHICLES FOR THE POLICE DEPARTMENT: 1 BASE FUSION FOR DETECTIVE, 1 PATROL TAURUS, AND 1 PATROL UTILITY
- 6. OLD BUSINESS CONTINUED DISCUSSIONS**
- a) PROPOSED 2019 TOWNSHIP BUDGETS
  - b) TRAFFIC/SAFETY @ INTERSECTION OF N. MUDDY CREEK RD. & RT. 272
  - c) EMS WORKING GROUP UPDATE
  - d) BEAUTIFICATION STRATEGY FOR ECT
    - 1. OVERALL TOWNSHIP BRANDING:
      - a) *“Community First” on vehicles- Completed for Police*
      - b) *“East Cocalico Township, Gateway to Lancaster County”*
      - c) *Resident input: “East Cocalico, Where Family and Community Grows”*
    - 2. INPUT FROM BUSINESSES AND RESIDENTS
- 7. NEW BUSINESS FOR DISCUSSION**
- a) RENTAL ORDINANCE WORKING GROUP - DISCUSSION
- 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, NOVEMBER 15, 2018**

The advertised meeting of the East Cocalico Township Board of Supervisors was called to order on Thursday, November 15, 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, Secretary Douglas B. Mackley

**Employees:** Township Manager H. Scott Russell, Police Chief Keppley, Zoning Officer Tony Luongo

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

**Visitors:\*** Jeff Mitchell, Chad Weaver, Suzie Mackley, and Wesley Hoover

\*Only visitors who signed in are listed.

Chairman Fry asked everyone in attendance to rise and pledge allegiance to the Flag. • A video is being recorded of the meeting to be placed on YouTube. • Chairman Fry announced that at 7:15pm to 7:21pm tonight an Executive Session was held concerning Contractual matters. • Due to tonight's inclement weather an abbreviated meeting was held.

### **APPROVAL OF PAST MINUTES:**

**MOTION:** Secretary Mackley made a motion, seconded by Vice Chairman Carrasco, to approve the Thursday, October 18, 2018 Board of Supervisors meeting minutes. 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 the Thursday, November 1, 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 noted a Certificate of Accommodate to Officer Zachary Weaver in reference to his quick actions in an overdose. The Board of Supervisors thanked Officer Weaver.

**ZONING OFFICERS REPORT:** Due to the inclement weather, this agenda item was skipped over.

### **TREASURER'S REPORT: AUTHORIZE LIST OF BILLS:**

**MOTION:** Secretary Mackley made a motion, seconded by Vice Chairman Carrasco, to approve the November 15, 2018 list of bills: General Fund \$44,936.14; State Fund \$31,622.70; Hydrant Rental \$14,670.00. Chairman Fry asked if there were any comments or questions. There were none. Motion carried. (3/0)

### **ACTION ITEMS: LAND PLANNING ENGINEER:**

**CLAUDE ADAIR - LOT ANNEXATION PLAN (12/23/18):** No one was present for this plan. Mr. Russell highlighted the plan and read the recommended motions.

**MOTION:** Chairman Fry made a motion, seconded by Secretary Mackley, to approve a wavier/modification of §194-13.B.(3) of the Subdivision and Land Development Ordinance to relieve the applicant from depicting additional existing features that are located on or within 200' of the subject properties. Chairman Fry asked if there were any comments or questions. There were none. Motion carried. (3/0)

**MOTION:** Secretary Mackley made a motion, seconded by Vice Chairman Carrasco, to approve a wavier/modification of §194-23.B.(3)(a) and §194-40.B of the Subdivision and Land Development Ordinance to relieve the applicant from performing a detailed wetland determination. Chairman Fry asked if there were any comments or questions. There were none. Motion carried. (3/0)

**BOARD OF SUPERVISORS MEETING  
THURSDAY, NOVEMBER 15, 2018**

**ACTION ITEMS: LAND PLANNING ENGINEER: CLAUDE ADAIR (CONTINUED)**

**MOTION:** Chairman Fry made a motion, seconded by Secretary Mackley, to approve waiver/modification of §194-13.B.(4) of the Subdivision and Land Development Ordinance to relieve the applicant from the requirement to obtain Pennsylvania Natural Diversity Inventory (PNDI) habitat clearance in conjunction with the annexation. 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 conditionally approve the Claude Adair Lot Annexation Plan, conditioned upon the applicant resolving all outstanding comments as outlined in the Becker Engineering Review Letter dated October 19, 2018 to the satisfaction of the Township and Township Engineer. Chairman Fry asked if there were any comments or questions. There were none. Motion carried. (3/0)

**TRU DENVER – PRELIMINARY/FINAL LAND DEVELOPMENT PLAN:** No one was present for this plan. Mr. Russell highlighted the plan and read the recommended motions.

**MOTION:** Chairman Fry made a motion, seconded by Vice Chairman Carrasco, to authorize an approval of the waiver/modification of §194-25.K.(11) of the East Cocalico Township Subdivision and Land Development Ordinance to extend the previously extended asphalt paving deadline from November 15, 2018 to December 6, 2018, conditioned upon the contractor strictly adhering to all applicable weather and temperature restrictions. Chairman Fry asked if there were any comments or questions. There were none. Motion carried. (3/0)

**HEATHERWOODS – PHASE 3 FINAL PLAN:** No one was present for this plan. Mr. Russell highlighted the plan and read the recommended motions.

**MOTION:** Chairman Fry made a motion, seconded by Vice Chairman Carrasco, to authorize an approval of the waiver/modification of §194-25.K.(11) of the East Cocalico Township Subdivision and Land Development Ordinance to extend the previously extended asphalt paving deadline from November 15, 2018 to December 6, 2018, conditioned upon the contractor strictly adhering to all applicable weather and temperature restrictions. Chairman Fry asked if there were any comments or questions. There were none. Motion carried. (3/0)

**DROBOT – STORMWATER MANAGEMENT PLAN:** No one was present for this plan. Mr. Russell highlighted the plan and read the recommended motions.

**MOTION:** Chairman Fry made a motion, seconded by Vice Chairman Carrasco, to conditionally approve the Drobot Stormwater Management Plan conditioned upon the applicant addressing all items outlined in the Becker Engineering, LLC. review letter dated November 2, 2018 to the satisfaction of the Township, Township Zoning Officer, Township Engineer and Township Solicitor. Chairman Fry asked if there were any comments or questions. There were none. Motion carried. (3/0)

**MOTION:** Secretary Mackley made a motion, seconded by Vice Chairman Carrasco, to authorize the Board of Supervisors to sign the Improvement Guarantee Agreement (IGA) for the Drobot Stormwater Management Plan when signed by the applicant and provided in a form acceptable to the Township and Township Solicitor along with the required financial security in an amount acceptable to the Township Engineer and a form acceptable to the Township Solicitor. Chairman Fry asked if there were any comments or questions. There were none. Motion carried. (3/0)

**MOTION:** Chairman Fry made a motion, seconded by Secretary Mackley, to authorize the Board of Supervisors to sign the Stormwater Maintenance and Easement Agreement (SWMEA) related to the Drobot Stormwater Management Plan when executed by the applicant and submitted to the Township in a form acceptable to the Township Solicitor. 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 Secretary Mackley, to authorize signature of the Drobot Stormwater Management Plan by the Board of Supervisors upon the applicant adequately resolving all conditions of plan approval to the satisfaction of the Township, Township Zoning Officer, Township Engineer and Township Solicitor. Chairman Fry asked if there were any comments or questions. There were none. Motion carried. (3/0)

**BOARD OF SUPERVISORS MEETING  
THURSDAY, NOVEMBER 15, 2018**

**ACTION ITEMS: LAND PLANNING ENGINEER: (CONTINUED)**

**CLAYTON HOMES – STORMWATER MANAGEMENT PLAN:** No one was present for this plan. Mr. Russell highlighted the plan and read the recommended motions.

**MOTION:** Vice Chairman made a motion, seconded by Vice Chairman Carrasco, to conditionally approve the Clayton Homes Stormwater Management Plan conditioned upon the applicant addressing all items outlined in the Becker Engineering, LLC. review letter dated October 10, 2018 to the satisfaction of the Township, Township Zoning Officer, Township Engineer and Township Solicitor. 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 authorize the Board of Supervisors to sign the Improvement Guarantee Agreement (IGA) for the Clayton Homes Stormwater Management Plan when signed by the applicant and provided in a form acceptable to the Township and Township Solicitor along with the required financial security in an amount acceptable to the Township Engineer and a form acceptable to the Township Solicitor. Chairman Fry asked if there were any comments or questions. There were none. Motion carried. (3/0)

**MOTION:** Chairman Fry made a motion, seconded by Secretary Mackley, to authorize the Board of Supervisors to sign the Stormwater Maintenance and Easement Agreement (SWMEA) related to the Clayton Homes Stormwater Management Plan when executed by the applicant and submitted to the Township in a form acceptable to the Township Solicitor. 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 authorize signature of the Clayton Homes Stormwater Management Plan by the Board of Supervisors upon the applicant adequately resolving all conditions of plan approval to the satisfaction of the Township, Township Zoning Officer, Township Engineer and Township Solicitor. Chairman Fry asked if there were any comments or questions. There were none. Motion carried. (3/0)

**DVGRR LAND DEVELOPMENT PLAN – FINANCIAL SECURITY RELEASE:** No one was present for this plan. Mr. Russell highlighted the plan and read the recommended motions.

**MOTION:** Chairman Fry made a motion, seconded by Vice Chairman Carrasco, to approve the release of the remaining financial security currently being held by the Township related to DVGRR Land Development in the amount of \$11,259.68, conditioned on the applicant acknowledging responsibility to address any drainage issues if identified in the future in conjunction with the driveway apron paving and provide paved radii on the western driveway in conjunction with the next paving work performed on-site. Chairman Fry asked if there were any comments or questions. There were none. Motion carried. (3/0)

**BUYOUT OF PRINCIPLE BENEFIT INDEX FOR POLICE PENSION PLAN:** Mr. Russell discussed in length, and read aloud e-mail correspondence was received from the working group and Univest.

**MOTION:** Vice Chairman Carrasco made a motion, seconded by Chairman Fry, to approve the buyout of the Principle Benefit Index for the Police Pension Plan and to authorize the Manager to sign the documents prepared by Principle. Chairman Fry asked if there were any comments or questions. There were none. Motion carried. (3/0)

**2019 HEALTH CARE CHANGES: MOVING NON-UNIFORM TO HIGH DEDUCTIBLE PLAN:** Mr. Russell discussed. A staff meeting will be held.

**MOTION:** Chairman Fry made a motion, seconded by Vice Chairman Carrasco, to move the Non-Uniform Township Staff to a high deductible healthcare plan with a health savings account and health reimbursement account. Chairman Fry asked if there were any comments or questions. There were none. Motion carried. (3/0)

**END-OF-YEAR ADVERTISEMENTS (CPA APPOINTMENT, 2019 MEETING CALENDAR DATES):** Discussed the 2019 meeting date times, and the Board decided to table the 2019 meeting calendar.

**MOTION:** Chairman Fry made a motion, seconded by Vice Chairman Carrasco, to approve the end-of-year advertisement for the Certified Public Accountant (CPA) appointment. Chairman Fry asked if there were any comments or questions. There were none. Motion carried. (3/0)

**BOARD OF SUPERVISORS MEETING  
THURSDAY, NOVEMBER 15, 2018**

**APPOINTMENT OF NEW TAX COLLECTOR:** Mr. Russell noted that two qualified applications were received and interviewed. Discussions continued.

**MOTION:** Secretary Mackley made a motion, seconded by Chairman Fry, to appoint Sue Nielson for two years to serve the remaining unexpired term of Joan Fischer effective January 2, 2019. This appointment shall terminate on December 31, 2021. Chairman Fry asked if there were any comments or questions. There were none. Vice Chairman Carrasco nay. Motion carried. (2/1)

**NEW WEBSITE PROPOSAL – CIVIC PLUS:** Mr. Russell highlighted.

**MOTION:** Secretary Mackley Fry made a motion, seconded by Vice Chairman Carrasco, to approve Civic Plus to prepare a new Township website and authorize the signature of the agreement by the Township Manager. Chairman Fry asked if there were any comments or questions. There were none. Motion carried. (3/0)

**PURCHASE OF THREE VEHICLES FOR THE POLICE DEPARTMENT: 1 BASE FUSION FOR DETECTIVE, 1 PATROL TAURUS, AND 1 PATROL UTILITY:** Discussions held.

**MOTION:** Chairman Fry made a motion, seconded by Secretary Mackley, to approve the purchase of three police vehicles: one base fusion for detective, one patrol Taurus, and one patrol utility. Chairman Fry asked if there were any comments or questions. Some questions were asked which were answered. There were no other questions. Motion carried. (3/0)

Due to the inclement weather a short version of the agenda was conducted. The Old Business, New Business, and Managers report will be continued at the next Board of Supervisors Meeting.

**OLD BUSINESS CONTINUED DISCUSSIONS:** Old Business to be held at the next Board of Supervisors Meeting.

**NEW BUSINESS FOR DISCUSSION:** New Business to be held at the next Board of Supervisors Meeting.

**MANAGERS REPORT:** Managers report to be held at the next Board of Supervisors Meeting.

**PUBLIC COMMENT (NON-AGENDA ITEMS):** Lengthy discussions were held on the stormwater MS4, the grant, MS4 fee, and how legislation is going to move forward.

**ANNOUNCEMENT:** Nothing to report.

**ADJOURN:**

**MOTION:** There being no further business to come before the Board, Secretary Mackley made a motion seconded by Vice Chairman Carrasco to adjourn the meeting at 8:15 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

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[East Cocalico Township Board of Supervisors Meeting 11-15-2018](#)