

EAST COCALICO TOWNSHIP BOARD OF SUPERVISORS MEETING AGENDA

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

THURSDAY, SEPTEMBER 20, 2018 at 7:00 P.M.

- 1. CALL TO ORDER AND THE PLEDGE OF ALLEGIANCE**
- 2. HEARING: ZONING ORDINANCE TEXT AMENDMENT 220-126.B**
- 3. GUEST PRESENTATION: RENTAL UNIT DISCUSSION, STEVE BRUBAKER**
- 4. PAST MEETING MINUTES APPROVAL: THURSDAY, SEPTEMBER 6, 2018**
- 5. DEPARTMENT REPORTS**
 - a) POLICE DEPARTMENT REPORT
 - b) ZONING OFFICERS REPORT
- 6. TREASURERS REPORT**
 - a) AUTHORIZE LIST OF BILLS
- 7. ACTION ITEMS**
 - a) LAND PLANNING ENGINEER:
 - FOX BROOKE: TIME EXTENSION
 - 45 S. REAMSTOWN RD LOT ANNEXATION: AUTHORIZE SIGNATURE
 - WICU SITE/SWM: FINANCIAL SECURITY REDUCTION
 - WEH: FINANCIAL SECURITY REDUCTION
 - b) ZONING ORDINANCE TEXT AMENDMENT 220-126.B
 - c) AVERTISEMENT FOR OPEN TAX COLLECTOR POSITION
 - d) PLANNED PAVING FOR FREDERICK AVENUE AND CONNIE DRIVE: NOTICE OF TEMPORARY “NO PARKING” ON OR AFTER 9/26/18

- e) **RESOLUTION 2018-13:** EAST COCALICO TOWNSHIP POLICE PENSION PLAN MINIMUM MUNICIPAL OBLIGATION IN THE AMOUNT OF \$611,815.70 AND AUTHORIZE SIGNATURE OF THE RESOLUTION BY ROMAO CARRASCO, CHIEF FINANCIAL PENSION OFFICER
- f) **RESOLUTION 2018-14:** EAST COCALICO TOWNSHIP NON-UNIFORM PENSION PLAN MINIMUM MUNICIPAL OBLIGATION IN THE AMOUNT OF \$36,500.00 AND AUTHORIZE SIGNATURE OF THE RESOLUTION BY ROMAO CARRASCO, CHIEF FINANCIAL PENSION OFFICER
- g) PERMISSION FOR THE ANNUAL LITITZ AREA MENNONITE SCHOOL (LAMS) TRASH-A-THON ON THURS., OCT. 11TH (RAINDATE THURS., OCT. 18)

8. OLD BUSINESS CONTINUED DISCUSSIONS

- a) TRAFFIC/SAFETY @ INTERSECTION OF N. MUDDY CREEK RD & RT. 272
- b) EMS WORKING GROUP UPDATE
- c) STONEY POINTE SIDEWALK WAIVER
- d) BEAUTIFICATION STRATEGY FOR ECT
 - 1. OVERALL TOWNSHIP BRANDING
 - *“Community First”-Police and Road Crew*
 - *“East Cocalico Township, Gateway to Lancaster County”*
- e) GATING WOODY WASTE TO PREVENT ILLEGAL DUMPING: PROPOSAL

9. NEW BUSINESS FOR DISCUSSION

- a) LERTA ORDINANCE DRAFT
- b) UPDATE TO EMPLOYEE MANUAL, JOB DESCRIPTIONS, AND EMPLOYEE REVIEW PROCESS: DISCUSSION
- c) FOUR YEAR PROJECTIONS: INITIAL DRAFT

10. MANAGERS REPORT

11. 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.

12. ANNOUNCEMENTS: NONE.

13. ADJORNMENT

BOARD OF SUPERVISORS MEETING THURSDAY, SEPTEMBER 20, 2018

The advertised meeting of the East Cocalico Township Board of Supervisors was called to order on Thursday, September 20, 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

Solicitors: Thomas L. Goodman and Anthony Schimaneck

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

Visitors:* Brian Wise, Jill Cordan, Jeff Mitchell, Carl M. Hurst, Delvin E. Martin, Grant Wise, Ken McCrea, John Owgill, Steve Graybill, Wesley Hoover, and Don Groff

*Only visitors who signed in are listed.

Chairman Fry asked everyone in attendance to rise and pledge allegiance to the Flag. • A proof of publication was presented noting this meeting starts at 7pm (not 7:30pm) to hold a public hearing on the Zoning Ordinance Amendment. • Chairman Fry announced an Executive Session was held on September 17, 2018 from 11:02am to 12:32pm to discuss police matters. No action was taken. • A video is recorded of this meeting to be placed on YouTube. • Chairman Fry opened the Zoning Ordinance Text Amendment Hearing.

HEARING: ZONING ORDINANCE TEXT AMENDMENT §220-126.B: Mr. Goodman explained the amendment, noting how it centers around warehousing and wholesale trade establishments. Also highlighted was the proof of publication, the County review from July 24, 2018 with correspondence, the East Cocalico Township Planning Commission review from July 30, 2018 and August 27, 2018 acknowledging their support of the text amendment. Mr. Schimaneck gave a presentation on behalf of the property owner Mr. Graybill. Questions were asked which were answered.

MOTION: Vice Chairman Carrasco made a motion, seconded by Secretary Mackley, to approve the closing of the Zoning Ordinance Text Amendment Hearing. Chairman Fry asked if there were any comments or questions. There were none. Motion carried. (3/0)

GUEST PRESENTATION: RENTAL UNIT DISCUSSION BY STEVE BRUBAKER: Mr. Brubaker discussed his research on the rental unit ordinance: Ordinances are in place within other Municipalities (Denver Borough, East Lampeter Township, City of Lancaster, Lititz Borough, and Mt. Joy Borough). Mr. Brubaker highlighted the four Pillar procedure: (1) Improving Stock of Rental Units, (2) Landlord (owner) Responsibilities, (3) Occupant Responsibilities, and (4) Duties of the Township. Mr. Russell noted the four different types of rental exemptions for each Pillars: (1) owner occupied, (2) vacation rentals by owner (VBRO), (3) long-term rentals, and (4) short-term rentals. Recommended putting together a committee.

APPROVAL OF PAST MINUTES:

MOTION: Secretary Mackley made a motion, seconded by Vice Chairman Carrasco, to approve the Thursday, September 6, 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 read the August 12th to September 20th Police Department Report, highlighting to the Supervisors that there are several cost savings possible for the purchase of new patrol cars (two sedans, one utility, one Fusion).

Chairman Fry announced an Executive Session to discuss police personnel matters. The Supervisors went into Executive Session at 7:40pm, and returned at 7:51pm. No action was taken.

ZONING OFFICERS REPORT: Mr. Luongo highlighted the August 2018 Zoning Officers Report. Questions were asked and answered. Lengthy discussions were held concerning the outcome of the August 28, 2018 Business Forum Meeting.

**BOARD OF SUPERVISORS MEETING
THURSDAY, SEPTEMBER 20, 2018**

TREASURER'S REPORT: AUTHORIZE LIST OF BILLS:

MOTION: Secretary Mackley made a motion, seconded by Chairman Fry, to approve the September 20, 2018 list of bills: General Fund \$48,790.51; State Fund \$79,531.74; Light Fund \$13,808.44. Chairman Fry asked if there were any comments or questions. There were none. Motion carried. (3/0)

ACTION ITEMS: LAND PLANNING ENGINEER: Mr. Russell highlighted the following plans.

FOX BROOKE- TIME EXTENSION: No one was present for this plan.

MOTION: Secretary Mackley made a motion, seconded by Vice Chairman Carrasco, to accept the 90-day time extension offer as submitted on September 19, 2018, which will extend the deadline for action on the Fox Brooke Preliminary Subdivision and Land Development Plan until January 1, 2019. Chairman Fry asked if there were any comments or questions. There were none. Motion carried. (3/0)

45 S. REAMSTOWN RD. LOT ANNEXATION – AUTHOIRIZE SIGNATURE: No one was present for this plan.

MOTION: Chairman Fry made a motion, seconded by Secretary Mackley, to authorize signature of the 45 S. Reamstown Rd. Lot Annexation Plan when submitted by the applicant's consultant with all required associated signatures and certifications. Chairman Fry asked if there were any comments or questions. There were none. Motion carried. (3/0)

WICU SITE/SWM – FINANCIAL SECURITY REDUCTION: No one was present for this plan.

MOTION: Secretary Mackley made a motion, seconded by Vice Chairman Carrasco, to authorize a \$36,565.10 reduction in the financial security currently being held for the Land Development for WICU Inc. Section 7A, resulting in the remaining financial security being reduced to \$20,000.00. Chairman Fry asked if there were any comments or questions. There were none. Motion carried. (3/0)

WEH – FINANCIAL SECURITY REDUCTION: No one was present for this plan.

MOTION: Chairman Fry made a motion, seconded by Vice Chairman Carrasco, to authorize a \$853,697.77 reduction in the financial security currently being held for the WEH Preliminary/Final Land Development Plan resulting in the remaining financial security being reduced to \$12,148.59. Chairman Fry asked if there were any comments or questions. There were none. Motion carried. (3/0)

ZONING ORDINANCE TEXT AMENDMENT §220-126.B: As a follow-up to the Hearing at the beginning of the meeting, the Supervisors made a motion.

MOTION: Secretary Mackley made a motion, seconded by Vice Chairman Carrasco, to authorize the advertisement of Ordinance 2018-03 Zoning Ordinance Text Amendment. Chairman Fry asked if there were any comments or questions. There were none. Motion carried. (3/0)

ADVERTISEMENT FOR OPEN TAX COLLECTOR POSITION: Discussions were held. It was noted that the Tax Collector's elected term ends December 31, 2021.

MOTION: Chairman Fry made a motion, seconded by Secretary Mackley, to authorize advertisement of the open Tax Collector position. Chairman Fry asked if there were any comments or questions. There were none. Motion carried. (3/0)

PLANNED PAVING FOR FREDERICK AVE. & CONNIE DR.: NOTICE OF TEMPORARY "NO PARKING" ON OR AFTER 9/26/18:

MOTION: Chairman Fry made a motion, seconded by Vice Chairman Carrasco, to authorize temporary prohibition of street parking beginning September 26th and continuing until paving is complete for Frederick Avenue and Connie Drive. Chairman Fry asked if there were any comments or questions. There were none. Motion carried. (3/0)

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RESOLUTION 2018-13: EAST COCALICO TOWNSHIP POLICE PENSION PLAN MINIMUM MUNICIPAL OBLIGATION IN THE AMOUNT OF \$611,815.70 AND AUTHORIZE SIGNATURE OF THE RESOLUTION BY ROMAO CARRASCO, CHIEF FINANCIAL PENSION OFFICER. Mr. Russell read aloud.

MOTION: Secretary Mackley made a motion, seconded by Chairman Fry, to adopt Resolution 2018-13 for the 2019 Police Pension Plan Minimum Municipal Obligation (MMO) establishing the plan MMO in the amount of \$611,815.70 and authorize signature of the resolution by Romao Carrasco, Chief Financial Pension Officer. Chairman Fry asked if there were any comments or questions. There were none. Motion carried. (3/0)

RESOLUTION 2018-14: EAST COCALICO TOWNSHIP NON-UNIFORM PENSION PLAN MINIMUM MUNICIPAL OBLIGATION IN THE AMOUNT OF \$36,500.00 AND AUTHORIZE SIGNATURE OF THE RESOLUTION BY ROMAO CARRASCO, CHIEF FINANCIAL PENSION OFFICER: Mr. Russell read aloud.

MOTION: Chairman Fry made a motion, seconded by Vice Chairman Carrasco, to adopt Resolution 2018-14 for the 2019 Non-Uniform Pension Plan Minimum Municipal Obligation (MMO) establishing the plan MMO in the amount of \$36,500.00 and authorize signature of the Resolution by Romao Carrasco, Chief Financial Pension Officer. Chairman Fry asked if there were any comments or questions. There were none. Motion carried. (3/0)

PERMISSION FOR THE ANNUAL LITITZ AREA MENNONITE SCHOOL (LAMS) TRASH-A-THON ON THURSDAY, OCTOBER 11TH (RAINDATE THURSDAY, OCTOBER 18TH): Mr. Russell highlighted.

MOTION: Chairman Fry made a motion, seconded by Vice Chairman Carrasco, to approve the Lititz Area Mennonite School (LAMS) Trash-A-Thon fundraising event to be held on Thursday, October 11, 2018 (raindate of Thursday, October 18th). Chairman Fry asked if there were any comments or questions. There were none. Motion carried. (3/0)

OLD BUSINESS CONTINUED DISCUSSIONS: TRAFFIC/SAFETY AT INTERSECTION OF N. MUDDY CREEK RD. & RT. 272: No updates.

EMS WORKING GROUP UPDATE: Meeting pending.

STONE POINT SIDEWALK WAIVER: Received documents. Discussions to be held at the next meeting.

BEAUTIFICATION STRATEGY FOR EAST COCALICO TOWNSHIP: No update.

GATING THE WOODY WASTE TO PREVENT ILLEGAL DUMPING PROPOSAL: More to come. Place under New Business for the next Supervisors meeting.

NEW BUSINESS FOR DISCUSSION: LERTA ORDINANCE DRAFT: Mr. Russell highlighted.

MOTION: Vice Chairman Carrasco made a motion, seconded by Secretary Mackley, to approve the advertisement of the LERTA Ordinance. Chairman Fry asked if there were any comments or questions. There were none. Motion carried. (3/0)

UPDATE TO EMPLOYEE MANUAL, JOB DESCRIPTIONS, AND EMPLOYEE REVIEW PROCESS: DISCUSSION: Mr. Russell highlighted and read aloud the Nancy Hess "scope of work". Discussions continued, noted three tasks to be performed for an estimate of \$13,875.00 for just over 110 hours of work. To be placed on the next agenda.

FOUR YEAR PROJECTIONS - INITIAL DRAFT: It was noted that the draft was distributed. Mr. Russell discussed.

MANAGERS REPORT: Mr. Russell read the 9/6-9/20 Managers report: MPO update, speeding complaints, stormwater complaints, played a video of the divergent diamond, MS4 2018 report is 80% complete, next years' stormwater ordinance will need updated for compliance. Items to be done: set up stormwater operation and maintenance program similar to the OLDS program for the on-lot septic, develop a stormwater management violation tracking system, and an illicit discharge tracking system. Information to be placed in the Township newsletter and website. Lengthy discussions continued.

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MANAGERS REPORT:

(CONTINUED)

The Township's domain (Go Daddy) registration is required by a credit card for an annual recurring payment in order to maintain the Township's domain address. The domain address is set to expire this September 30th. Discussions were held on developing a policy for Township credit card use.

MOTION: Vice Chairman Carrasco made a motion, seconded by Secretary Mackley, to approve the Township open a credit card specifically for a one-time use for the renewal of the Township's Go Daddy account for its domain address. Chairman Fry asked if there were any comments or questions. There were none. Motion carried. (3/0)

PUBLIC COMMENT (NON-AGENDA ITEMS):

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 9:45 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 09-20-2018 Part](#)