

Meeting Minutes

BOS Workshop Meeting Minutes, October 19, 2006

10/19/06-7:30 P.M-EAST COCALICO TOWNSHIP BOARD OF SUPERVISORS
WORKSHOP MEETING

PAGE 1

ATTENDEES: East Cocalico Township Supervisors: Chairman Douglas Mackley, Vice Chairman Alan Fry, and Secretary Noelle Fortna
Treasurer Elwood Schwartz

Police Chief George Beever for Police Department matters

Emergency Services Agency Personnel: Reamstown Ambulance Association-Shirley

Achey, Reamstown Fire Company-Chief Harvey Achey, Smokestown Fire

Company-Chief Brian Auker, and Stevens Fire Company-Chief Chad Weaver

Township Engineers for specific planning/zoning and transportation discussions:

Brent Lied/BEL and Scott Russell/HRG.

Township Manager Karen Koncle

Visitors: Bob Roggenburg, Chester Clair, Ken McCrea, Woody Brauer, and

John O'Neill and Erin Murphy

CALL TO ORDER: Chairman Mackley called the meeting to order as advertised at 7:30pm in the Township Building Conference Room.

POLICE DEPARTMENT MATTERS-7:30PM: Police Chief George Beever and the Supervisors discussed Police Department matters as follow:

- A. **MONTHLY REPORT:** Discussion was conducted regarding training, 2007 Budget, firearms qualification, building project, window in clerical area, etc.
- B. **POISON IVY INNOCULATIONS:** Discussion noted a number of incidents and the suggestion was heard for the Chief to look into annual inoculations.
- C. **OTHER ITEMS:**

- a. **PERSONNEL MATTERS:** On going.

- b. **ACCIDENT INVESTIGATION:** Woody Schwartz expressed his appreciation as a member of the Emergency Services, to Officer David Fisher for an excellent job investigating accidents.

- c. Department interest in Holiday giving to the

Community: The Chief explained the interest in the Department to donate the turkey gift certificates received to the needy in the community. The Supervisors noted the commendable generosity.

FIRE COMPANY OFFICIALS, AMBULANCE DIRECTOR, EMERGENCY

MANAGEMENT COOPERATOR-8:PM: Semi-annual discussions with the Board were held:

Reamstown Ambulance Director Shirley Achey: Mrs. Achey expressed appreciation to the Police Department for the back-up assistance during incidents. She especially noted the professional manner of the Officers involved in a recent incident and noted the situations were very well handled.

10/19/06-ECTS WORKSHOP MEETING MINUTES

PAGE 2

Mrs. Achey inquired about the AED (Automated External Defibrillator) availability in police cruisers. Chairman Mackley will check with the Police Chief.

Smokestown Fire Chief Brian Auker discussed communication difficulty with acquiring assistance. The relay communications from County will be checked.

Stevens Fire Chief Chad Weaver inquired about re-visiting the mutual aid matter/agreements. Chairman Mackley agreed.

Reamstown Fire Chief Harvey Achey also discussed mutual aid and the need for agreements as recommended with the NIMS training. Chief Achey inquired about the possibility of fire training at 232 N. Reamstown Rd. after the Police conclude their training. Also possible training may be advantageous at 1975 N. Reading Rd. The Supervisors agreed but noted the tenant would have to be notified in advance.

Reamstown Fire Company Open House Event On 10/15/06: Everyone agreed the Open House was a huge success and well attended. The Supervisors expressed sincere appreciation and noted it was a very well planned and implemented event for the community.

Newsletter: Emergency Service Personnel requested that the upcoming newsletter include a request for VOLUNTEERS to join.

RECESS: Chairman Mackley recessed the meeting 7:55pm.

RECONVENE: Chairman Mackley reconvened the meeting at 8:00pm.

TRANSPORTATION/TRAFFIC MATTERS-8:30-9:30pm: HRG/Scott Russell, P.E. discussed with the Supervisors the following transportation matters:

- A. **STONE HILL ROAD PROJECT**: It was reported the agreement with an abutting property owner is being written by the Solicitor and the owner is aware of the agreement being forthcoming. The bid documents are finished. Advertising is set for November with bid opening/contract award in December. Final date/time of bid opening will be forthcoming.

- B. **COL. HOWARD BLVD./PEPPERIDGE FARM BLVD. INTERSECTION IMPROVEMENT PROJECT**: Plans are to finalize redesign in November for submittal to PADOT in December. The Engineer will include in the redesign the safety issues and accident information at the Rt. 222 ramps: signal timing changes, advance warning signs from other approaches, an extended left turn lane through intersection with median work, traffic count on Tuesday, Wednesday, Thursday both a.m. and p.m. plus Friday count for a two tier count to provide information for left turn lane design

- C. **KURTZ RD./272 TRAFFIC SIGNAL**: PADOT advises that the intersection already meets warrants for a signalized intersection and PADOT favors the permanent signal versus a temporary situation. The Engineer recommended submitting a permanent

signal application to PADOT for the 272/Kurtz Rd. Intersection with intersection improvements. The design, permitting, bidding/contracting, and construction is estimated over 12-18 month period.

MOTION: Secretary Fortna made a motion to accept the Transportation Engineer's recommendation to design a permanent signalized intersection with improvements at Rt. 272 and Kurtz Road, and submit the application to PADOT for approval. Chairman Mackley seconded the motion and asked for questions. There being no questions, the Supervisors voted unanimously to approve the motion.

- D. DENVER ROAD BRIDGE: The Transportation Engineer noted that the annual independent bridge inspection is performed in November. Information from Lower Allen Township was distributed to establish and implement permitting of vehicle classifications with certain weight restrictions. It was noted this practice is not uncommon and it provides a method to recoup damages for maintenance and reconstruction. The Supervisors so noted and will take this matter under study.
- E. TRAFFIC HAZARD ORDINANCE (SIGHT DISTANCE ISSUE): The Transportation Engineer provided a handout of information from Manheim Township to establish and implement sight distance regulations. The Supervisors so noted and will take this matter under study.
- F. DRIVEWAY/ROAD OPENING ORDINANCE: Transportation and Land Planning Engineers, Russell and Lied, are collaborating to re-write user-friendly driveway and street opening permit regulations including updated forms and consistency with subdivision/land development and zoning regulations. Draft regulations/forms are nearing completion.
- G. TRAFFIC SIGNAL SPECIFICATIONS UPDATE: Transportation Engineer Russell reported the traffic signal specifications are being updated by HRG Hank Warner. Mr. Warner is discussing the regulation components with vendors and other municipalities as resources. The draft updated specifications are expected to be ready for Staff review in the near future.
- H. GRETH DEVELOPMENT TRAFFIC IMPACT STUDY/HOP: Transportation Engineer Russell advised he met with the Consultant for the Developer and discussed a significant number of transportation/traffic issues for the development of the former Victor Bucher Property along Rt. 272 on the Redner Market side.

- I. FOX BROOKE DEVELOPMENT TRAFFIC STUDY: Mr. Russell advised the Supervisors that a new traffic study is necessary as the previous study is three- years old and the situation has changed significantly with the new SALDO.

J. EAST COCALICO ASSOCIATES HOP ISSUE: It was reported that the PADOT initial review was technical in nature and did not address the issue of ownership. There are unresolved issues which have been forwarded to PADOT Legal Department.

K. MISCELLANEOUS ISSUES:

1. TRAFFIC IMPACT FEES: Transportation Engineer Russell discussed with the Board this issue and provided updated information: reasonable fees, lessons learned with implementation via Court Case Law, a method to equitably assess developers for off site improvements, tailored to growth and to mitigate transportation issues with future growth. The Supervisors so noted and continue to have this matter under study.

LAND PLANNING AND ZONING MATTERS-9:30PM: BEL/Brent Lied, P.E., Land Planning Engineer discussed the following matters with the Supervisors:

A. ZONING MATTERS:

1. NOVEMBER ZONING HEARINGS: The Supervisors so noted.

2. TOWNSHIP OF SPRING ZONING ORDINANCE AND MAP: The Land Planning Engineer reported he just received the Draft Zoning Ordinance for the Township of Spring and comments are due in time for review by Spring Township prior to their anticipated adoption on 11/13/06. Mr. Lied will review the Draft Ordinance for pertinent issues where Spring Township abuts East Cocalico Township and provide insight to the Planning Commission followed by a recommendation to the Board for action on 11/01/06 in public session.

3. RIPARIAN BUFFER REGULATIONS: Discussions are scheduled with the Solicitor, Engineer, Zoning Officer and Manager for uniform and consistent implementation of the regulations.

B. PLANNING MATTERS:

1. HIGH CONCRETE MODULAR OFFICE-LAND DEVELOPMENT:

Mr. Lied explained that High Concrete recently attended a pre-application review meeting with the Township to outline their proposed intent to construct a new maintenance building and storage bin facility. The project would include the removal of the majority of the older structures located on the eastern side of Kurtz Road near the intersection of Denver Road. High indicated that they are in the process of preparing the Land Development Plans for the maintenance facility and will likely submit in the near future. In addition to the new maintenance facility and storage bins, High Concrete Representatives expressed their interest in placing a new, modular office trailer on the staging area lot. Based on the limited size of the proposed modular office and all other relevant factors, High Concrete Officials were hoping that formal Land Development requirements would not be required, or that the requirements be deferred until the Land Development Plan for the maintenance facility is submitted. Mr. Lied noted that High was advised that regardless of the Land Development issue, High would have to show that the proposed modular office meets all zoning requirements such as setbacks, coverage, parking,

etc. The Supervisors ask the Zoning Officer to investigate any/all prior zoning decisions associated with this staging area lot with regard to the placement of the modular office before a deferral of the Land Development is granted.

2. **FOUR SEASONS-PARKING EXPANSION:** Engineer Lied reported that the Owner is interested in expanding the existing trailer parking area in order to address current operational needs. The proposed parking area would be on the backside of the existing building and would be closer to the building than the existing trailer parking. Mr. Lied noted that as part of the original Land Development Plan and corresponding stormwater management calculations, substantial future building expansion was account for. In order to ensure the project is consistent with the prior stormwater calculations, the owner agrees to relinquish some of the future building expansion for comparable square footage of parking. The appropriate legal approach to document the relinquishing of the future building expansion rights is under discussion with the Solicitor. At such time that any future building expansions are proposed to be constructed, the status of those additions with respect to the prior Land Development approval would have to be evaluated.

3. **DRAINAGE/STORMWATER MATTERS:**

a. **STEINER (KRAMER MILL RD):** Engineer Lied explained that Supervisor Fortna, and the Manager met on site with Mr. Steiner to discuss the stormwater issues into his basement. It was noted there may have been subtle adjustments to the farm area across from Mr. Steiner's residential property with impact downstream on certain rain events that exceed the capacity of the drainage swales and infrastructure. It was also noted that once the stormwater crosses the road during major storm events, it could be following along the outside of the sanitary sewer lateral (within the pipe bedding material) entering the basement of the home. The upland drainage area is relatively large, and the farming practices of the upland farms where evaluated by the Lancaster County currently farming the land did receive letters from Lancaster County Conservation District. Following site investigations by the Conservation District, the farms did receive

10/19/06-ECTS WORKSHOP MEETING MINUTES

PAGE 6

letters indicating that they were in general conformance with their conservation plans.

The Supervisors suggested Staff facilitate a meeting with the farmers to further discuss the concerns downstream and to determine if any additional voluntary methods could be implemented to help with downstream run-off problems.

b. **BURKHOLDER (N. MUDDY CREEK RD):** Engineer Lied explained the current stormwater concerns downstream from Moganshire Development at this location. One option is to install an inlet upslope into the existing stormwater basin. This approach would not completely eliminate the discharge, but would divert a substantial percentage. There have been discussions with the Developer who has pledged cooperation but not participation. The

process would include an evaluation of the impacts of the diverted flow on the existing basin. In addition prior to installation of any proposed improvements, a formal legal easement agreement would have to be developed.

The Supervisors asked Engineer Lied to prepare a scope of work and associated costs for further consideration.

c. BALMER (WOODLAND DR): Engineer Rathman is reviewing the development plans noting the flooding is generally within a drainage easement where it is anticipated water run-off will be conveyed and temporary pond will occur. At the frequency of the recent heavy rain events, the infrastructure is exceeded. The flooding is not currently impacting existing or improved structures. Reports received indicate there are changes upstream on E. Church Street which may be adding to the downstream run-off and are under evaluation.

d. KREAMER (KESTREL DR): The property owner requests permission to connect a sump pump and roof drains directly to a Township drainage system within the street on which the house fronts. As the matter exists presently, water has the potential to flow across the sidewalk to the street. Flowing water was not evident during the on-site inspection but the sidewalk is stained and marked from previous flow.

The Supervisors noted that historically they are very hesitant to authorize direct connections of sump pumps and roof drains from individual residential properties to the Township's existing stormsewer systems. The consensus was to not authorize any connection at this time, but rather monitor the situation and re-evaluate in the future if deemed necessary.

10/19/06-ECTS WORKSHOP MEETING MINUTES

PAGE 7

e. 102 ROYAL HORSE WAY: Property Owners John O'Neill and Erin Murphy expressed appreciation to the Supervisors for the enforcement of sanitary sewer connection of a property at 346 W. Swartzville Rd. which was emitting sanitary sewer effluent from an on-lot septic system onto their property. The Supervisors acknowledged their appreciation.

4. REAMSTOWN PARKSTREAM BANK STABILIZATION-STORMWATER ORDINANCE WAIVER REQUEST: Engineer Lied explained that Engineer Rathman and the Manager met with Ken McCrea, Park Representative earlier today. The Bank Stabilization Project is determined to be a maintenance/restoration project and has been permitted by LCCD. Dr. McCrea presented pictures, an explanation of the scope of work, and a waiver request from the Stormwater Ordinance. Discussion included the need to confirm with the Zoning Officer and Solicitor that the Riparian Buffer requirements did not apply in this instance. A representative of BEL's Office would contact Dr. McCrea in the morning following discussions with the Solicitor and Zoning Officer.

MOTION: Chairman Mackley made a motion to waive the Stormwater Ordinance requirements for the Reamstown Memorial Park Bank Stabilization and Restoration Project based on the maintenance nature of the work as approved in the DEP Permit. Vice Chairman Fry seconded the motion. Chairman Mackley called for questions and there being none, the Board voted unanimously in favor of the waiver motion with the Riparian Buffer matter to be confirmed with the Zoning Officer and Solicitor the next morning.

- 5. LUONGO REIMBURSEMENT REQUEST: It was noted the Solicitor's advice was to reject the request from the Developer for reimbursement of improvements associated with the required work per the approved land plan.

MOTION: Vice Chairman Fry made a motion to accept the Solicitor's advice and reject the Developer's request for Township partial reimbursement of required improvements associated with the approved land plan. Chairman Mackley seconded the motion. There being no questions, the Supervisors unanimously approved the motion.

- 6. FISHING CREEK DAM REPAIR COMPLETION
CERTIFICATE-EXECUTION BY OWNER: The Board was advised to provide Engineer Rathman to perform the final review of the paperwork and to request the Permittee's Consultant to execute the Certificate before the Supervisors as Owners sign the document.

The Supervisors agreed. The information will be forwarded by fax to the Engineer for his review and recommendation.

- 7. SALDO FEE SCHEDULE REVIEW: It was noted the Land Planning Engineer and Zoning Officer are reviewing the current fee schedule and will forward a recommendation to the Board.

- 8. EAST COCALICO HEIGHTS STORMWATER MATTERS: Engineer Lied reported that he, Supervisor Fortna and the Manager met on site to inspect the area on Summers Drive which floods and prevents ingress/egress from the development during severe rain events. The bank of the stream was also inspected for erosion and the need for stabilization. Additionally, it was noted that the E & J proposed development will provide a second ingress/egress to East Cocalico Heights and have a beneficial impact on stormwater management upstream.

MOTION: Chairman Mackley made a motion to authorize the Land Planning and Stormwater Engineer to prepare a scope of work and estimated costs to stabilize the stream bank to preserve the integrity of Summers Drive. Secretary Fortna seconded the motion, and there being no questions, the Board voted unanimously to approve the motion.

- 9. ADAMSTOWN VET PARKING EXPANSION: An explanation of the proposed parking area expansion was noted and the potential impact to the Authority Sewer Main within the easement. The Manager was asked

to contact the Authority Engineer for a status report relative to a recommendation being forthcoming on behalf of the Authority's position on the matter.

ON-LOT SEWAGE MATTERS: It was noted that enforcement of regulations continue.

EAST COCALICO TOWNSHIP AUTHORITY MATTERS:

- A. ACT 537 PLAN UPDATE PROJECT-ECTA SEWER COMMITTEE RECOMMENDATION: Exhibits are available for review.

SOLICITOR: The Solicitor is in process with Codification, Dog Barking Ordinance, Land Planning Matters, etc.

10/19/06-ECTS WORKSHOP MEETING MINUTES

PAGE 9

BOARD OF SUPERVISORS:

CHAIRMAN:

- A. EXECUTIVE SESSION-PERSONNEL MATTERS: Chairman Mackley noted there would be an executive session later in the workshop to discuss personnel matters.
- B. CLEANING SERVICES: It was noted that information is expected from the current janitorial service.
- C. BUDGET PROPOSALS FOR WORK AT POOL: It was noted revised information is expected.

VICE CHAIRMAN:

- A. RECREATION BOARD QUESTION ABOUT DEGREE OF INVOLVEMENT WITH POOL OPERATIONS: Vice Chairman Fry noted the question asked of the Board regarding the Recreation Board degree of involvement with pool operations. Chairman Mackley suggested the Recreation Board forward a recommendation for consideration.

SECRETARY:

- A. PLANNING COMMISSION VACANCY: Chairman Mackley noted he spoke with the Planning Commission Chairman requesting a recommendation to fill the vacancy as a result of receiving the resignation from David Noll.
- B. NEWSLETTER: Secretary Fortna noted she is writing an article highlighting an employee which will be selected by a random drawing.
- C. SHADY GROVE CAMPGROUND TIMBER HARVEST: The Zoning Officer is asked to provide a status report.

D. **ASA APPOINTMENT:** The Supervisors discussed the request for consideration of an Agricultural Security Area. It was noted the Board would have to appoint the ASA Advisory Committee first and then go forward with the review and recommendation to the Supervisors to form the ASA.

MOTION: Chairman Mackley made a motion to authorized Noelle Fortna to contact previous ASA Advisor Committee Members to determine interest in serving at this time to consider the request for an ASA before the Board. Vice Chairman Fry seconded the motion. There being no questions, the motion carried.

10/19/06-ECTS WORKSHOP MEETING MINUTES

PAGE 10

TOWNSHIP MANAGER:

A. **ANNUAL SUPERVISORS/MANAGER APPRECIATION LUNCHEON FOR APPOINTEES AND STAFF:** Board to agree to continue the tradition, set date, 12/20/06 from 11am to 1pm, and authorize letters with coupons.

MOTION: Secretary Fortna made a motion to authorize the annual appreciation luncheon for appointees and staff as noted above. Vice Chairman Fry seconded the motion. There were no questions and the Supervisors unanimously voted in favor.

B. **BUILDING NEEDS STUDY:** The Manager noted there are meetings with Staff to discuss the initial information from the Architect and that road trips will be scheduled to see new facilities in Lancaster County.

C. **TENTATIVE HEARING DATE-ZONING MAP AMENDMENT-12/06/06 AT REAMSTOWN FIRE HALL:** The Board so noted.

LONG RANGE PLANNING: Nothing further at this time.

PENDING ITEMS: Codification is in process.

COMPLAINTS/CONCERNS/QUESTIONS NOT ALREADY ADDRESSED: None

EXECUTIVE SESSION: Chairman Mackley recessed the Workshop Meeting at 10:40pm and convened an Executive Session to discuss Personnel Matters.

RECONVENE WORKSHOP: Chairman Mackley recessed the Executive Session and reconvened the Workshop Meeting at 11:25pm.

ACCEPTANCE OF N.J. HESS PROPORAL: Chairman Mackley noted the Board desires to perform staffing needs assessments in concert with the building needs assessment taking into consideration future growth.

MOTION: On a motion by Chairman Mackley and seconded by Secretary Fortna, and there being no questions, the Supervisors voted favorably to accept the N.J. Hess Proposal for staffing needs assessments at a cost of \$1,402.50.

ANY OTHER ITEMS TO COME BEFORE THE BOARD: None

ADJOURN: On a motion by Secretary Fortna and seconded by Vice Chairman Fry, the Workshop Meeting was adjourned at 11:31pm.