

WEST COCALICO TOWNSHIP

The organizational meeting began at 9:00 a.m. with the following in attendance:

Supervisors: James Stoner (JJ), Terry Scheetz and Ray Burns.

Others present: Carolyn Hildebrand, Manager; Tom Showalter, Roadmaster; Tammy Emerich, Clerical Worker; Donna Reed, Ephrata Review; Norma Enck, Steve Laudenslager, Bonnie Iwanowski, Janice Spotts, Wendy Sweigart.

Terry Scheetz motioned to appoint James Stoner as temporary Chairman. Ray Burns seconded the motion. Motion carried.

James Stoner motioned to appoint Carolyn Hildebrand as Temporary Secretary. Terry Scheetz seconded the motion. Motion carried.

Terry Scheetz motioned to appoint James Stoner as Chairman. Ray Burns seconded the motion. The motion carried.

James Stoner motioned to appoint Ray Burns as Vice-Chairman. Terry Scheetz seconded the motion. Motion carried.

James Stoner motioned to appoint Terry Scheetz as Secretary/Treasurer. Ray Burns seconded the motion. The motion carried.

Terry Scheetz motioned to reaffirm the following employees:

1. Manager – Carolyn Hildebrand
3. Clerical Worker/Recycling Coordinator – Tammy Emerich
4. Part-time Clerical – Margaret Showalter

Ray Burns seconded the motion. The motion passed unanimously.

Terry Scheetz motioned to reaffirm the following road workers:

1. Roadmaster - Thomas Showalter
2. Road Workers
 - Full-time: Doug Miller
Michael Grant
Scott Zook
 - Part-time: Dennis Schmeck
Marvin Fox
Richard Pannebecker

Ray Burns seconded the motion. The motion passed unanimously.

Ray Burns motioned to recommend the Treasurer's Bond be established for \$500,000.00. Terry Scheetz seconded the motion. The motion passed unanimously.

Ray Burns motioned to appoint Larry B. Maier, as Township Solicitor. Terry Scheetz seconded the motion. The motion passed unanimously.

Ray Burns motioned to appoint Rettew Associates as the Township Engineering Firm on a project fee basis. Terry Scheetz seconded the motion. The motion passed unanimously.

Ray Burns motioned to appoint the following individuals as the Township's Sewage Enforcement Officers:

Allen Madeira SEO #02371, as the Primary Sewage Enforcement Officer and
1st Alternate – Brian R. Cobourn, Jr. SEO #03884
2nd Alternate – Cynthia E. Hix SEO #01553
3rd Alternate – Veronica Johnston SEO # pending
Seth Bacon as Consulting Soil Scientist

Terry Scheetz seconded the motion. The motion passed unanimously.

Terry Scheetz motioned to appoint Carolyn Hildebrand as Zoning Officer. Ray Burns seconded the motion. The motion passed unanimously.

James Stoner motioned to appoint Associated Building Inspections, Inc. as the Building Code Official. Ray Burns seconded the motion. The motion passed unanimously.

Terry Scheetz motioned to appoint Dennis Schmeck as Emergency Management Coordinator. Ray Burns seconded the motion. The motion passed unanimously.

Ray Burns motioned to reaffirm the following Schoeneck Fire Police for 2016:

Linda R. Weaver – Captain	John Shirk Jr.
Jay R. Weaver - Lieutenant	Ivan Martin
Paul Gantert-Sergeant	Gerald Weinhold

Terry Scheetz seconded the motion. The motion passed unanimously.

Ray Burns motioned to reaffirm the following Reinholds Fire Police for 2016:

Dwight Walters – Captain	James K. Beard
Dwayne Shank – Lieutenant	Edwin Harting
Curtis R. Enck, Jr.	Gerald Weinhold
Ronald Rutt	Richard Sweigart

Terry Scheetz seconded the motion. The motion passed unanimously.

Terry Scheetz motioned to reappoint Jay Bauder to the Authority for a five year term, to expire 12/31/2020. Ray Burns seconded the motion. The motion passed unanimously.

Ray Burns motioned to reappoint Cory McQuate to the Zoning Hearing Board for a five year term, to expire 12/31/2020. Terry Scheetz seconded the motion. The motion passed unanimously.

Terry Scheetz motioned to reappoint Leon Eby to the Planning Commission for a four year term, to expire 12/31/2019. Ray Burns seconded the motion. The motion passed unanimously.

Ray Burns motioned to reappoint Daniel Grube to the Park Board for a five year term to expire 12/31/2020. Terry Scheetz seconded the motion. The motion passed unanimously.

James Stoner motioned to reappoint Ephrata National Bank as the depository for Township funds. Terry Scheetz seconded the motion. The motion passed unanimously.

Terry Scheetz motioned to approve the attached list of meeting dates and times for 2016, which includes a Tuesday meeting time change from 9:00 a.m. to 7:00 p.m. James Stoner seconded the motion. The motion passed unanimously.

Ray Burns motioned to reimburse the Planning Commission, Park Board and Zoning Hearing Board members for expenses in the amount of \$45.00 per meeting attended. Terry Scheetz seconded the motion. The motion passed unanimously.

Terry Scheetz motioned to appoint Carolyn Hildebrand as the voting delegate to the State Convention. Ray Burns seconded the motion. The motion passed unanimously.

Terry Scheetz motioned to approve the attached list of employee benefits and holidays for the year 2016. Ray Burns seconded the motion. The motion passed unanimously.

Terry Scheetz motioned to approve the attached fee schedule for 2016 zoning permits. Ray Burns seconded the motion. The motion passed unanimously.

Terry Scheetz motioned to approve the attached fee schedule for 2016 building inspections. Ray Burns seconded the motion. The motion passed unanimously.

Ray Burns motioned to retain the Driveway Permit Fee of \$65.00 and Highway Occupancy Permit Fee of \$125.00. Terry Scheetz seconded the motion. The motion passed unanimously.

Ray Burns motioned to set the application fee to \$650.00 to go before the Zoning Hearing Board. Terry Scheetz seconded the motion. The motion passed unanimously.

Terry Scheetz motioned to appoint Mike Hession as the Cocalico area representative to the LCTCB and Mark Hiester as the alternate delegate. Ray Burns seconded the motion. The motion passed unanimously.

Terry Scheetz motioned to appoint Henry Freed as the Vacancy Board Chairman. Ray Burns seconded the motion. The motion passed unanimously.

There was discussion regarding the Benuel Stoltzfus Dog Kennel on Wollups Hill Road, Zoning Hearing Case #15-13.

Terry Scheetz motioned to approve the minutes from the Supervisors meeting of December 15, 2015 as presented. Ray Burns seconded the motion. The motion passed unanimously.

Terry Scheetz motioned to advertise for the position of Administrative Assistant after resignation was received from Shelbie Shupp. Ray Burns seconded the motion. The motion passed unanimously.

Terry Scheetz motioned to pay the attached list of bills totaling \$205,322.14. Ray Burns seconded the motion. Motion carried.

The Manager's report was presented:

1. Attended the following meetings:
 - a. Zoning Hearing Board – December 17, 2015 at 7:00 p.m.
2. Met with Stephen Armbruster, Ephrata National Bank Money Management Group, on December 18, 2015 to discuss the Township retirement fund.
3. Attended the Ephrata Borough Police Meet and Greet on December 17, 2015 at the Ephrata Borough building.
4. Met with the auditors from Weinhold, Nickel & Co. on December 21, 2015 to do some pre-audit work.

5. Met with Dave Shupp and Christopher McKim, Ephrata Borough Police, Ray Burns and JJ Stoner, on December 23, 2015 to discuss police work space options at the Township building.

The Roadmaster's report was presented:

1. Replaced the stop sign and post at Kline Rd. and Greenville Rd.
2. Reported that the installation of the back-up generator for the shop is complete.
3. Located underground utilities and layout of the walking path at Chapel Gate Park.
4. Cleaned up a tree from Chapel Gate Park that fell onto a neighboring property.
5. Picked up pipe and inlet boxes for future stormwater work.
6. Installed paneling at the Schoeneck Park Pavilion.
7. Removed a tree along Tannery Rd.
8. Removed old heating equipment and bathroom fixtures at the Township Office. Samples were taken to check for asbestos in the floor tile, ceiling tile and plaster walls.
9. In the process of doing yearly road sign inventory.

The public was given an opportunity to comment on the request of Reuben & Ella Weaver to add 53.7 acres to the Agriculture Security Area.

Terry Scheetz motioned to release the Elmer and Sadie Kauffman Poultry Barn escrow in the amount of \$3,705.59. Ray Burns seconded the motion. The motion passed unanimously.

The meeting recessed to executive session at 10:26 a.m. to discuss personnel.

The meeting reconvened at 11:54 am.

James Stoner motioned to hire Yolanda Hackman as a part-time clerical worker, at an hourly wage of \$11.85/hr, for as long as needed to provide secretarial assistance to the office personnel.

On a motion by James Stoner and seconded by Terry Scheetz, the meeting was adjourned at 11:56 a.m.

Respectfully submitted,

Terry Scheetz
Secretary