January 6, 2014

Township Meeting Room

WEST COCALICO TOWNSHIP

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

Supervisors: Jacque Smith, James Stoner and Terry Scheetz.

# Others present: Carolyn Friesema, Manager; Tom Showalter, Roadmaster; Shelbie Shupp, Administrative Assistant; Pat Hetrick, Steve Laudenslager and Jenni Wentz, Lancaster Newspapers.

Terry Scheetz motioned to nominate Carolyn Friesema as temporary Chairman. James Stoner seconded the motion. Motion carried.

Terry Scheetz motioned to nominate Jacque Smith as Chairman. James Stoner seconded the motion. Motion carried.

Jacque Smith motioned to nominate Terry Scheetz as Vice-Chairman. James Stoner seconded the motion. Motion carried.

Terry Scheetz motioned to reaffirm the following employees:

1. Manager – Carolyn Friesema

2. Administrative Assistant – Shelbie Shupp

3. Clerical Worker/Recycling Coordinator – Tammy Emerich

4. Part-time Clerical – Margaret Showalter

James Stoner seconded the motion. Motion carried.

James Stoner motioned to reaffirm the following road workers:

1. RoadMaster - Thomas Showalter

2. Road Workers

Fulltime: Doug Miller   
 Michael Grant

Scott Zook

Terry Scheetz seconded the motion. Motion carried.

James Stoner motioned to reaffirm the following part-time road workers:

1. Dennis Schmeck

2. Richard Pannebecker

3. Marvin Fox

Terry Scheetz seconded the motion. Motion carried.

James Stoner motioned to recommend the Treasurer's Bond be established for $500,000.00. Terry Scheetz seconded the motion. Motion carried.

Terry Scheetz motioned to reappoint Larry B. Maier, Solicitor. James Stoner seconded the motion. Motion carried.

James Stoner motioned to reappoint Rettew Associates as the Township Engineering Firm on a project fee basis. Terry Scheetz seconded the motion. Motion carried.

Terry Scheetz motioned to reappoint the following individuals as the Township's Sewage Enforcement Officers:

Allen Madeira SEO #02371, as the Primary Sewage Enforcement Officer and

1st Alternate – Cynthia E. Hix SEO #01553

2nd Alternate – Frederick E. Balliet SEO #03410

Seth Bacon as Consulting Soil Scientist

James Stoner seconded the motion. Motion carried.

James Stoner motioned to reappoint Barry Wagner of BRW Associates as Zoning Officer and Vector Control Officer. Terry Scheetz seconded the motion. Motion carried.

James Stoner motioned to reappoint Associated Building Inspections, Inc. as the Building Code Official. Terry Scheetz seconded the motion. Motion carried. There was a brief discussion regarding the pros and cons of having more than one building inspector. The Board of Supervisors will discuss this in greater detail at a future meeting

James Stoner motioned to reappoint Dennis Schmeck as Emergency Management Coordinator. Terry Scheetz seconded the motion. Motion carried.

Terry Scheetz motioned to reaffirm the following Schoeneck Fire Police for 2014:

Linda R. Weaver – Captain John Shirk Jr.

Jay R. Weaver - Lieutenant Ivan Martin

Marvin Showalter Jerry Fasnacht

Paul Gantert-Sergeant

Garry Christ

James Stoner seconded the motion. Motion carried.

Terry Scheetz motioned to reaffirm the following Reinholds Fire Police for 2014:

Dwight Walters – Captain James K. Beard

Dwayne Shank – Lieutenant Edwin Harting

Curtis R. Enck, Jr. Gerald Weinhold

Ronald Rutt Richard Sweigart

James Stoner seconded the motion. Motion carried.

James Stoner motioned to reappoint Henry Freed to the Authority for a five year term, to expire 12/31/2018. Terry Scheetz seconded the motion. Motion carried.

Terry Scheetz motioned to reappoint Michael Gehlert to the Zoning Hearing Board for a five year term, to expire 12/31/2018. James Stoner seconded the motion. Motion carried.

Terry Scheetz motioned to reappoint Jeremy Weaver to the Planning Commission for a four year term, to expire 12/31/2017. James Stoner seconded the motion. Motion carried.

Terry Scheetz motioned to reappoint Darryl Eberly to the Parks Board for a five year term to expire 12/31/2018. James Stoner seconded the motion. Motion carried.

James Stoner motioned to appoint Susquehanna Bank as the depository for Township funds. Terry Scheetz seconded the motion. Motion carried.

Terry Scheetz motioned to approve the attached list of meeting dates for 2014. James Stoner seconded the motion. Motion carried.

Terry Scheetz motioned to reimburse the Planning Commission, Park Board and Zoning Hearing Board members for expenses in the amount of $35.00 per meeting attended. James Stoner seconded the motion. Motion carried.

James Stoner motioned to approve Carolyn Friesema and Tom Showalter as delegates to the State Convention and to appoint Carolyn as the voting delegate. Terry Scheetz seconded the motion. Motion carried.

Terry Scheetz motioned to approve the attached list of employee benefits and holidays for the year 2014. James Stoner seconded the motion. Motion carried.

Terry Scheetz motioned to approve the attached fee schedule for 2014 zoning permits. James Stoner seconded the motion. Motion carried.

James Stoner motioned to approve the attached fee schedule for 2014 building inspections. Terry Scheetz seconded the motion. Motion carried.

James Stoner motioned to retain the Driveway Permit Fee of $65.00 and Highway Occupancy Permit Fee of $125.00.Terry Scheetz seconded the motion. Motion carried.

James Stoner motioned to retain the $550.00 application fee to go before the Zoning Hearing Board. Terry Scheetz seconded the motion. Motion carried.

James Stoner motioned to adopt Resolution 01062014 for Sewage Permits. Terry Scheetz seconded the motion. Motion carried.

James Stoner motioned to appoint Mike Hession as the Cocalico area representative to the LCTCB and Mark Hiester as the alternate delegate. Terry Scheetz seconded the motion. Motion carried.

James Stoner motioned to approve the minutes from the Supervisors meeting of December 16, 2013, as presented. Terry Scheetz seconded the motion. Motion carried.

James Stoner motioned to pay the attached lists of bills totaling $237,471.14. Terry Scheetz seconded the motion. Motion carried.

Tom Showalter said the road crew has been doing snow removal and maintenance of equipment. He said there was damage to one of the trucks when it got hung up on the guardrail during snow plowing. The final inspection was done on the generator at the municipal office and is up and running.

The Manager’s report was presented:

1. Investigated the following complaints/concerns:
2. Snow plowing complaints
3. Broken glass at the rental house
4. Attended the Zoning Hearing Board – December 29, 2013, at 7:00 p.m.
5. Met with Marty Gerhart on December 17, 2013, to discuss the insurance renewal for the Township. The Township is able to purchase Worker’s Compensation insurance for the firemen through The Cincinnati Insurance Co. for 2014. Marty suggested that the Township have everything appraised so that we have adequate coverage. The Supervisors would like to discuss the insurance coverage at a future meeting, at which time; Carolyn will provide a detailed report of the insurance coverage.
6. Assisted Tammy in processing the meter readings for the Authority.
7. Filed two citations and in the process of collecting the funds due, as the judgment was in favor of the Township.
8. Filed the 2014 Municipal Tax Information Form.
9. Set up an account with WGAL for emergency situations which will allow the Township to have pertinent announcements on TV during emergency situations. This was used to declare a snow emergency on January 2nd to let Chapel Gate residents know they should move their vehicles off the roads in Chapel Gate. During the last snow, four cars were ticketed.
10. Handled numerous alarms from Well 1 for pump failure and from Well 3 for chlorine levels over the last two weeks of December.
11. Dealt with two accidents involving Authority fire hydrants in the Township.
12. Attended on January 2, 204, a transportation Impact Study Scoping Meeting with Jim Caldwell & Lauren Zumbrun, Rettew Assocs.; Mark Henise, ELA Groups Inc.; Rich Hurst, Hurst Bros. Construction Co.; James Henke, Pioneer; and five respresentatives from PennDot for the purpose of discussing the Stevens Court development. Carolyn said the development is moving forward. They have applied to renew their highway occupancy permit. A crash study was done for Line Rd. The speed will be dropped to 35 mph. There will be an emergency access on Short Rd. The public access will be off of Line Rd.

There was a brief discussion regarding a request for a Deer Crossing sign on S. Ridge Rd. at the corner of Horseshoe Trail Rd. It was noted that these signs are generally ineffective and that on any given day, a deer could cross on any of the Township Roads. Terry Scheetz motioned to not erect a Deer Crossing sign on S. Ridge Rd. at the corner of Horseshoe Trail Rd. James Stoner seconded the motion. Motion carried.

There was a brief discussion regarding the change in advertising requirements. The Boards can meet to receive information without advertising, but cannot discuss the information or make decisions.

Carolyn shared that Rettew Assocs. is currently preparing the new MS4 permit. The Township has spent $24,000 so far on costs related to MS4, Rettew Assocs. estimates costs up to $31,000.

Terry Scheetz motioned to give Rettew Assocs. approval to do the Chapel Gate Phase I Archeological Survey at Chapel Gate Park in the wetlands area for a cost of $5,350.00. James Stoner seconded the motion. Motion carried.

There was discussion regarding the request from the renter at 360 W. Route 897. She would like to add landscaping at no cost to the Township. She also provided a list of requested updates to the interior of the house. The discussion was tabled until a future meeting.

Terry Scheetz motioned to approve the Schoeneck Fire Company Fire Police assist the Durlach and Mt. Airy Fire Company with traffic control at their fundraisers on March 15th, May 17th, June 21st, August 16th and October 18th.

The bridge on Sportsman Rd. was discussed. Terry Scheetz suggested that the Township not spend any money on it at this time because of the new gas tax legislation. He felt that the bridge might fall into the bundling program. The Township is currently working on the permit. Tom Showalter said the bridge will be re-inspected in two years. He said the bridge won’t fail. The estimated cost is $255,000.

Terry Scheetz said that someone passed on to him school board minutes from 1946. He said they were very interesting and suggested that the other Supervisors read them as well. He asked that the Township archive the minutes.

Since there was no further business, a motion to adjourn at 10:11 a.m. was made by James Stoner and seconded by Terry Scheetz. Motion carried.

Respectfully submitted,

James Stoner

Secretary