

WEST COCALICO TOWNSHIP

The organizational meeting began at 7:02 p.m. with the following in attendance:

Supervisors: James Stoner, Leon Eby and Jeff Sauder.

Others present: Carolyn Hildebrand, Manager; Steve Strunk, Manager Associate; Tom Showalter, Roadmaster and Mike Eberly, Assistant Roadmaster

Jeff Sauder motioned to appoint Leon Eby as temporary Chairman. J.J. Stoner seconded the motion. The motion passed unanimously.

Leon Eby motioned to appoint Jeff Sauder as temporary Secretary. J.J. Stoner seconded the motion. The motion passed unanimously.

Leon Eby motioned to appoint everyone to the same positions as held in 2024.

Chairman – J.J. Stoner

Vice Chairman – Leon Eby

Secretary – Jeff Sauder

Treasurer – Leon Eby

Jeff Sauder seconded the motion. The motion passed unanimously.

Leon Eby motioned to establish the Supervisor's Bond for \$500,000.00/each. Jeff Sauder seconded the motion. The motion passed unanimously.

Leon Eby motioned to appoint the following:

Morgan, Hallgren, Crosswell and Kane (Josele Cleary as lead), as Township Solicitor.

Kluxen, Newcomer, Dreisbach (Melvin Newcomer as lead) as Zoning Hearing Board solicitor.

Retnew Associates (Jim Caldwell as lead) as Township Engineer

Spencer SEO Services LLC as the Township's Sewage Enforcement Officers:

Len Spencer SEO #03763, as the Primary Sewage Enforcement Officer and

1st Alternate – Keith Hunnings SEO #03270

Commonwealth Code Inspection Service as Zoning Officer

Carolyn Hildebrand as Vector Officer

Yvonne Sallade and Carolyn Hildebrand as Stormwater Enforcement officers

Associated Building Inspections, LLC, Commonwealth Code Inspection Service, Inc., and Technicon

Enterprises, Inc. as the Building Code Officials

Dennis Schmeck - Emergency Management Coordinator

Jeff Sauder seconded the motion. The motion passed unanimously.

Leon Eby motioned to appoint the following:

Reaffirm the following Schoeneck Fire Police:

Gerald Weinhold – Captain

Luke Weinhold

Rodger Sweigart

John Shirk Jr.

Michael Gaines

Robert Hilton

Reaffirm the following Reinholds Fire Police:

Dwight Walters – Captain  
Dwayne Shank – Lieutenant  
Curtis R. Enck, Jr.  
Jeremiah Rutt

Shawn Crills  
Gerald Weinhold  
Richard Sweigart

Jeff Sauder seconded the motion. The motion passed unanimously.

Leon Eby motioned to appoint David Gingrich for a five year term to expire 12/31/2029 to the Authority Board. Jeff Sauder seconded the motion. The motion passed unanimously.

Leon Eby motioned to re-appoint Terry Eberly for a five year term to expire 12/31/2029 to the Zoning Hearing Board. Jeff Sauder seconded the motion. The motion passed unanimously.

Leon Eby motioned to re-appoint Bert Nye for four year term to expire 12/31/2028 to the Planning Commission. Jeff Sauder seconded the motion. The motion passed unanimously.

Leon Eby motioned to re-appoint Mark Klump for a five year term to expire 12/31/2029 to the Park Board. Jeff Sauder seconded the motion. The motion passed unanimously.

Leon Eby motioned to appoint Michael Gehlert as the Vacancy Chair. Jeff Sauder seconded the motion. The motion passed unanimously.

Leon Eby motioned to appoint Amy Good as UCC Appeal Board member. Jeff Sauder seconded the motion. The motion passed unanimously.

Leon Eby motioned to reappoint Ephrata National Bank as the depository for Township funds. Jeff Sauder seconded the motion. The motion passed unanimously.

Leon Eby motioned to reimburse the Planning Commission, Park Board and Zoning Hearing Board members for expenses in the amount of \$45.00 per meeting attended. Jeff Sauder seconded the motion. The motion passed unanimously.

Leon Eby motioned to approve certification of delegates attending the State convention and appoint Carolyn Hildebrand as voting delegate. Jeff Sauder seconded the motion. The motion passed unanimously.

Leon Eby motioned to approve the attached list of employee benefits, holidays and policies for the year 2025. Jeff Sauder seconded the motion. The motion passed unanimously.

Leon Eby motioned to approve the attached fee schedule for zoning permits for the year 2025, the attached fee schedule for 2025 building inspections, retain the Driveway Permit Fee of \$65.00 and Highway Occupancy Permit Fee of \$125.00, and retain the \$650.00 application fee to go before the Zoning Hearing Board and UCC Appeal Board. Jeff Sauder seconded the motion. The motion passed unanimously.

Leon Eby motioned to approve the mileage rate to the 2025 IRS mileage rate of 70 cents per mile. Jeff Sauder seconded the motion. The motion passed unanimously.

Public Comment – none

Jeff Sauder motioned to approve the minutes from the meeting on December 17, 2024. Leon Eby seconded the motion. The motion passed unanimously.

Jeff Sauder motioned to approve Jere and Theresa Burkholder Stormwater Operation and Maintenance agreement. Leon Eby seconded the motion.

Jeff Sauder motioned to approve Lamar and Bonita Weaver Stormwater Operation and Maintenance agreement. Leon Eby seconded the motion.

Jeff Sauder motioned to approve Clair and Michelle Zimmerman Accessory Farm Dwelling Agreement. Leon Eby seconded the motion.

Jeff Sauder motioned to approve the attached list of checks totaling \$149,618.36. Leon Eby seconded the motion. The motion passed unanimously.

Carolyn Hildebrand presented the Manager's report as follows:

1. We have been setting up Quickbooks
2. We have been working with Munibilling to get the necessary information into the new program.
3. Permit Manager has been installed and we have started to use that for permits.
4. We have been preparing for year end in the office.
5. The bucket truck was ordered.
6. I have reached out to the SPCA regarding the dogs the police find. I am still waiting for a response.
7. Tom Showalter, Mike Eberly and I met with Larry Prescott from Professional Design Services to discuss changes to the storage area at the Township.
8. I met with Tim Miller, Ephrata National Bank, to discuss some banking changes related to switching to Quickbooks.
9. I had a zoom call with John Williamson, from TeamAg to discuss the NFWF grant which is working with the farmers in the Township.
10. Jason Smith, Custom Computer, was here to determine what was needed to upgrade the wifi in the office areas.
11. I have continued to work on the Professional Development trainings with ICMA.

Tom Showalter presented the Roadmaster's report as follows:

1. Started the remodel of the file room for office space.
2. Purchased new blades for the boom mower.
3. Repaired 2008 International truck, fuel sensor issue.
4. Repaired backhoe tire leak.
5. Repaired air tank leak on truck 204.
6. EM Kutz notified Tom the truck will soon be finished.
7. The crew has been out salting and plowing three times since the last meeting.
8. The new bucket truck has been ordered.
9. The replacement of a culvert on Hackman Road will start May 16<sup>th</sup> and be completed by July 21<sup>st</sup>. The road will be closed. This information should be added to the Spring News Letter.

Jeff Sauder motioned to approve the advertising of the road chip and seal bid for 2025. J.J. Stoner seconded the motion. The motion passed unanimously.

Jeff Sauder motioned to appoint Steven Strunk as Manager's Associate. Leon Eby seconded the motion. The motion passed unanimously.

Leon Eby motioned to adjourn the meeting at 7:59 p.m. J.J. Stoner seconded the motion. The motion passed unanimously.

Respectfully submitted,

Jeff Sauder  
Secretary