

EPHRATA TOWNSHIP SUPERVISORS' MEETING

December 19, 2017

The Ephrata Township Supervisors met this date at 7:00 a.m. at the Ephrata Township Office Building, 265 Akron Rd., Ephrata, Pennsylvania.

Present were Supervisors: Clark Stauffer
John Weber
Ty Zerbe
Manager: Steve Sawyer
Admin. Asst.: Jennifer Carvell

The meeting was called to order by Chairman Clark Stauffer followed by the Pledge of Allegiance to the Flag.

PUBLIC COMMENTS NON-AGENDA ITEMS

A motion to close the public comment period was made by Ty Zerbe. The motion was seconded by John Weber and carried unanimously.

APPROVAL OF MINUTES

A motion was made by John Weber to dispense with the reading of the December 5, 2017 Supervisors' minutes and to approve them as presented. The motion was seconded by Ty Zerbe and carried unanimously.

2018 BUDGET ADOPTION

The Board of Supervisors held a budget work session on October 17, 2017. The Board directed staff to finalize the preliminary 2018 budget as discussed during the work session for approval at the November 7, 2017 meeting. The Board approved a preliminary budget in November and it was advertised and available for public inspection for the past month. The preliminary budget does not include a real estate tax increase. The Township millage rate was lowered from 1.47 mills to 1.17 mills due to the county-wide reassessment. Manager Sawyer presented the proposed 2018 Budget Summary and Worksheet for review and comment. Manager Sawyer also presented information to the Board concerning 2018 wage increases and restructuring for the Township employees. A survey was conducted of 2018 increases for local municipalities and provided to the Board of Supervisors for review.

A motion was made by Ty Zerbe to approve a 2.5% pay rate increase to all Ephrata Township employees for 2018. In addition, the payrate adjustments for the maintenance department position changes as Manager Sawyer outlined and a new snow plowing rate for William Zimmerman are also approved. The motion was seconded by John Weber and carried unanimously.

A motion was made by John Weber to approve the Budget for 2018 as presented and recommended by staff. The motion was seconded by Ty Zerbe and carried unanimously.

Manager Sawyer requested approval from the Board of Supervisors to transfer funds from the General Fund to the Capital Reserve Account. The amount will be determined after the final check run is completed in 2017. Trout, Ebersole & Groff, the Township's annual auditors have strongly suggested having 4 months worth of expenses at the start of each year. Manager Sawyer stated that the remaining funds would be beneficial in the Capital Reserve Fund to be used for the upcoming Warwick to Ephrata Rail Trail bridge project. Manager Sawyer stated that the grant submitted by Warwick Township was approved and the project is projected for 2018.

A motion was made by Ty Zerbe authorizing staff to transfer funds from the General Fund to Capital Reserve. The motion was seconded by John Weber and carried unanimously.

JOHN WEBER RETIREMENT

Manager Sawyer recognized John Weber's retirement at the end of 2017. Manager Sawyer stated that this will be John's last official meeting as a Township Supervisor. A retirement breakfast in John's honor will be held tomorrow morning from 7:00 a.m. to 9:00 a.m. John Weber stated that it was a pleasure serving the Township and enjoyed working with all the Township staff over the years. John has been an Ephrata Township Supervisor for 30 years. John wished the Township the best of luck and welcomed Anthony Haws who has been elected to fill his position.

STAFF REPORTS

Manager Steve Sawyer

- **Storm Water Management Ordinance Amendment.** Manager Sawyer provided the Board of Supervisors with a draft of the Storm Water Ordinance Amendment that was completed by the Township's Attorney and Engineer at the last meeting. The purpose of the Amendment is to clarify and enhance the regulations prohibiting illicit discharge and to define major and minor land disturbances within the Agricultural Zoning District. The amendment would allow certain agricultural projects to be processed as minor storm water plans instead of major storm water plans. Manager Sawyer requested direction from the Board of Supervisors.

A motion was made by John Weber to authorize staff to advertise a public hearing with the intent to adopt the Storm Water Management Ordinance Amendment for the evening meeting in February. The motion was seconded by Ty Zerbe and carried unanimously.

- **Rothsville Road Speed Limit.** Manager Sawyer provided the Board with a copy of a letter dated November 6, 2017 from Daniel Zimmerman, Manager of Warwick Township and a letter of support from Ephrata Township to PennDOT requesting a speed reduction on Rothsville Road. The municipalities would like to see the speed limit lowered due to the rail trail crossing proposed in this area.

The Townships received a response letter from PennDOT dated December 6, 2017 stating that an analysis of roadway geometry, crash data, sight distance, roadside development, speed data and traffic volume were elements in a study completed and their findings did not justify a change to the existing 55 MPH speed limit.

- **Ephrata Public Library Request.** Penny Talbert, Executive Director of the Ephrata Public Library, sent a letter to the Township requesting release of the budgeted contribution to the Library in one lump sum at the beginning of 2018. Manager Sawyer notified the Board of Supervisors that the Township's standard practice is to make contribution payments in June. Manager Sawyer was directed by the Board of Supervisors to contact Penny to discuss one lump sum payment in March or installments beginning in January of 2018.
- **EMA Coordinator Position.** The Supervisors directed staff to contact both Pioneer Fire Company and Lincoln Fire Company to see if there was anyone from the fire companies interested in the vacant EMA Coordinator position. Manager Sawyer notified the Board of Supervisors that no one from either fire company has contacted the Township with any interest. Chief Harvey, who is currently Ephrata Borough's EMA Coordinator stated that he was willing to help whoever is appointed to the position and also recommended Paul Miley. Paul Miley is a Township resident and has past fire fighting experience. The Board of Supervisors directed staff to contact Paul Miley and Jim Keifer about the position.
- **Dump Truck – Sealed Bid Opening.** Manager Sawyer notified the Board of Supervisors that three (3) sealed bids were received for the 1997 Ford dump truck. The highest bidder was in the amount of \$7,111.00. The other two bids were \$4,250.00 and \$2,425.00.

A motion was made by John Weber to sell the dump truck to the highest bidder in the amount of \$7,111.00. The motion was seconded by Ty Zerbe and carried unanimously.

Purchase of New Dump Truck. At the November 7, 2017, Supervisors' Meeting, the Board of Supervisors approved the purchase of the 2018 International 7400 Dump Truck. Manager Sawyer stated that the Township has been notified that there is a problem with the ground speed spreader controller. E.M. Kutz has a representative from the manufacturer of the ground speed controller coming to trouble shoot and hopefully fix the problem on December 20th. The truck should be delivered before the end of the year.

- **Parkview Heights Partners – Financial Security Release.** Manager Sawyer notified the Board of Supervisors that he received a request to release the financial security for the Parkview Heights development. The last remaining item was to put the wearing course on the private street and that work was completed this fall.

A motion was made by Ty Zerbe to approve full release of the financial security to Parkview Heights Partners in the amount of \$40,129.00 per the justification provided. The motion was seconded by John Weber and carried unanimously.

Township Engineer – Jim Caldwell was not in attendance.

APPROVAL OF BILLS

A motion was made by John Weber to accept the list of checks written and to pay any bills pending. The motion was seconded by Ty Zerbe and carried unanimously.

CORRESPONDENCE

John Weber reported that there was no additional correspondence to report at this time.

Clark Stauffer requested that staff verify that electronic message signs in the Township are in compliance with the Township Zoning Ordinance.

A motion was made by Ty Zerbe to adjourn the meeting at 8:08 a.m. The motion was seconded by John Weber and carried unanimously.

Clark R. Stauffer

John L. Weber

J. Tyler Zerbe