

EPHRATA TOWNSHIP SUPERVISORS MEETING

January 2, 2018

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

Present were Supervisors: Clark Stauffer
Tony Haws
Ty Zerbe
Manager: Steve Sawyer
Police: Sgt. Schmidt
Solicitor: Anthony Schimaneck
Engineer: Jim Caldwell
Admin Asst: Jennifer Carvell

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

ORGANIZATIONAL MEETING

Clark Stauffer recognized Tony Haws as the newly elected Supervisor. Tony will replace John Weber who retired as of December 31, 2017. Tony Haws was sworn in prior to the meeting.

A motion was made by Ty Zerbe, seconded by Tony Haws to open the nominations and nominate Clark Stauffer as the Temporary Chairman. The motion carried unanimously. Tony Haws made a motion to close the nominations and appoint Clark Stauffer as Temporary Chairman. The motion was seconded by Ty Zerbe and carried unanimously.

Temporary Chairman Stauffer asked for nominations for the Chairman of the Board of Supervisors for 2018. Ty Zerbe nominated Clark Stauffer as Chairman. There were no other nominations. A motion was made by Tony Haws to close the nominations and to appoint Clark Stauffer as Chairman of the Board of Supervisors for Ephrata Township for 2018. The motion was seconded by Ty Zerbe and carried unanimously.

Chairman Stauffer asked for nominations for the Vice-Chairman of the Board of Supervisors for 2018. Tony Haws nominated Ty Zerbe as Vice-Chairman. There were no other nominations. A motion was made by Tony Haws to close the nominations and to appoint Ty Zerbe as Vice-Chairman of the Board of Supervisors for Ephrata Township for 2018. The motion was seconded by Clark Stauffer and carried unanimously.

Clark Stauffer asked for nominations for the Secretary of the Board of Supervisors for 2018. Ty Zerbe nominated Tony Haws as Secretary. There were no other nominations. A motion was made by Ty Zerbe to close the nominations and to appoint Tony Haws as Secretary of

the Board of Supervisors for Ephrata Township for 2018. The motion was seconded by Clark Stauffer and carried unanimously.

Clark Stauffer asked for nominations for the Treasurer of the Board of Supervisors for 2018. Tony Haws nominated Ty Zerbe as Treasurer. There were no other nominations. A motion was made by Tony Haws to close the nominations and to appoint Ty Zerbe as Treasurer of the Board of Supervisors for Ephrata Township for 2018. The motion was seconded by Clark Stauffer and carried unanimously.

Clark Stauffer asked for nominations for the Assistant Secretary of the Board of Supervisors for 2018. Ty Zerbe nominated Steve Sawyer. There were no other nominations. A motion was made by Ty Zerbe to close the nominations and to appoint Steve Sawyer as Assistant Secretary of the Board of Supervisors for Ephrata Township for 2018. The motion was seconded by Tony Haws and carried unanimously.

Clark Stauffer requested nominations for the 2018 Police Liaison to represent Ephrata Township and attend the Ephrata Borough Public Safety Committee meetings. Ty Zerbe nominated Tony Haws. There were no other nominations. A motion was made by Ty Zerbe to close the nominations and to appoint Tony Haws as the Police Liaison for 2018. The motion was seconded by Clark Stauffer and carried unanimously.

Clark Stauffer requested recommendations for the Township Elected Auditors concerning the 2018 pay rate for the Secretary, Treasurer, and Supervisors doing work with the Maintenance Department. Ty Zerbe made a motion to recommend to the Auditors that the pay rate for the Supervisors be the same rate as the Assistant Road Superintendent. The motion was seconded by Tony Haws and carried unanimously.

Clark Stauffer requested a motion to set the 2018 pay rate for storm water inspections and water and/or sewer lateral inspections. A motion was made by Ty Zerbe to set the pay rate of \$50 per storm water, sewer lateral and/or water lateral inspection for 2018. The motion was seconded by Tony Haws and carried unanimously.

Clark Stauffer requested a motion to set the amount for the Treasurer's Bond for 2018. Manager Sawyer stated that he requested the Township's insurance agent to provide quotes to increase the current Bond and will present them to the Board of Supervisors at a future meeting. Ty Zerbe made a motion to establish the amount of the 2018 Treasurer's Bond at \$1,500,000.00 with the option to raise the coverage if needed to cover the total funds for 2018. The motion was seconded by Tony Haws and carried unanimously.

Ty Zerbe made a motion to appoint Earl Martin as the 2018 Vacancy Board Chairman. The motion was seconded by Tony Haws and carried unanimously.

A motion was made by Ty Zerbe to appoint Morgan, Hallgren, Crosswell & Kane, P.C. as Ephrata Township Solicitor for 2018. The motion was seconded by Tony Haws and carried unanimously.

A motion was made by Tony Haws to appoint Rettew Associates as the Ephrata Township Engineer for 2018. The motion was seconded by Ty Zerbe and carried unanimously.

Manager Sawyer notified the Board of Supervisors that Paul Miley is willing to consider being the Emergency Management Coordinator for Ephrata Township in 2018. Chief Harvey and Manager Sawyer will be meeting with Paul Miley on January 3, 2018 to discuss the position. Manager Sawyer will report Paul Miley's decision to the Board of Supervisors at the next meeting.

Ty Zerbe made a motion to appoint Dale High as the 2018 Ephrata Township Sewage Enforcement Officer and Rettew Associates as the alternate Sewage Enforcement Officer as required by DEP in the event that Dale High is not available in 2018. The motion was seconded by Tony Haws and carried unanimously.

A motion was made by Tony Haws to appoint Associated Building Inspectors, LLC and Jim Phillips as the Ephrata Township Building Inspectors for 2018. Randy Mauer of ABI, LLC will be the 2018 Ephrata Township Building Code Official. The motion was seconded by Ty Zerbe and carried unanimously.

Ty Zerbe made a motion to reappoint the following individuals:

Planning Commission – Marvin Sauder – 4 year term; and

Zoning Hearing Board – Leon Roy Martin – 5 year term; and

Sewer Authority – Bob Hurst – 5 year term; and

Building Code Appeals Board – James Stauffer, Eric Brubaker and Don Good.

Each appointee has agreed to serve for the noted terms referenced above. The motion was seconded by Tony Haws and carried unanimously.

Ty Zerbe made a motion to set the 2018 compensation for the Zoning Hearing Board members, Planning Commission members, and Building Code Appeals Board members at \$40 per meeting. The motion was seconded by Tony Haws and carried unanimously.

A motion was made by Tony Haws to reappoint Jim Phillips and John Weik as the Ephrata Township representatives on the Warwick to Ephrata Rail Trail Committee. The motion was seconded by Ty Zerbe and carried unanimously.

A motion was made by Ty Zerbe to select Ephrata National Bank as the Township Depository for the 2018 General Fund, Capital Reserve Fund, Liquid Fuels Fund & Non-Uniformed Pension Fund subject to Ephrata National Bank pledging their assets for funds exceeding the amount federally insured. The motion was seconded by Tony Haws and carried unanimously.

A motion was made by Ty Zerbe to appoint Tony Haws as the 2018 Voting Delegate to the State Association Convention. The motion was seconded by Clark Stauffer and carried unanimously.

Ty Zerbe made a motion to set the compensation for the maintenance on-call pager responsibilities for 2018 at \$300.00 per year per road department employee. The motion was seconded by Tony Haws and carried unanimously.

Tony Haws made a motion to appoint Conrad Siegel, Inc. as the Ephrata Township Actuary for 2018 for the employee's Non-Uniformed Pension Plan. The motion was seconded by Ty Zerbe and carried unanimously.

Ty Zerbe made a motion to appoint Trout, Ebersole & Groff as Ephrata Township's Professional Auditors for 2018. The motion was seconded by Tony Haws and carried unanimously.

Tony Haws made a motion to appoint Manager Steve Sawyer as the 2018 Chief Administrative Officer for the Ephrata Township Non-Uniformed Pension Plan. The motion was seconded by Ty Zerbe and carried unanimously.

A motion was made by Ty Zerbe to appoint Jennifer Carvell as the 2018 Privacy Officer and Security Officer for the HRA Health Insurance Plan. The motion was seconded by Tony Haws and carried unanimously.

A motion was made by Ty Zerbe to approve the 2018 Non-Uniform Benefit Package and the Employee Policy Manuel, originally adopted on June 20, 2006 and last amended on January 6, 2014. The motion was seconded by Tony Haws and carried unanimously.

A motion was made by Tony Haws to approve the following paid holidays for 2018:
New Year's Day, President's Day, Good Friday, Memorial Day, Independence Day,
Labor Day, Thanksgiving Day, Black Friday and Christmas.
The motion was seconded by Ty Zerbe and carried unanimously.

A motion was made by Ty Zerbe to approve the 2018 Ephrata Township fee schedule. The motion was seconded by Tony Haws and carried unanimously.

A motion was made by Tony Haws to set the Ephrata Township Mileage Reimbursement Rate for 2018 to be the same as the IRS Rate which is currently 54.5 cents per mile. The motion was seconded by Ty Zerbe and carried unanimously.

A motion was made by Ty Zerbe to keep the current meeting dates and times for 2018, i.e. the first Tuesday of every month at 7:00 p.m. and the third Tuesday of every month at 7:00 a.m. The motion was seconded by Tony Haws and carried unanimously.

PUBLIC COMMENTS NON-AGENDA ITEMS

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

APPROVAL OF MINUTES

A motion was made by Tony Haws to dispense with the reading of the December 19, 2017 Supervisors' Minutes and to approve them as written. The motion was seconded by Ty Zerbe and carried unanimously.

STAFF REPORTS

Police – Sgt. Schmidt – Sgt. Schmidt gave a brief overview of the calls for service in the Township during the month of December.

Manager Steve Sawyer

- **Snow Blower Purchase.** Manager Sawyer reported that the snow blower attachment for the skid loader was delivered today.
- **Sale of Dump Truck / Purchase of Dump Truck.** Manager Sawyer notified the Supervisors that the sale of the 1997 Ford dump truck has been completed since the last meeting. The new 2018 International 7400 dump truck will be delivered tomorrow.
- **CM High – 2018 Preventative Maintenance Agreement – Traffic Signals.** A proposal was received from CM High for the PennDOT required 2018 Preventative Maintenance for the traffic signals within Ephrata Township. The Preventative Maintenance is completed twice a year totaling \$2,695.00.

A motion was made by Tony Haws to approve the 2018 Preventative Maintenance Agreement with CM High totaling \$2,695.00. The motion was seconded by Ty Zerbe and carried unanimously.

- **Ratify Transfer of 2017 General Fund** At the December 19, 2017 Supervisors' meeting, the Board of Supervisors approved the transfer of 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 has recommended having a general reserve fund balance equal to four months of expenditures 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 rail trail is tentatively scheduled to be completed in 2018.

A motion was made by Tony Haws to ratify the dollar amount of \$100,000.00 transferred from the General Fund to Capital Reserve. The motion was seconded by Ty Zerbe and carried unanimously.

- **Erma Yoder – Cleaning Pay Increase.** Manager Sawyer informed the Board that Erma Yoder has been cleaning the Township building for the past six years. She has done an excellent job and the cost of the service has not increased during this time. Manager Sawyer recommended increasing the current rate of \$65 per cleaning to \$75 per cleaning.

A motion was made by Ty Zerbe to approve an increase from \$65 per cleaning to \$75 per cleaning. The motion was seconded by Tony Haws and carried unanimously.

Solicitor

Anthony Schimaneck was present at the meeting. He thanked the Board of Supervisors for the appointment. He stated that a summary for the Storm Water Management Ordinance is being prepared for advertising the February 6, 2017 Public Hearing.

Engineer Jim Caldwell

Jim Caldwell thanked the Board for reappointing Rettew Associates as the Township Engineer for 2018. Mr. Caldwell reported that Rettew Associates continues to work on the Township's MS4 Program. Jim Caldwell also stated that he attended a meeting with the Ephrata Mennonite School regarding their proposed project.

Jim Caldwell reported the plans that are currently in the review process as follows:

- Lakeside Villa – Preliminary Subdivision Plan
- Autumn Hills – Final Security Reduction
- Ed Horning – Storm Water Management Plan
- Creek Corner – Traffic Study

APPROVAL OF BILLS

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

CORRESPONDENCE

Tony Haws stated that there was no additional correspondence that has not already been discussed.

A motion was made by Tony Haws to adjourn the meeting at 8:22 p.m. The motion was seconded by Ty Zerbe and carried unanimously.

Clark R. Stauffer

J. Tyler Zerbe

Anthony Haws