

## **EPHRATA TOWNSHIP SUPERVISORS MEETING**

**January 3, 2017**

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  
John Weber  
Ty Zerbe  
Manager: Steve Sawyer  
Police: Lt. Chris McKim  
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

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

Temporary Chairman Stauffer asked for nominations for the Chairman of the Board of Supervisors for 2017. A motion was made by Ty Zerbe to nominate Clark Stauffer as Chairman of the Board of Supervisors for 2017. The motion was seconded by John Weber and carried unanimously. John Weber made a motion to close the nominations and to appoint Clark Stauffer as Chairman of the Board of Supervisors for Ephrata Township. 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 2017. A motion was made by John Weber to nominate Ty Zerbe. The motion was seconded by Clark Stauffer and carried unanimously. A motion was made by John Weber to close the nominations and to appoint Ty Zerbe as Vice-Chairman of the Board of Supervisors for Ephrata Township. The motion was seconded by Clark Stauffer and carried unanimously.

Clark Stauffer asked for nominations for the Secretary of the Board of Supervisors for 2017. A motion was made by Ty Zerbe to nominate John Weber. The motion was seconded by Clark Stauffer and carried unanimously. A motion was made by Ty Zerbe to close the nominations and to appoint John Weber as Secretary of the Board of Supervisors for Ephrata Township. The motion was seconded by Clark Stauffer and carried unanimously.

Clark Stauffer asked for nominations for the Treasurer of the Board of Supervisors for 2017. A motion was made by John Weber to nominate Ty Zerbe. The motion was seconded by Clark Stauffer and carried unanimously. A motion was made by John Weber to close the nominations and to appoint Ty Zerbe as Treasurer of the Board of Supervisors for Ephrata Township. 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 2017. A motion was made by Ty Zerbe to nominate Steve Sawyer. The motion was seconded by John Weber and carried unanimously. 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. The motion was seconded by John Weber and carried unanimously.

Clark Stauffer requested nominations for the 2017 Police Liaison to represent Ephrata Township and attend the Ephrata Borough Public Safety Committee meetings. A motion was made by John Weber to nominate Clark Stauffer. The motion was seconded by Ty Zerbe and carried unanimously. A motion was made by John Weber to close the nominations and to appoint Clark Stauffer as the Police Liaison for 2017. The motion was seconded by Ty Zerbe and carried unanimously.

Clark Stauffer requested recommendations for the Township Elected Auditors concerning the 2017 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 John Weber and carried unanimously.

Clark Stauffer requested recommendations for the Township Elected Auditors concerning the 2017 pay rate for Supervisors who perform storm water inspections and water and/or sewer lateral inspections. A motion was made by John Weber to recommend to the Auditors that Supervisors should be paid \$50 per storm water, sewer lateral and/or water lateral inspections. The motion was seconded by Ty Zerbe and carried unanimously.

Ty Zerbe made a motion to establish the amount of the 2017 Treasurer's Bond at \$1,500,000.00. The motion was seconded by John Weber and carried unanimously.

John Weber made a motion to appoint Earl Martin as the 2017 Vacancy Board Chairman. The motion was seconded by Ty Zerbe and carried unanimously.

Ty Zerbe made a motion to appoint Anthony Shimanek of Morgan, Hallgren, Crosswell & Kane, P.C. as Ephrata Township Solicitor and Jim Caldwell of Rettew Associates as the Ephrata Township Engineer for 2017. The motion was seconded by John Weber and carried unanimously.

Ty Zerbe made a motion to appoint Don Whitcraft as the Emergency Management Coordinator for 2017. The motion was seconded by John Weber and carried unanimously.

A motion was made by John Weber to appoint Jim Kieffer as the Deputy Emergency Management Coordinator. The motion was seconded by Ty Zerbe and carried unanimously.

Ty Zerbe made a motion to appoint Dale High as the 2017 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 2017. The motion was seconded by John Weber and carried unanimously.

A motion was made by John Weber to appoint Associated Building Inspectors, Inc. and Jim Phillips as the Ephrata Township Building Inspectors for 2017. Randy Mauer of ABI, Inc. will be the 2017 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 – Dale Garman – 4 year term; and

Zoning Hearing Board – Thomas Bollinger – 5 year term; and

Sewer Authority – Rod Martin – 5 year term; and

Alternate Sewer Authority – Robert Fisher – 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 John Weber and carried unanimously.

Ty Zerbe made a motion to set the 2017 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 John Weber and carried unanimously.

A motion was made by Ty Zerbe to reappoint Jim Phillips and John Weik as the Warwick to Ephrata Rail Trail Committee Members. The motion was seconded by John Weber and carried unanimously.

John Weber made a motion to select Ephrata National Bank as the Township Depository for the 2017 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 Ty Zerbe and carried unanimously.

A motion was made by Ty Zerbe to appoint John Weber as the 2017 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 2017 at \$300.00 per year per road department employee. The motion was seconded by John Weber and carried unanimously.

John Weber made a motion to appoint Conrad Siegel, Inc. as the Ephrata Township Actuary for 2017 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 2017. The motion was seconded by John Weber and carried unanimously.

John Weber made a motion to appoint Manager Steve Sawyer as the 2017 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 2017 Privacy Officer and Security Officer for the HRA Health Insurance Plan. The motion was seconded by John Weber and carried unanimously.

A motion was made by Ty Zerbe to approve the 2017 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 John Weber and carried unanimously.

A motion was made by John Weber to approve the following paid holidays for 2017:  
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.

Ty Zerbe made a motion to approve the 2017 Ephrata Township fee schedule. The motion was seconded by John Weber and carried unanimously.

A motion was made by Ty Zerbe to set the Ephrata Township Mileage Reimbursement Rate for 2017 to be the same as the IRS Rate which is currently 53.5 cents per mile. The motion was seconded by John Weber and carried unanimously.

A motion was made by John Weber to keep the current meeting dates and times for 2017, 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 Ty Zerbe 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 John Weber and carried unanimously.

#### APPROVAL OF MINUTES

A motion was made by John Weber to dispense with the reading of the December 20, 2016 Supervisors' Minutes and to approve them as written. The motion was seconded by Ty Zerbe and carried unanimously.

#### STAFF REPORTS

**Police – Lieutenant McKim** – Lt. McKim gave a brief overview of the calls for service in the Township during the month of December.

**Manager Steve Sawyer**

- **ALDI – Exemption for DEP Sewage Planning.** Manager Sawyer presented to the Board of Supervisors a letter that was received from Kimley Horn, Engineering firm representing ALDI. The purpose of the letter was to request an exemption from the requirement of DEP sewage facilities planning for the proposed project. The proposed development is at 830 East Main Street which currently has an existing 14,977 square foot clothing manufacturing building. ALDI is proposing a 4,916 square foot expansion of the existing building and converting its use to an ALDI grocery store. The property is currently serviced by a 6-inch sanitary sewer line that connects to a 12-inch public sanitary sewer main that runs along the private road to the west of the site. The projected sewage flow for the proposed business is 150 gallons per day. PA Department of Environmental Protection (DEP) requires sewage facilities planning when a proposed land development project increases total sewage flows by 400 gallons per day.

A motion was made by Ty Zerbe to support the exemption request from Sewage Facilities Planning to PA Department of Environmental Protection (DEP) based on the justification provided. The motion was seconded by John Weber and carried unanimously.

- **Plan Processing Waiver – Lascoskie Lot Add-On.** Manager Sawyer presented to the Board of Supervisors a letter dated December 13, 2016 from Brian Masterson of Register Associates, Inc. on behalf of Thomas A. Lascoskie. Thomas A. Lascoskie is requesting a waiver from plan processing for a Lot Add-On Plan for a property that is located in both West Cocalico and Ephrata Township. The majority of the tract and all of the proposed improvements are located in West Cocalico Township.

A motion was made by John Weber to approve a waiver of Subdivision Plan Processing for a Lot Add-On Plan for Thomas A. Lascoskie based on the justification provided. The motion was seconded by Ty Zerbe and carried unanimously.

- **CM High – Preventative Maintenance Agreement.** Manager Sawyer presented to the Board of Supervisors a proposal from CM High, Inc. for the 2017 traffic signal preventative maintenance. CM High will provide the PennDot required preventative maintenance at a cost of \$2,695.00 which is the same amount paid for this service last year.

A motion was made by Ty Zerbe to approve the proposal from CM High for the 2017 Preventative Maintenance Agreement as presented. The motion was seconded by John Weber and carried unanimously.

**Solicitor**

Newly appointed Anthony Schimaneck was present at the meeting. He thanked the Board of Supervisors for the appointment. A brief discussion occurred regarding the

necessity of preparing Solicitor Reports and meeting attendance. Staff will be working closely with Attorney Schimaneck's office during the transition period.

**Engineer Jim Caldwell**

Jim Caldwell thanked the Board for reappointing Rettew Associates as the Township Engineer for 2017. Mr. Caldwell reported that Rettew Associates continues to work on the Township's MS4 Program. Jim Caldwell also notified the Board of Supervisors of two (2) grants that Rettew has applied for that will benefit the Township in dealing with requirements of the MS4 program.

**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 stated that the Township received an invitation from the Pioneer Fire Company for their Annual Awards Banquet to be held on February 4, 2017.

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

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Clark R. Stauffer

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John L. Weber

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J. Tyler Zerbe