

## EPHRATA TOWNSHIP SUPERVISORS' MEETING

May 2, 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  
Admin Asst: Jennifer Carvell  
Police: Lieutenant Shumaker  
Engineer: Jim Caldwell  
Solicitor: Tony Schimaneck

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 April 18, 2017 Supervisors' minutes and to approve them as presented. The motion was seconded by Ty Zerbe and carried unanimously.

### STAFF REPORTS

#### Police Report – Lt. Thomas Shumaker

- **Reports.** Lt. Shumaker gave a summary of the calls for service within Ephrata Township totaling 148 for the month of April. The monthly report will be provided to the Township and will be kept on file in the office.
- **Pawnbroker Ordinance.** Lt. Shumaker stated that the changes previously discussed were made to the Pawnbroker Ordinance adding the outside vendor network. The Ephrata Police were able to do a trial with the vendor and found it to be very successful. The revised Pawnbroker Ordinance is on the agenda for the next Borough Council meeting for their approval. The purpose of this Ordinance is to require businesses to keep accurate records and file reports with the Ephrata Police Department on the items being sold in case they were stolen. The Police Department will update the Township at the next scheduled evening meeting.

#### Manager Steve Sawyer

- **Traffic Signal at Rte. 322 & Pleasant Valley Road.** At the March 7, 2017 meeting, Manager Sawyer notified the Board of Supervisors that he is receiving complaints concerning the "No Turn on Red" restriction for Pleasant Valley Road

traffic at the traffic signal. The Board of Supervisors approved Rettew Associates to complete a sight distance study and the required paperwork needed to seek PennDot approval to eliminate the no turn on red restriction. Manager Sawyer presented to the Board of Supervisors an email received from Michael J. Centi Traffic Control Specialist of PA Department of Transportation approving a revised permit eliminating the "no turn on red" restriction at Pleasant Valley Road. The sign will be removed from the signalized intersection when the Township's traffic signal maintenance contractor completes the preventative maintenance inspection scheduled within the next two weeks.

- **Kwik-Stor-Community Yard Sale.** Manager Sawyer presented an email dated April 20, 2017 to the Board of Supervisors received from Stan Roof, General Manager at Kwik Shine Carwash and Kwik Stor Self Storage. The email is requesting to hold their Annual Community Day Yard Sale on May 20, 2017 from 7am to 1pm. The event will be the same as prior years with Fire Police directing traffic and parking available in the field behind the storage facility. Manager Sawyer forwarded the information to Chief Harvey and he stated that the event has not created any issues for the EPD and that he had no concerns or objections to the event.

A motion was made by Ty Zerbe to acknowledge Kwik Shine Carwash and Kwik Stor Self Storage's request to hold a one day charitable fundraising event on its premises as set forth in its email of April 20, 2017, based on the Ephrata Police Department's evaluation of the traffic control measures proposed; and Kwik Stor's prior positive history of past similar events. The Township does not object to such an event being held at the time and location as stated in the email as presented. The motion was seconded by John Weber and carried unanimously.

- **Part-Time Employee – Tony Haws.** Manager Sawyer notified the Board of Supervisors that Dave Wilhide does not want to continue mowing throughout the summer. Last year the Township employed two (2) college students to mow and help the Road Crew with projects. This year one of the two students is returning as a seasonal employee to help the road crew full time, therefore; the Township is in need of someone to take care of the mowing and miscellaneous park maintenance this summer and fall. Anthony Haws notified the Township that he would be interested in the open part-time position. Mr. Haws has recently retired from Lancaster County Prison. A copy of his application was provided to the Board of Supervisors for their review prior to the meeting. Manager Sawyer recommended hiring Tony Haws as a part-time seasonal employee to perform the necessary mowing and park maintenance. Manager Sawyer also requested that the Board establish a pay rate for Mr. Haws if the Board approves hiring him.

A motion was made by Ty Zerbe to approve the hiring of Anthony Haws at a rate of \$14.00 per hour for the seasonal part-time mowing and park maintenance position. The motion was seconded by John Weber and carried unanimously.

- **ETSA – Carl Haws Resignation.** Manager Sawyer presented to the Board of Supervisors a letter of resignation from Carl Haws, Sewer Authority Member.

Carl Haws notified the Township that he was placing his home for sale and moving out of the Township in the near future.

A motion was made by John Weber to accept the letter of resignation from Carl Haws dated April 13, 2017. The motion was seconded by Ty Zerbe and carried unanimously.

- **ETSA-Appoint Robert Fisher.** Manager Sawyer notified the Board of Supervisors that he contacted Robert Fisher and informed him that Carl Haws has resigned and that the Authority was in need of someone to fill the open position. Robert Fisher stated that he would be interested in filling the open Sewer Authority Member position.

A motion was made by Ty Zerbe to appoint Robert Fisher as the new Sewer Authority Member to replace Carl Haws. The motion was seconded by John Weber and carried unanimously.

- **Computer Server Upgrade.** Manager Sawyer notified the Board of Supervisors that the Township is in need of a new computer server. This item has been in the budget the last two (2) years. The Township was notified by Custom Computer that the expected life for a server is five (5) years and the current server is over seven (7) years old. An estimate was received for a new server and necessary labor in the amount of \$4899.95. In addition, Manager Sawyer stated that he also requested an estimate for a new laptop computer and Microsoft Office software for his office. He stated that his laptop has been to custom computer several times for issues and that they recommended replacing the unit. The estimate received is \$1,120.90.

A motion was made by John Weber to approve the purchase of a new Dell Server in the amount of \$4,899.95 and a new Dell Laptop in the amount of \$1,129.90 totaling \$6,029.85 as presented. The motion was seconded by Ty Zerbe and carried unanimously.

- **Donation – Community Park.** A letter and check in the amount of \$25.00 dated April 16<sup>th</sup> was presented to the Board of Supervisors from Woof Woof Princess. The letter stated that Princess is a seven (7) year old Pit Bull/Black Lab mix that enjoys going for walks at the Township Park. The donation is to be used to purchase dog bags that have been used by her family.
- **Water Quality Basin at Township Municipal Building.** The Township applied for a grant through the Lancaster County Clean Water Consortium in early 2017. The Township was notified that a grant was awarded to Ephrata Township in the amount of \$3,000.00. The grant program is administered by the Lancaster County Conservation District. The project is estimated to cost \$10,000.00 which includes \$4,000 of labor costs. The project will be completed by the Ephrata Township Maintenance Department. Manager Sawyer recommended approval and acceptance of the mini grant as presented.

A motion was made by John Weber to approve and accept the Lancaster County Clean Water Consortium grant for the water quality basin project. The motion was seconded by Ty Zerbe and carried unanimously.

- **Denver Wholesale Foods – Time Extension.** Manager Sawyer notified the Board of Supervisors that Ephrata Township received a letter from Kevin Varner of Diehm & Sons on behalf of Denver Wholesale Foods on May 1, 2017 granting a 90 day time extension from today to record the final land development plan. The new deadline to record the final plan will be July 31, 2017.

A motion was made by John Weber to approve the requested 90 day time extension granted by Denver Wholesale Foods to record the final plan. The new deadline to record the final plan is July 31, 2017. The motion was seconded by Ty Zerbe and carried unanimously.

- **515 North Reading Road, LLC – Time Extension.** Manager Sawyer notified the Board of Supervisors that Ephrata Township received a letter from Edward Ostrowski of Harbor Engineering on behalf of 515 North Reading Road, LLC granting an extension of time until May 6, 2017 to record the final land development plan. The plan has not been recorded yet due to refinancing delays but the owner has now secured all necessary paperwork to move forward. It was discussed that the Township may want to extend the time requested to be sure that an appointment can be made with Lancaster County Recorder of Deeds Office.

A motion was made by John Weber to approve a time extension to record the final plan granted by 515 North Reading Road, LLC until May 12, 2017. The motion was seconded by Ty Zerbe and carried unanimously.

#### **Solicitor Tony Schimaneck**

Attorney Schimaneck gave a brief overview of the items that his office has worked on or completed since the April 4th meeting.

**Engineer Jim Caldwell** reported that there are **three (3)** plans in the review process.

Rettew Associates is still actively working on the Township's MS4 Plan. Mr. Caldwell submitted information to the Board concerning the Township's Chesapeake Bay Pollution Reduction Plan. The information identifies the reductions in sediment, phosphorus and nitrogen that the Township is required to complete over the next five years. The information also included potential BMP projects to meet the required reductions. The bio-retention project in the Autumn Hills Development will meet approximately 43% of the required reductions.

#### **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.

John Weber stated that the Ephrata Mennonite School completed their annual trash clean-up along roads in the Township on April 20, 2017. John recommended that staff prepared a "thank you" letter to the Ephrata Mennonite School to show the Township's appreciation.

A motion was made by John Weber authorizing staff to prepare a letter of appreciation to the Ephrata Mennonite School. The motion was seconded by Ty Zerbe and carried unanimously.

A motion was made by John Weber to adjourn the meeting at 7:40 p.m. The motion was seconded by Ty Zerbe and carried unanimously.

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Clark R. Stauffer

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John L. Weber

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J. Tyler Zerbe