

EPHRATA TOWNSHIP SUPERVISORS' MEETING

September 4, 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: Lt. Chris McKim
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 was made by Tony Haws to close the Public Comment Period. The motion was seconded by Ty Zerbe and carried unanimously.

APPROVAL OF MINUTES

A motion was made by Tony Haws to dispense with the reading of the August 21, 2018 Supervisors' minutes and to approve them as presented. The motion was seconded by Ty Zerbe and carried unanimously.

BILL HOWARD – EMC Position

Recently, the current Emergency Management Coordinator, Paul Miley contacted Manager Sawyer to notify the Township that he does not want to continue as the Township's EMC. Mr. Miley indicated that the amount of training required for the position was more than he expected. At the last meeting, Chief Harvey recommended Bill Howard as a possible replacement for Mr. Miley.

Mr. Howard gave the Board an overview of his experience. He is the current EMC for West Earl Township, Upper Leacock Township and Leacock Township. He has completed all of the required training for an EMC and is willing to serve as the Ephrata Township EMC. He is currently working on a joint Emergency Management Plan for the three municipalities that he serves and would incorporate Ephrata Township into the plan if he is appointed. His ultimate goal would be to establish a Regional Emergency Management Agency for the eastern part of the County. He currently is not paid for his service and would be willing to become the Township EMC as a volunteer until the Regional Emergency Management Agency is formed. The Board thanked Mr. Howard for his willingness to serve in this capacity.

A motion was made by Ty Zerbe to recommend the appointment of William Howard as the Ephrata Township Emergency Management Coordinator subject to receiving an official resignation letter from Paul Miley. Staff is authorized to complete the necessary paperwork to begin the process. The motion was seconded by Tony Haws and carried unanimously.

STAFF REPORTS

Police Report

- **Reports.** Lt. McKim provided the Supervisors with a summary of the calls for service within Ephrata Township for the month of August. The monthly report will be provided to the Township and will be kept on file in the office.

Lt. McKim informed the Board that the EPD is in the process of replacing their current Records Management System (RMS). The current RMS is no longer supported and must be replaced. The goal is to have a new RMS up and running by the beginning of 2019. The current RMS is done in house with a server and other hardware and connections. The new RMS would be through a subscription service and the records would be stored on the Amazon Cloud. This would replace the local server and other hardware. Lt. McKim provided the Board with the costs for a five-year contract for the new RMS with the four municipalities served by the EPD sharing the costs. It was discussed that the Township is currently negotiating a new police contract. The current contract expires 12/31/19 so the Township would be unable to commit to anything beyond 2019 until a new police contract is approved.

A motion was made by Ty Zerbe to approve the Township's portion of the cost of the new RMS for 2018 and 2019 subject to the Ephrata Borough Council approving the contract for the new RMS. The motion was seconded by Tony Haws and carried unanimously.

Manager Steve Sawyer

- **Eastbrooke Lot.** Manager Sawyer stated that the Board has directed staff to investigate the possibility of selling the Township owned property in Eastbrooke. Attorney Schimanek provided two letters to the Board explaining the process that would be required. Manager Sawyer has contact Gerry Horst who originally donated the property to the Township and he is interested in purchasing the property. The Board went into executive session to discuss the real estate matter. The meeting was reconvened and Chairman Stauffer announced that there was no action taken on this matter.
- **Rail Trail Bridge Project - Update.** Manager Sawyer contacted Warwick Township to get an update on the project. Wilson Consulting is waiting for submittals from DESCOCO concerning the proposed change to the project to remove the railroad ties that were to be repaired and used under the precast concrete deck.
- **Short Term Rental Ordinance Information.** Manager Sawyer provided information to the Board concerning a possible ETZO amendment concerning

short-term rental units. The information included recommendations from the Lancaster County Planning Commission and a copy of West Cocalico's Ordinance. The Board was in favor of moving forward with an Ordinance due to the growing number of short term rentals being started throughout the county. Clark Stauffer expressed his concerns about allowing short term rental units in the Agricultural Zoning District. Staff was instructed to begin working on a draft Ordinance for the Board to review at a future meeting.

- **MMO – Non-Uniform Pension Plan.**

A motion was made by Tony Haws to approve the 2019 Ephrata Township Employees Pension Plan Minimum Municipal Obligation (MMO) in the amount of \$39,902.13. The motion was seconded by Ty Zerbe and carried unanimously.

- **Cable Franchise Agreement – Comcast.** Manager Sawyer stated that Attorney Dan Cohen has completed his negotiations with Comcast and has forwarded a copy of the proposed contract, a proposed ordinance, and a public notice for the Board to review.

A motion was made by Ty Zerbe to authorize staff to advertise a public hearing for the proposed Ordinance on October 2, 2018 at 7:00 P.M. The motion was seconded by Tony Haws and carried unanimously.

- **Building Code Appeal.** Manager Sawyer informed the Board that the Township has received a Building Code Appeal from Joe Burkholder. The Township will have to schedule a Hearing within sixty (60) days. Manager Sawyer recommended using Aaron Zeamer from Russell Krafft and Gruber as the attorney to represent the Building Code Appeals Board.

A motion was made by Tony Haws to appoint Aaron Zeamer as the attorney for Building Code Appeals Board. The motion was seconded by Ty Zerbe and carried unanimously.

Engineer Jim Caldwell reported that Rettew Associates is currently reviewing and working on the following plans and projects:

- Lakeside Villa – site inspections
- DEP Pollution Reduction Plan
- MS4 Annual Report
- Creek Corner Heights Final Plan
- Ephrata Crossing East
- Ephrata Crossings TIS and HOP
- 501 Alexander Drive
- Evangel Assembly of God Church – site inspections
- Ephrata Mennonite School – Floodplain Research
- James Martin Lot Add-On Plan
- James Hoover One Lot Subdivision
- Ephrata Borough Solar Farm
- 515 North Reading Road

Solicitor – Tony Schimaneck

Attorney Schimaneck stated that he did not have any additional information to report at this time.

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 Tony Haws and carried unanimously.

CORRESPONDENCE

Tony Haws reported that there was no additional correspondence to report at this time.

A motion was made by Tony Haws to adjourn the meeting at 8:40 p.m. The motion was seconded by Ty Zerbe and carried unanimously.

Clark R. Stauffer

Anthony K. Haws

J. Tyler Zerbe