

## **EPHRATA TOWNSHIP SUPERVISORS' MEETING**

**June 18, 2019**

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  
Tony Haws  
Ty Zerbe  
Manager: Steve Sawyer  
Admin Assist: 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 was made by Ty Zerbe to close the Public Comment Period. The motion was seconded by Tony Haws and carried unanimously.

### APPROVAL OF MINUTES

A motion was made by Tony Haws to approve the June 4, 2019 minutes and to approve them as presented. The motion was seconded by Ty Zerbe and carried unanimously.

### VINCE YOUNDT – VERTEX MECHANICAL

Vince Youndt from Vertex Mechanical was in attendance. Manager Sawyer stated that the Township's current HVAC system is 27 years old and has become costly with repairs and/or replacement of the old components. At a prior meeting, the Board directed staff to move forward with Vertex Mechanical to create bidding specifications for the project. Mr. Youndt provided the Supervisors with two (2) different types of systems and explained the difference between the two (2) options. Manager Sawyer recommended completing the project in two (2) phases and doing the upper level first because we are experiencing more problems than in the lower level. The upper floor could be completed at the end of this year and the lower lever could be completed in 2020. Vince stated that he estimated that the Township should see at least a 50% energy savings with the new system. The Board of Supervisors thanked Vince for attending the meeting and stated that they will make a decision as to which unit they would like him to complete a bid package at the next meeting.

TED CROMLEIGH – CONESTOGA VALLEY MENNONITE CHURCH PROJECT

Ted Cromleigh of Diehm and Sons was present on behalf of Conestoga Valley Mennonite Church. A letter from Diehm and Sons dated May 29, 2019 and a deed plot was provided to the Board of Supervisors prior to the meeting for their review. The church would like to develop a 245-seat church adjacent to 548 Stevens Road. Ted stated that the closest public sewer and public water mains are approximately 1000' away in New Joy Drive and it would not be feasible for the church to move forward with the proposed project if they would be required to hook up to public water and sewer. In addition, they requested that the Township consider deferring curb and sidewalk. After discussion, the Board of Supervisors stated that they would consider deferring public water / sewer and curb and sidewalk along the roadway until such time as the Township, at its sole discretion, determines that connection to public water and sewer and road improvements are necessary.

STAFF REPORTS

Manager Steve Sawyer

- **Summerlyn Green Block Party.** Manager Sawyer stated that prior to the meeting he received an email from Lucy Slotcavage stating that they have decided to use the sidewalks and grassy area between two homes rather than request permission from the Township to close the street due to the feedback that they received at the last meeting. As a result, they wish to rescind their request to close the street for this event.
- **Policy Manual Amendment.** Manager Sawyer stated that Benecon offered a webinar covering short term disability, workman's compensation, and personal leave of absence and health care benefits. It was recommended that all employers update their Employee Handbooks to adequately cover these issues. Currently the handbook states that an employee must work 40 hours a week to qualify for health insurance. The current health insurance provider requires 30 hours a week. Ephrata Township employees are not covered under FMLA because the Township does not have 50 or more employees. Attorney Schimanek gave the Township some language to consider adding to their current handbook. Manager Sawyer added language to the current Policy Manual for the Supervisors to review and additional language was also discussed. The Board tabled action until the next meeting.
- **Fire Company Study – Ephrata Borough.** Manager Sawyer notified the Board of Supervisors that he attended a meeting at Ephrata Borough regarding a proposed study for the Pioneer Fire Company and Lincoln Fire Company. Jerome E. Ozog, Executive Director of Pennsylvania Fire & Emergency Services Institute prepared a Scope of Project. The purpose of this study is to work collaboratively between the volunteer fire companies and the local governments to ensure an adequate emergency response. This inclusive process will assist in defining the initial stages of a strategic plan that will identify a future fire and rescue system that will serve the needs of the community. The total cost to perform the study is

\$14,520.00. Ephrata Borough has agreed to pay \$7,260.00 and is asking Ephrata Township to pay \$4,355.00 and Clay Township to pay \$2,905.00. Manager Sawyer recommended that the Township participate in paying a portion of the study with the condition that the volunteers of both Pioneer and Lincoln Fire Companies are in favor of and agree to participate in the study as presented.

A motion was made by Ty Zerbe to approve the payment of \$4,355.00 for the study as presented with the condition that the volunteer firefighters of Pioneer and Lincoln Fire Companies are in favor of the study and agree to participate in the study. The motion was seconded by Tony Haws and carried unanimously.

- **Street Opening Ordinance Draft Discussion.** Manager Sawyer stated that Jim Caldwell of Rettew Associates is working on updating the draft Ordinance after the discussions and direction given at a prior meeting. Jim was unable to attend today's meeting.
- **Resolution – Disposition of Records.** Staff prepared a Resolution for the Disposition of Township Records. The proposed disposition of Township records was in accordance with the PA Records Manual.

A motion was made by Tony Haws to approve the disposition of Township records as identified on the Resolution. The motion was seconded by Ty Zerbe and carried unanimously.

- **ETSA Replacement – Bob Hurst.** Manager Sawyer notified the Board of Supervisors that Bob Hurst is planning to move out of Ephrata Township. He will be resigning from his position as a Sewer Authority Member this fall and a replacement will be needed.
- **Authorize Advertising Inter- Municipal Ordinance – Sourcewell.** Manager Sawyer stated that he just received notification from the Township's Attorney Jason Hess that an Inter-Municipal Ordinance with Sourcewell is not necessary. Manager Sawyer presented an Agreement to use Sourcewell to purchase a Grader from Cleveland Brothers and requested approval. In addition, Manager Sawyer requested the Board of Supervisors authorize him to sign any documents needed to become a member of Sourcewell. The proposal from Cleveland Brothers to purchase the used grader should be ready for approval at the next Supervisors' Meeting.

A motion was made by Ty Zerbe approving the execution of the Agreement to use Sourcewell to purchase a Grader from Cleveland Brothers and authorizing Manager Sawyer to execute any necessary documents. The motion was seconded by Tony Haws and carried unanimously.

**Engineer Jim Caldwell** was not in attendance.

**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 stated that the Township received thank you cards from Ephrata Ambulance and Pioneer Fire Company for the 2019 Contributions they received from Ephrata Township.

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 8:29 a.m. The motion was seconded by Ty Zerbe and carried unanimously.

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Clark R. Stauffer

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Anthony K. Haws

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J. Tyler Zerbe