



**EPHRATA TOWNSHIP BOARD OF SUPERVISORS
AGENDA
March 19, 2024**

1. Meeting called to order by Chairman Clark Stauffer at 7:00 A.M.
2. Pledge of Allegiance to the Flag.
3. Public Comment Period on Non-Agenda Items.
4. Approval of the minutes from the March 5, 2024 meeting.
5. 2023 Financial Statements – Megan Thompson, Herbein + Company Inc.
6. Jim Martin – 503 Alexander Drive – Waiver of Land Development Plan Processing
7. Staff Reports
 - Manager – Steve Sawyer
 - Roofing Proposal – Moser Roofing
 - Hammon Avenue – Borough/Township Paving Project
 - East Mohler Church Road – Ridge Avenue Intersection – Additional Signage
 - Disposition of Records
 - LCATS – Spring Meeting
 - Township Engineer- Jim Caldwell
 - Administrative Actions
 - Approval of payment of bills
 - Correspondence – Secretary

EPHRATA TOWNSHIP SUPERVISORS MEETING

March 5, 2024

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

Present were Supervisors:	Clark Stauffer
	Tony Haws
	Ty Zerbe
Manager:	Steve Sawyer
Solicitor:	Anthony Schimaneck
Engineer:	Jim Caldwell
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 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 February 20, 2024 Supervisors' Minutes and to approve them as presented. The motion was seconded by Ty Zerbe and carried unanimously.

STAFF REPORTS

Police Department – Sgt. Matt Randolph.

Sgt. Matt Randolph was in attendance and provided the Supervisors with a summary of the calls for service within Ephrata Township for the month of January totaling 404 incidents. There were 21 arrests and 20 traffic citations. The monthly report will be kept on file in the office.

Sgt. Randolph reported that they are in the process of receiving their new fleet of cars. The new fleet will be white and 12 new vehicles should be in use in the near future.

Sgt. Randolph also reported that three (3) newly hired officers have completed their training and all positions are currently filled.

Manager Steve Sawyer

- **Damage to Rt. 322 / Walmart Traffic Signal.** Manager Sawyer notified the Board of Supervisors that there was an accident at the East Main Street /Walmart access intersection. The vehicle struck the traffic signal controller cabinet that houses all of the electronic to operate the traffic signal. CM High was able to

make repairs so that the traffic signal could continue to operate, but the cabinet, controller and other equipment needed to be replaced. The driver's Insurance Company, Geico, was contacted and a claim was filed. Geico notified the Township that the insured only has limited liability insurance in the amount of \$5,000.00. The estimate received from CM High is in the range of \$30,000.00 - \$40,000. Manager Sawyer contacted the Township's Insurance Company, Philadelphia Insurance Company, and filed a claim for any amount that is not paid by the responsible party's insurance company.

- **Lancaster Barnstormers Relay (Running) Race.** The Township received an email from Jason Logue, President of Every Mountain Outdoors and Run PA dated February 14, 2024 notifying the Township of a Stormn' Lancaster Relay Race to be held in September of 2024. This is a fundraiser event with the Lancaster Barnstormers. Jason has reached out to all of the Municipalities within the mapped relay race to request approval. The race is a total of 179 miles to be run by teams in a 24-hour time period. The Township's portion of the race proposes to use the Warwick to Ephrata Rail Trail, East Fulton Street and Diamond Station Road. The runners are projected to be in the Ephrata area around late afternoon to early evening and will be required to wear lighted gear. Sgt. Matt Randolph stated that he has reviewed the information and the Ephrata Police Department does not have any objections or concerns at this time.

A motion was made by Tony Haws to not object to the Stormn' Lancaster Relay Race to be held on September 14th and September 15th as presented. A motion was seconded by Ty Zerbe and carried unanimously.

- **Blue Ridge CATV Underground Projects - Update.** Manager Sawyer notified the Board of Supervisors that Blue Ridge CATV is planning to install new conduit in several Ephrata Township developments to replace old cable lines with new fiber lines. Manager Sawyer met with BRC Engineers on February 20th to describe the type of plans that will be required to receive a Highway Occupancy Permit. The requirements will be the same as the Township required of other utility companies such as UGI and Comcast.
- **2024 Winter Budget Status.** Manager Sawyer prepared a Memorandum dated February 28, 2024 with the current costs for salt, snow contractors, and township labor to date. The total winter snow removal budget includes salt, contractors and Township employee wages. The amount spent to date for salt and contractors is at 50.8% of the budgeted amount and Township Wages are at 41.8% of the budgeted amount.
- **ZHB Hearing – Weaverland Mennonite Homes & Caring Acres Communities.** Manager Sawyer reviewed with the Board a zoning hearing Applications for the March meeting. Weaverland Mennonite Homes & Caring Acres Communities are seeking approval to establish a life care facility on property with an access from Cindia Lane. The property is located to the west of the Sycamore Acres Park and is in the Residential Medium Density Zoning District. Previously, Diehm & Sons and Caring Cares presented to the Board of Supervisors a sketch plan of the proposed development. Manager Sawyer asked

the Board if they would like the Township to become a party to the hearing or present any testimony at the hearing.

A motion was made by Ty Zerbe directing staff to not to take a position or present testimony at the zoning hearing for Weaverland Mennonite Homes & Caring Acres Communities. The motion was seconded by Tony Haws and carried unanimously.

Solicitor – Tony Schimaneck

Solicitor Schimaneck informed the Board that he did not have anything additional information to report at this time.

Township Engineer Jim Caldwell reported that the following plans/projects are in the review process:

- Akron Road Culvert Project
- Signature Custom Cabinetry – PennDOT HOP for Future LD Plan
- SWMP – Darin Weaver
- Rothsville Road – Gerry Balmer 2nd Dwelling Unit
- Blue Ridge Cable – HOP
- SWMP – Marzec
- Shannon Hurst/537 Stevens Road – Revised Final Plan
- Allen Auker – SWMP
- Mennonite Central Committee - Expansion Project

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

A motion was made by Tony Haws to adjourn the meeting at 7:57 p.m. The motion was seconded by Ty Zerbe and carried unanimously.

Clark R. Stauffer

J. Tyler Zerbe

Anthony Haws

ssawyer@ptd.net

From: Jim Caldwell <jcaldwell@rettew.com>
Sent: Wednesday, March 13, 2024 3:33 PM
To: Steve Sawyer
Cc: Jim Martin; Reid Martin; Tom Schaller; Jim Henke; KG@pioneermanagementllc.com
Subject: RE: 503 Alexander Drive - Concept Excavating
Attachments: Plan View Schematic.pdf; Appendix 18.PDF; Pioneer cover letter-3-8-24.PDF

Steve,

I've reviewed the attached land development waiver request and supporting information. From my understanding, Concept is proposing the additional enclosed space to house equipment and/or materials that are currently stored unenclosed elsewhere on the site. The proposed addition does not appear to represent a material expansion of the use, rather a "reconfiguration of the existing use". The proposed addition is located on existing impervious area and will not require any additional stormwater management facilities.

Due to the limited scope of the proposed expansion, we recommend approval of this modification request with the condition that any future change of use, expansion of the building or increase in the intensity of the be approved by Ephrata Township.

Feel free to contact us with any questions.

Thank you,

Jim Caldwell
Team Lead, Municipal
Office: 800-738-8395
Direct: 717-431-3740
Mobile: 717-808-9343
jcaldwell@rettew.com

RETTEW

A 100% Employee-Owned Company
<http://www.rettew.com/>

From: KG@pioneermanagementllc.com <KG@pioneermanagementllc.com>
Sent: Friday, March 8, 2024 1:58 PM
To: ssawyer@ptd.net
Cc: Jim Caldwell <jcaldwell@rettew.com>; Jim Martin <jim@conceptexcavating.net>; Reid Martin <reid@conceptexcavating.net>; Tom Schaller <toms@brecknockbuilders.com>; Jim Henke <jh@pioneermanagementllc.com>
Subject: RE: 503 Alexander Drive - Concept Excavating

This message originated from outside your organization

Steve,

PIONEER

Management, LLC

March 8, 2024

Mr. Steve Sawyer, Manager
Ephrata Township
265 Akron Road
Ephrata, PA 17522

RE: 503 Alexander Drive
Land Development Waiver Request
Pioneer Project No.: 21-0300-01-A

Dear Mr. Sawyer:

On behalf of the owners at 503 Alexander Drive, Pioneer management, LLC respectfully requests a waiver of land development processing for construction of a 60' x 95' building addition. Attached is a sketch showing the location of this 5,700 SF building addition as well as a completed Appendix 18 – Application for Consideration of a Waiver. Below is our justification for requesting this waiver.

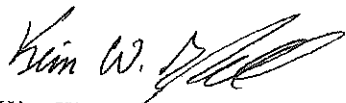
Sections 305 & 306 - Plan Processing Procedures

A Stormwater Management (SWM) Plan, and then a Stormwater As-built Plan, was recently processed through the Township for additional gravel surfaces on this site. The proposed building addition is being proposed over an existing gravel surface; therefore, it can be assumed that there will be no increase in runoff or increase in impervious lot coverage (since surfaces initially in gravel are assumed to be impervious for lot coverage and stormwater management purposes). This building addition was not anticipated at the time the SWM Plan was processed or it would have been shown and the waiver requested then.

This proposed addition will comply with all zoning ordinance criteria and no new employees are proposed. Based on this, and its relatively small size, we believe there is no harm in allowing the owner to proceed without processing a land development plan.

We respectfully request that this project be placed on the next available Planning Commission and Board of Supervisors meetings.

Sincerely,



Kim W. Graybill, P.E.
Senior Engineer

Copy: Mr. James Caldwell, Rettew Associates, Inc. (via email)
Mr. Jim Martin, Concept at Alexander, LLC (via email)

111 Millersville Road • Lancaster, PA 17603
(717) 481-5500 • Fax (717) 481-4955

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EPHRATA TOWNSHIP

265 Akron Road, Ephrata, PA 17522

Memorandum

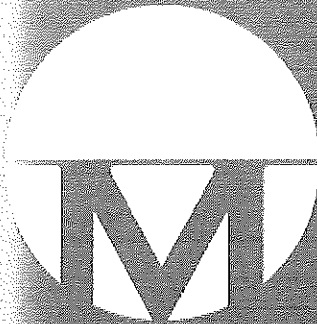
To: Ephrata Township Supervisors
From: Steven A. Sawyer, Township Manager
Date: 3/7/2024
Re: Municipal Office Roof Replacement

The Ephrata Township Municipal Office was constructed in 1992. The roof is the original thirty-year asphalt shingle roof and is in need of replacement. We have discussed using ARPA funds for this project. I have contacted four local roofing contractors to obtain proposals to remove and dispose of the existing shingles and install a new asphalt shingle roof. All of the roofing contractors who were contacted are members of the COSTARS program which would allow the Township to select one of the contractors without going through the formal bidding process. Each roofing contractor was provided with a copy of the required prevailing wage rates for the project which are included in the proposals. We received the following proposals:

Moser Roofing Solutions - \$58,500.00
J Smucker Contractor – \$70,488.00
Sensenig Roofing – \$84,520.00
GSM Roofing – \$106,094.00

JOB PROPOSAL

#22115-265-265A

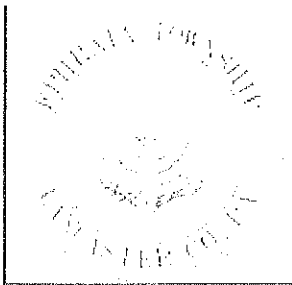


MOSER

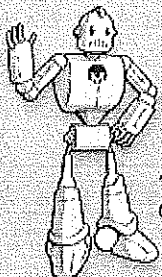
ROOFING SOLUTIONS

- COMMERCIAL ROOFING PROFESSIONALS -

801 Rohrerstown Road, Lancaster, PA 17601



Ephrata Township
265 Akron Rd
Ephrata, PA 17522



Home of
"The Roof
Guardian"

PROPOSAL PROVIDED BY:

Roger Moreno

Ask about our Roof
Management Software



ROOF KEEP
"NOTHING IS LOST"

EXHIBIT #: 1
Site Overview

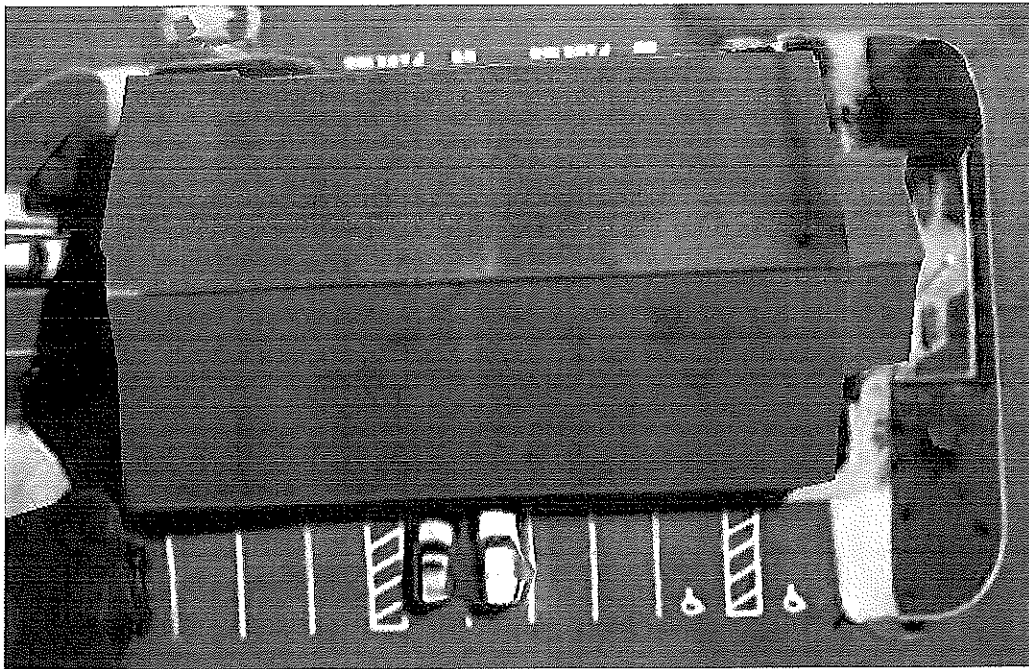


EXHIBIT #: 2
Street Identification

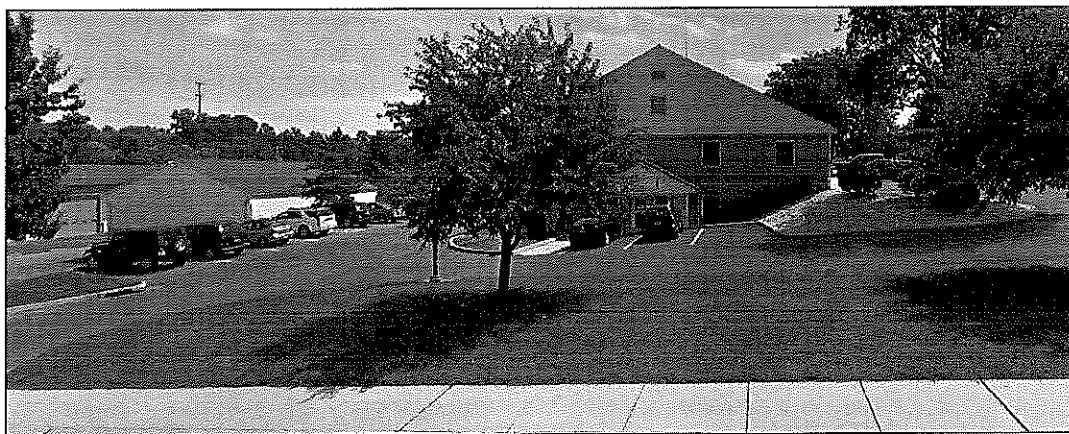


EXHIBIT # 4
Roof Installation Specification

Roof Assembly Description:

- Wood Roof Deck
- Ice & Water self adhering membrane
- Asphalt shingle
 - Nailed as per manufacturer

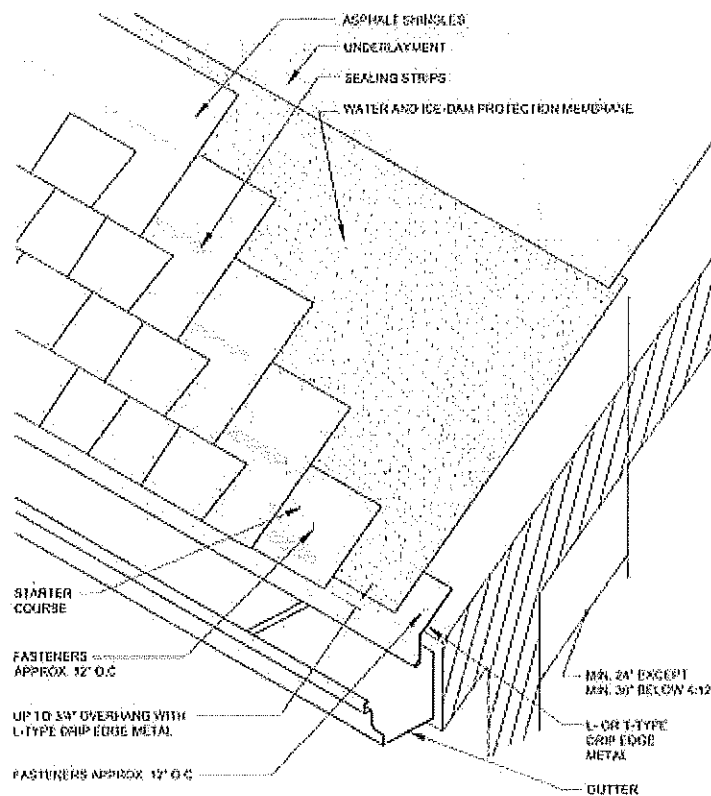


EXHIBIT #: 3
Roof Installation Specification

Job Location: 265 Akron Rd

Roof Area: Shingle roof

Square foot:

265: 8,600

Scope of work Description:

Moser Roofing Solutions is pleased to submit our estimated budget to provide all labor, materials, equipment, insurances and engineering required to perform the following scope of work:

Remove and dispose of asphalt shingles. Install New TAMCO shingle roof

ROOFOVER SCOPE OF WORK:

- Mobilize on-site and set up OSHA-compliant safety equipment. 100% Tie-off beyond warning flag system. Independent safety inspector verified.
- Remove existing shingles and felt paper.
- Re-nail roofing deck as needed. If decking needs replaced, billed extra at time and material.
- Install ice and water on eaves, valleys and around penetrations.
- Install new drip edge.
- Install synthetic felt paper.
- Install 30 year architectural shingles.
- Install Cap shingles.
- Complete installation of all materials and remove all contractor generated debris.
- This proposal includes the manufacturer's standard 30 shingle warranty and material warranty, as well as Moser Roofing Solutions, LLC standard two-year Workmanship warranty and 2 years of complimentary roof inspections.
- Includes all sales tax, hoisting, and disposal equipment required to complete this scope of Work.
- Moser Roofing Solutions on occasion augments production capabilities with Duro-Last certified subcontractors to ensure timely completion of project.
- Any subcontractor work is 100% coordinated and managed by Moser Roofing Project Manager.

EXCLUSIONS AND CLARIFICATIONS:

- No work included on any other roof areas, other than stated above.
- Raising, disconnection, and reconnection of HVAC units, electrical, plumbing, condensing units, service lines, conduit, gas lines, exhaust fans, and disconnects (if needed) completed by others.
- Replacement of damaged or deteriorated wood blocking for an additional \$4.50 per Linear foot.
- Replacement of wet, damaged, or deteriorated insulation for an additional \$4.75 per square foot.
- Replacement of damaged or deteriorated metal deck for an additional \$11.50 per square foot.
- No work included with masonry or wall panels.
- Excludes all non-roof-related break metal.
- Excludes installation of plastic protectant from below the roof deck.

Start Date: (Weather Permitting)

Completion Timeframe:: (Weather Permitting)

Roof Proposal # 24115-265 (Municipal Building)

Shingle cost: \$58,500.00

Payment Terms: 20% due upon signing: \$13,400.00, 60% due upon starting work \$40,200.00, 20% due upon completion of work described above \$13,400.00. Delinquent payment, upon any work completed, shall bear interest at 1.5% per month from date of completion, and, if suit is filed to enforce payment owner(s) will pay reasonable attorney fees and court cost. Proposal valid for 20 days from 03/06/2024.

Accepted by: Steven Sawyer

Singed:_____

Printed:_____

Date:_____

Municipal Building Option: 6" K-Style Gutter, downspouts and accessories installation: \$11,400.00, invoiced at the end of project:

Signed:_____

Accepted by: Steven Sawyer

Singed:_____

Printed:_____

Date:_____

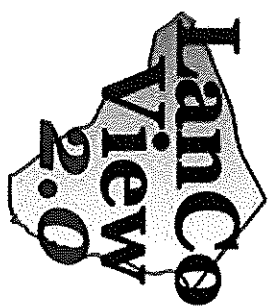
Additional work performed outside the scope of work billed at a time and material rate of \$75.00 per roof technician. Contractor will obtain change order for additional work. Roof project cost does not include structural repairs needed, performed by others. Moser Roofing Solutions, LLC will manage repairs by others at the time and material rate.

Project priced using Roofer (shingle) Prevailing Wage Rate of \$54.95.

Thank you for the bid and service opportunity!

Lanco View Map

Lincoln Heights Outdoor Recreation Area



- Properties
- Municipalities
- Buildings
- US Route
- Federal Route
- Road Edge Outline
- Road Edge Fill
- Parking Lots
- Drives
- Railroads
- Streams
- Water Bodies
- Parks
- Boroughs and City
- Townships
- Index
- Intermediate
- 10' Index Contours
- 20' Contours
- Agricultural
- Forested



1 inch equals 376 feet
Scale: 1:4,514

Source: Lancaster County GIS, Copyright (c) 2022. This map to be used for reference or illustrative purposes only. This map is not a legally recorded plan, survey, or engineering schematic and it is not intended to be used as such. For complete disclaimer, see: <https://co.lancaster.pa.us/gisdiscclaimer>

From: David Burkholder <dburkholder@ephrataboro.org>
Sent: Monday, March 11, 2024 3:44 PM
To: Steve Sawyer
Subject: FW: Ephrata Township Paving

Steve – see emails below. If agreeable let me know. - David

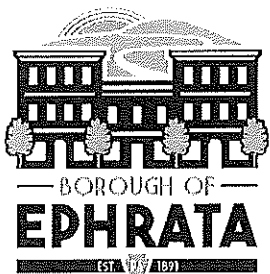
From: Nancy Harris <nharris@ephrataboro.org>
Sent: Monday, March 11, 2024 3:36 PM
To: David Burkholder <dburkholder@ephrataboro.org>
Subject: FW: Ephrata Township Paving

David,

We will need to enter into an agreement with Ephrata Township – please see Isaac’s email below.

I know you are in a time crunch with the bidding. You could put the Township section in as an add alternate.

If the Township is agreeable, I can have Isaac start to prepare the agreement with anticipated action at the April 8th council meeting.



Nancy E. Harris, P.E.

Borough Manager

Office: (717) 738-9232 x130
Fax: (717) 738-9201
124 S. State St., Ephrata, PA 17522
www.ephrataboro.org

From: Isaac Wakefield <IWakefield@salzmannhughes.com>
Sent: Monday, March 11, 2024 3:24 PM
To: Nancy Harris <nharris@ephrataboro.org>
Subject: Ephrata Township Paving

Nancy,

On the boundary road paving issue, I think “piggybacking” would be fine if the Borough wants to pursue that (note, I am assuming there is no existing boundary road agreement that would already control this in some way). While some municipalities handle these things with a handshake, I think the law requires it to be addressed by written agreement. The Borough Code allows boroughs to enter into written agreements with adjoining municipalities for improving streets, including boundary streets. This arrangement would also likely qualify as an intergovernmental cooperation agreement under the Intergovernmental Cooperation Act. Under the circumstances, the agreement would be concise and address the primary issues of reimbursement, indemnity, limits of responsibility, future maintenance, etc. Helpfully, the ICA now allows municipalities to approve these agreements by resolution rather than ordinance. So, approvals would be quicker.

Let me know how you want to proceed. I can get you an agreement and approval resolution with relative ease.

Isaac

Isaac P. Wakefield
Shareholder

1801 Market Street, Suite 300 | Camp Hill, PA 17011
Office: 717.234.6700 Ext. 1304
Fax: 717.249.7334

SALZMANN
HUGHES, P.C.
Attorneys at Law
www.salzmannhughes.com

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RESOLUTION NO. _____
EPHRATA TOWNSHIP, COUNTY OF LANCASTER
COMMONWEALTH OF PENNSYLVANIA

WHEREAS, by virtue of Resolution No. 11-040197, Ephrata Township declared its intent to follow the schedules and procedures for the disposition of records as set forth in the municipal Records Manual approved on July 16, 1993, and

WHEREAS, in accordance with Act 428 of 1968, each individual act of disposition shall be approved by resolution of the governing body of the municipality; and

BE IT RESOLVED on _____ that Ephrata Township Supervisors hereby authorizes the disposition of the following records:

<u>Description</u>	<u>Dates</u>
Recycling Info for Annual Grant	2011-2016
Accounts Receivable	2016
Accounts Payable/Petty Cash	2016
Bank Statements/Reconcile	2016
Street Light Receipts & VUB Reports	2016
ETSA Accounts Payable	2016
ETSA Accounts Receivable	2016
ETSA VUB Receipts & Reports	2016

EPHRATA TOWNSHIP

Attest: _____
Steven A. Sawyer
Township Manager

By: _____
J. Tyler Zerbe
Vice-Chairman

SEAL:

By: _____
Anthony K. Haws
Secretary

LANCASTER CO. ASSOC. OF TWP. SUPERVISORS

5581 Old Phila. Pike
Gap, PA 17527
717-768-8059 (phone)
717-768-3660 (fax)
kpeachey@salisburytownship.org

DATE: March 6, 2024

TO: Township & Borough Supervisors/Council Members/Secretaries/Managers

FROM: LCATS Executive Committee

SUBJECT: Spring Meeting

APRIL 30, 2024
The Gathering Place
6 Pine Street, Mount Joy, PA
5:30 PM- Appetizers
6:00 PM- Dinner

We look forward to seeing everyone at our annual spring meeting. We will be inviting all members of the Lancaster County Delegation, Congressmen, County Commissioners and all Lancaster County municipalities. There will be no cost for this meeting this year (LCATS will cover the cost). This meeting will be eligible for the \$50 reimbursement and mileage (from your township).

Please list the names below of the Supervisors/Council Members/Secretaries/Managers that will be in attendance and fax to 717-768-3660 or email to kpeachey@salisburytownship.org by April 16, 2024. If you have any questions, please contact Kirsten at 717-768-8059.

MUNICIPALITY NAME _____

_____	_____
_____	_____
_____	_____

_____ # attending x \$0 = FREE

LCATS will be charged for each reservation, so please provide accurate numbers for attendees. If someone is unable to attend, please contact Kirsten immediately.