

## EPHRATA TOWNSHIP SUPERVISORS' MEETING

July 2, 2019

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  
Admin Asst: Jennifer Carvell  
Police: Lt. McKim  
Engineer: Jim Caldwell  
Solicitor: Anthony Schimanek

The meeting was called to order by Chairman Clark Stauffer followed by the Pledge of Allegiance to the Flag.

### PUBLIC COMMENT PERIOD

- **Akron Volunteer Fire Company.** The Board of Supervisors received a letter from the Akron Volunteer Fire Company Board of Officers dated June 30, 2019. Justin Gehman was present and spoke on the Fire Company's behalf. He is currently the Deputy Chief and Secretary of the Board of Officers. The reason for the letter and attendance was to notify the Township that they were informed that the Township is participating in a Fire Company Study for Pioneer and Lincoln Fire Companies and they service approximately 20 percent of Ephrata Township. They stated that they wanted to be proactive and request information be shared as to the outcome of the study and are willing to work with the Township. The Fire Company was informed that the study was initiated by Ephrata Borough and the goal was to help Pioneer and Lincoln Fire Company with issues such as funding and recruitment of volunteers. The Board stated that they will share information with the Akron Fire Company as it becomes available. Chairman Stauffer thanked the volunteers for all that they do for the community and for attending the meeting.
- **David and Rhoda Martin Final Subdivision Plan.** Manager Sawyer notified the Board of Supervisors that Mark Jones of Hartech Engineering was present on behalf of Mr. and Mrs. Martin to present their Final Subdivision Plan. Manager Sawyer was not aware that they were going to be present so they were not on the agenda. Jim Caldwell provided the Board of Supervisors with Rettew's Review Letter dated June 21, 2019 and stated that he did not have any concerns with the Board taking action on the plan. David and Rhoda Martin are proposing a single-family dwelling on a newly created lot located off of Brossman Road. A separate access easement for a driveway through the parent tract is also proposed. The Ephrata Township Planning Commission reviewed the plans at their May 28, 2019 meeting and recommended approval.

A motion was made by Ty Zerbe to approve a Waiver to Section 409.1.B.3.b – Loading Ratio per the justification and alternative provided. The motion was seconded by Tony Haws and carried unanimously.

A motion was made by Tony Haws to approve the David and Rhoda Martin Final Subdivision Plan based on the conditions contained in the Township Engineer's letter dated June 21, 2019. The motion was seconded by Ty Zerbe and carried unanimously.

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 June 18, 2019 Supervisors' Minutes and to approve them as presented. The motion was seconded by Ty Zerbe and carried unanimously.

#### STAFF REPORTS

##### Police Report – Lt. Chris Mckim

- **Reports.** Lt. McKim provided the Supervisors with a summary of the calls for service within Ephrata Township for the month of June totaling 130 incidents. The monthly report will be provided to the Township and will be kept on file in the office.

##### Manager Steve Sawyer

- **Caterpillar Grader Purchase.** Manager Sawyer stated that Cleveland Brother has accepted the Township's offer to purchase the 2001 Caterpillar motor grader previously owned by Salisbury Township for \$78,000.00. Cleveland Brother has also inspected the Township's old grader and has offered a trade in value of \$6,500.00. Manager Sawyer recommended approving the purchase of the Grader and accepting the trade-in offer from Cleveland Brothers for an overall purchase price of \$71,500.00. Ephrata Township has become a member of Sourcewell, a cooperative purchasing program similar to Co-Stars. The purchase would be under Sourcewell Contract Number 032515-CAT.

A motion was made by Ty Zerbe to authorize staff to purchase the used Caterpillar Grader from Cleveland Brothers for a purchase price of \$78,000.00 and to accept a trade-in value of \$6,500.00 for the 1980 John Deere Grader for an overall cost of \$71,500.00. The motion was seconded by Ty Zerbe and carried unanimously.

- **Fire Company Study – Steering Committee.** Manager Sawyer notified the Board of Supervisors that he received an email from Chief Harvey requesting that each fire company pick 3 representatives and each municipality pick 2 representatives to form a Steering Committee for the Fire Company Study. Manager Sawyer stated that he spoke to Larry Ray and he is willing to serve on the committee. Tony Haws stated that he was told that the municipalities will not

need to attend every meeting and that he would be willing to be the 2<sup>nd</sup> Ephrata Township representative.

A motion was made by Ty Zerbe to appoint Larry Ray and Tony Haws as the Ephrata Township representatives for the Fire Study Steering Committee. The motion was seconded by Tony Haws and carried unanimously.

- **Employee Handbook – Leave of Absence 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. Manager Sawyer prepared an amendment to the current Ephrata Township Handbook with language recommended by Attorney Schimaneck.

A motion was made by Tony Haws to approve the amendment to the Ephrata Township Handbook Section 2 as presented. The motion was seconded by Ty Zerbe and carried unanimously.

- **HVAC System.** Vince Youdt of Vertex Mechanical attended the last Supervisors Meeting and presented cost estimates and plans showing two different options to replace the HVAC system in the Township building. Manager Sawyer recommended moving forward with preparing bidding specifications for the single-phase mini splits 7 outdoor unit option versus the three phase 2 outdoor unit option. This was the option recommended by Mr. Youndt. Manager Sawyer also stated that it may be wise to complete the project in two (2) phases. The upper level fall of 2019 and the lower level in 2020.

A motion was made by Ty Zerbe authorizing Vertex Mechanical to prepare bidding specifications and plans for the installation of a single phase mini split HVAC system. The motion was seconded by Tony Haws and carried unanimously.

- **Financial Security Reductions – Ephrata Solar & Highpoint Church.** The Financial Security Reduction Letter from Rettew for Ephrata Solar was not completed in time for the Supervisors meeting so Steve Sawyer stated that it will be discussed at the next meeting. The Board of Supervisors were presented with a Financial Security Reduction letter from Rettew dated July 2, 2019 for Highpoint Church. Jim Caldwell recommended a reduction of \$349,560.29 leaving a balance of \$222,164.93.

A motion was made by Tony Haws authorizing a Financial Security Reduction for Highpoint Church subject to Rettew Associate's letter dated July 2, 2019 in the amount of \$349,560.29 leaving a remaining balance of \$222,164.93. The motion was seconded by Ty Zerbe and carried unanimously.

- **Ephrata Youth Soccer Club – Fall Field Reservation.** Ephrata Youth Soccer Club submitted a fall field reservation request to the Township for ages 4 through

8. It was discussed that the grass on the soccer field is currently in good condition.

A motion was made by Ty Zerbe to allow the Ephrata Youth Soccer Club to use the soccer field at the Ephrata Township Park as per the schedule submitted. The motion was seconded by Tony Haws and carried unanimously.

**Engineer Jim Caldwell** reported that the following plans in the review process:

- Glenwood Foods – Revised Land Development
- Autumn Hills Phase 1 – As-Builts
- Gary Weaver – Sketch Plan
- Dave & Rhoda Martin – Final Subdivision Plan
- Ephrata Borough Solar Farm –Financial Security Reduction
- Highpoint Church – Financial Security Reduction
- Ephrata Crossings - HOP

**Solicitor Tony Schimaneck**

Attorney Schimaneck stated that his office is currently working on Ephrata Crossing Agreements and the Short-Term Rentals and Video Gaming Terminal Ordinance.

**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 at this time.

A motion was made by Ty Zerbe to adjourn the meeting at 8:28 p.m. The motion was seconded by Tony Haws and carried unanimously.

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Clark R. Stauffer

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Anthony K. Haws

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J. Tyler Zerbe