

# EPHRATA TOWNSHIP SUPERVISORS' MEETING

**June 21, 2022**

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

Present were Supervisors: Clark Stauffer  
Ty Zerbe  
Manager: Steve Sawyer  
Admin Assist: Jennifer Carvell  
Engineer: Jim Caldwell  
Police: Chief John Petrick

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 Clark Stauffer and carried unanimously.

## APPROVAL OF MINUTES

A motion was made by Ty Zerbe to dispense with the reading of the June 7, 2022 Supervisors' minutes and to approve them as presented. The motion was seconded by Clark Stauffer and carried unanimously.

## HURST PROPERTY SKETCH PLAN

There was no one in attendance. Manager Sawyer stated that the Ephrata Township Planning Commission reviewed the Sketch Plan at their May meeting and based on the Planning Commission's recommendations the Developer has decided to consult with an attorney regarding the private street issue on Lincoln Heights Road prior to attending a Supervisors Meeting.

## STAFF REPORTS

### **Police Department – Monthly Report.**

Chief John Petrick provided the Supervisors with a summary of the calls for service within Ephrata Township for the month of May totaling 385 incidents. There were 9 arrests and 16 traffic citations.

Chief Petrick stated that in May the EPD started a Park, Walk, & Talk Program. This new program allows the officers to engage with the public at locations such as the

Ephrata Township Park. The electric bikes that were donated by Wellspan Hospital are also being used with this program.

**Manager Steve Sawyer**

- **Weaver Precast FSR.** Jim Caldwell provided the Board of Supervisors with Financial Security Reduction letter for the Weaver Precast Land Development Plan dated June 7, 2022 recommending full release of the Financial Security in the amount of \$76,158.09.

A motion was made by Ty Zerbe to approve full release of the Weaver Precast Financial Security in the amount of \$76,158.09 per Rettew Associates letter dated June 7, 2022. The motion was seconded by Clark Stauffer and carried unanimously.

- **ARP Funds.** Manager Sawyer provided the Board of Supervisors with a memorandum dated June 15, 2022 regarding the American Rescue Plan Funds. Ephrata Township will receive a total of \$1,094,108.00 of federal funding. To date the Township has received \$547,054.00 and the remaining \$547,054.00 will be distributed in July of 2022. The ARP Funds must be spent by December 31, 2024. The Township Auditors have recommended that the monies be expended over multiple years because a single Audit will be required if the Township spends more than \$750,000.00 in a single year. Ephrata Township recently opened bids for the restoration of the Cocalico Creek Project and after the grant monies are received the Township will have a balance of approximately \$457,440.00. The ARP Funds are permissible to be used for this project. In addition, the Board of Supervisors authorized the Township to purchase a new Freightliner dump truck at a cost of \$160,000.00 with the intent of using the ARP Funds. In past discussions, the Board of Supervisors expressed that some of the money should be allocated for the Volunteer Fire Companies that service Ephrata Township. A report prepared by Jerry Ozog, a consultant hired by Ephrata Borough, included a funding allocation formula that could be used by the Township for allocating fire company contributions. Pioneer, Lincoln and Akron Fire Companies cover approximately 90% of the Township. The funding allocation formula in the Ozog report uses assessment, population, and number of calls. Using this formula 48% of the total contribution would go to Ephrata Pioneer Fire Company, 39% to Lincoln Fire Company and 13% to Akron Fire Company.

A motion was made by Ty Zerbe to table a decision on the amount of ARP Funds that would be allocated to the local Volunteer Fire Companies until such time that all three (3) Supervisors are in attendance. The motion was seconded by Clark Stauffer and carried unanimously.

- **2022 Audit – Modified Cash vs. Accrual Basis.** Manager Sawyer provided an email prepared by Megan Senkowski of Trout CPA dated May 18, 2022 listing the pros and cons for converting the Township's financial statements to the modified cash basis of accounting beginning with the 2022 audit. There will be a cost associated with the conversion to the modified cash basis which can be

performed prior to the annual audit but the change to a modified cash basis will result in reduced audit costs going forward.

A motion was made by Ty Zerbe to approve converting the Ephrata Township financial statements to the modified cash basis of accounting beginning with the 2022 audit based on the recommendation of Trout CPA. The motion was seconded by Clark Stauffer and carried unanimously.

- **LCATS Event.** Manager Sawyer notified the Board of Supervisors of an upcoming LCATS Golf Outing and Picnic Dinner Event Scheduled for July 28, 2022. RSVPs are required by the end of June.
- **Mohler Church Road Bridge.** At a prior meeting, The Board was provided with an email from David Hoglund of Rettew Associates dated May 8, 2022 regarding the possibility of making improvements to the Mohler Church Road Bridge. Jim Caldwell stated that he feels there are improvements that can be made that may reduce the number of times the bridge is hit by large trucks. Staff recommended exploring options such as resurfacing the roadway, additional tree trimming, new line painting, installing a truck curb, relocating a guiderail and additional signage. Manager Sawyer informed the Board that the Township's seal coating project is scheduled for later this week and recommended adding the area to the north of the bridge. The Board informed staff that they were in favor of the seal coating, tree trimming and line painting but wanted to see if these improvements were beneficial before deciding on relocating guiderail and installing a truck curb.

A motion was made by Ty Zerbe to approve adding the area on the north side of the bridge to the 2022 seal coating project and to authorize new line painting in this area based on the recommendation of the Township Engineer. The motion was seconded by Clark Stauffer and carried unanimously.

- **Ephrata Township Community Park Signage.** Manager Sawyer stated that the Township was notified that last weekend someone there was someone fishing from a canoe on the lake at the Township Park. Manager Sawyer stated that the article in the newspaper last week regarding the Township approving a kayak snakehead fishing event may have been the reason that the person(s) thought it was permissible to use a canoe or kayak on the lake. The main sign board at the park entrance includes the park rules prohibiting the use of boats but Manager Sawyer recommended adding a sign on the trail to the lake prohibiting boats, canoes and kayaks. In addition, it was brought to the Township's attention that there are signs at the pond that state "catch and release only". Township employees did not install the signs and the Supervisors do not recall authorizing such signage. The Supervisors directed staff to install a no boating, canoeing or kayaking sign on the trail to the lake and to remove the catch and release signs at the pond.

#### **Road Superintendent Randy Groome**

- **Evan Shupp – 6-month Evaluation.** Randy Groome reported that Evan Shupp has been a Township employee for approximately six months. He informed the

Board that he and the fellow maintenance employees have been very pleased with Evan's performance and his experience and skills that he has brought to Ephrata Township. Randy Groome stated that when he was hired the Board indicated that they would review his performance after six months to determine if a wage increase was justified.

A motion was made by Ty Zerbe approving a \$1.00 an hour increase for Evan Shupp as recommended. The motion was seconded by Clark Stauffer and carried unanimously.

- Randy Groome reported to the Board of Supervisors that the Township was contacted by Hunter Mortimore who is interested in being a Seasonal Employee over the summer months prior to enlisting in the Air Force. Randy requested the Board of Supervisors approve hiring a second seasonal worker for the summer of 2022. Manager Sawyer stated that the Township only budgeted one seasonal worker for 2022 but the seasonal workers do not work beyond the end of August so the impact to the budget would be minimal.

A motion was made by Ty Zerbe to approve hiring Hunter Mortimore as a 2022 seasonal maintenance worker at a payrate of \$15.50 per hour. The motion was seconded by Clark Stauffer and carried unanimously.

- **Glenwood Drive – Pipe Project.** Randy notified the Board of Supervisors that the Township has replaced 100-foot of 30” storm water pipe on Glenwood Drive. The asphalt will be installed in the near future. Randy and Steve also met with PennDOT officials about another section of pipe that needs to be replaced that is in both the State and Township right-of-way. PennDOT will consider supplying a junction box to be installed at the State/Township right-of-way line so the Township can replace our section of pipe.
- **2022 Road Project Update.** Randy notified the Board of Supervisors that the Hackman Road Project that was bid by Clay Township has been completed and New Enterprise did an excellent job.

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

Lincoln Heights Avenue – Sketch Plan  
Weaver Precast – As-built Plan/Financial Security Reduction  
Tommy's Carwash/Mavis Tire – Site Inspections  
Comcast – Construction Observation  
Ephrata Crossing – Construction Observation  
Denver Wholesale Food – As-built / Storm Water Basin  
East Mohler Church Subdivision Plan  
Martin Energy - Land Development Plan  
515 North Reading Road – Revised Plan

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 Clark Stauffer and carried unanimously.

CORRESPONDENCE

There was no additional information reported.

A motion was made by Ty Zerbe to adjourn the meeting at 8:26 A.M. The motion was seconded by Clark Stauffer and carried unanimously.

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Clark R. Stauffer

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Anthony K. Haws

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J. Tyler Zerbe