

EPHRATA TOWNSHIP SUPERVISORS' MEETING

December 19, 2023

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
Tony Haws
Twp. Manager: Steve Sawyer
Admin Assist: Jennifer Carvell
Police: Sgt. Matt Randolph
Engineer: Jim Caldwell

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 dispense with the reading of the December 5, 2023 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 November totaling 385 incidents. There were 26 arrests and 14 traffic citations. The monthly report will be kept on file in the office.

Township Manager – Steve Sawyer.

- **Comcast Cable Communications LLC – Final Utility Plan – Charity Gardens.** A Review Letter from Rettew Associates dated December 5, 2023 was provided to the Board of Supervisors prior to the meeting. Comcast submitted plans to place conduit in the Ephrata Township portion of Charity Gardens. Hoover Drive and Agape Drive are the two (2) streets located within Ephrata Township the remaining streets are in Clay Township. The plans show that they are proposing to direction drill to install the conduit. Rettew Associates Letter is requesting notification be given to residents in advance of doing the work and

provide a schedule for all restoration of streets and sidewalks damaged by all prior construction projects. Manager Sawyer stated that he left a message with Bruce Leisey, Clay Township Manager, to find out Clay's time line to act on the Final Utility Plan and Highway Occupancy Permit submittal. He did not get a response to date.

A motion was made by Ty Zerbe to table action to be able to coordinate with Clay Township prior to acting on the Comcast Final Utility Plan and Highway Occupancy Permit. The motion was seconded by Tony Haws and carried unanimously.

- **Schedule Public Hearing – Transfer of Liquor License to 887 East Main.** The Board of Supervisors were provided with a letter dated December 1, 2023 from John Rodgers of Caverly, Shea, Phillips, & Rodgers, LLC on behalf of Sun, Vape & Smoke Shop Inc. located at 887 East Main Street, requesting approval for an intermunicipal transfer of a liquor license. This license is currently in Adamstown, PA. A public hearing is required per the PA Liquor Code. The Hearing must be held within 60 days of receipt by the Township.

A motion was made by Ty Zerbe authorizing staff to advertise a Public Hearing for the intermunicipal transfer of a liquor license per the request from Sun, Vape & Smoke Shop, Inc. to be held on January 2, 2024 at 7:00 PM. The motion was seconded by Tony Haws and carried unanimously.

- **2024 Ephrata Township Wage Increase.** Manager Sawyer recommended to the Board of Supervisors a 3.5% pay increase for Township Employees in 2024. This amount has been included in the approved 2024 budget. Manager Sawyer also recommended additional adjustments for a few employees based on merit and their current wages.

A motion was made by Ty Zerbe to approve staff's recommendation for the employee wage increases for 2024. The motion was seconded by Tony Haws and carried unanimously.

- **Flooding Clean Up.** Manager Sawyer stated that there were a few areas throughout the Township that experienced flooding with the last rain event that occurred Sunday through Monday morning. The road crew worked through the evening hours on Monday cleaning up the mud and debris on roads and bridges after the water receded. There was no damage reported at this time.

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

Comcast – Charity Gardens Utility Plan
Hoover – As-built & Financial Security Release
R&TW, LLC/Weiler Walls – Waiver of Land Development
Ephrata Crossing Phase 3 – site inspections
Glenwood Foods – site inspections

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

There was no additional information reported.

A motion was made by Tony Haws to adjourn the meeting at 7:48 AM. The motion was seconded by Clark Stauffer and carried unanimously.

Clark R. Stauffer

Anthony K. Haws

J. Tyler Zerbe