



**EPHRATA TOWNSHIP BOARD OF SUPERVISORS
AGENDA
November 21, 2023**

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 November 7, 2023 meeting.
5. Ephrata Community Ambulance Association – Les Martzall
6. Staff Reports
 - Police Department – Sgt. Matt Randolph
 - o Monthly Report
 - Township Manager – Steve Sawyer
 - o Lifepoint Counseling Services – Lease Agreement
 - o Blue Ridge Communications – Underground Projects in Ephrata Township
 - o CB Burkholder, Inc. – Financial Security Reduction
 - o Ephrata Crossing Phase 3 – Time Extension to Record
 - o DCNR Letter – Cocalico Creek Restoration Project
 - o Municipal Building Roof Replacement Project
 - Township Engineer- Jim Caldwell
 - Administrative Actions
 - o Approval of payment of bills
 - Correspondence – Secretary

EPHRATA TOWNSHIP SUPERVISORS MEETING

November 7, 2023

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
Township Engineer:	Melissa Kelly
Solicitor:	Anthony Schimaneck
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 October 17, 2023 Supervisors' Minutes and to approve them as presented. The motion was seconded by Clark Stauffer and carried unanimously.

501 ALENXANDER DRIVE – PRELIMINARY / FINAL LAND DEVELOPMENT PLAN

Property owner Scott Cover was present to present the plan. The property contains an existing 54,000 SF building used as a warehouse and Mr. Cover is proposing to remove 2,500 SF of the existing building area and construct approximately 46,700 SF of building additions to be used as additional warehouse space and storage. A variance for a reduction in parking space requirements was granted by the Ephrata Township Zoning Hearing Board at their July 18, 2023 hearing. The Board of Supervisors were provided with a letter from ELA Group dated January 31, 2023 and a Rettew Associates review letter dated September 22, 2023. The Ephrata Township Planning Commission and the Lancaster County Planning Commission reviewed the plan and their recommendations and comments were also provided to the Board of Supervisors for their review prior to the meeting. Scott Cover stated that all of the comments in the Rettew Associates will be addressed.

A motion was made by Ty Zerbe to approve a modification request to Section 305 – Preliminary Plan Processing Procedures based on the justification that was provided. The motion was seconded by Tony Haws and carried unanimously.

A motion was made by Tony Haws to approve a modification request to Section 402.C.3 – Existing Features based on the justification that was provided. The motion was seconded by Ty Zerbe and carried unanimously.

A motion was made by Ty Zerbe to approve a modification to Section 406 – Traffic Evaluation Study based on the justification provided and with the condition that the applicant provide a contribution in lieu of the preparation of the traffic study in an amount satisfactory to the Township as he has offered as an alternative. The motion was seconded by Tony Haws and carried unanimously.

A motion was made by Tony Haws to deny the modification to Sections 602.A.7, 603.B and 603.C – Reconstruction of Existing Streets Including Curb and Sidewalks, but allow the applicant to defer the reconstruction of Alexander Drive and the installation of curbing and sidewalks until such times as the Township, at its sole discretion, determines that the improvements are necessary in the area. The motion was seconded by Ty Zerbe and carried unanimously.

A motion was made by Tony Haws to approve a modification to Section 602.E.5 – Street Intersections based on the justification that was provided. The motion was seconded by Ty Zerbe and carried unanimously.

A motion was made by Tony Haws to approve a modification to Section 602.E.7 – Clear Site Triangle based on the justification that was provided and on the condition that the applicant provide the largest clear sight triangle possible at both access drives. The motion was seconded by Ty Zerbe and carried unanimously.

A motion was made by Ty Zerbe to approve a modification to Section 603.C.1 – Curbs in parking compounds, based on the justification that was provided. The motion was seconded by Tony Haws and carried unanimously.

A motion was made by Ty Zerbe to approve a modification to Section 606.E – Easements based on the justification and the alternative of a 20 foot-wide easement be provided. The motion was seconded by Tony Haws and carried unanimously.

A motion was made by Tony Haws to approve a modification to Section 609.B.3 – Landscaping based on the justification that was provided. The motion was seconded by Ty Zerbe and carried unanimously.

A motion was made by Ty Zerbe to approve a modification to SWM Section 409.1.B.3.a – Design Standards-Volume Control Section 305 – Preliminary Plan Processing Procedures based upon the alternative and the justification provided. The motion was seconded by Tony Haws and carried unanimously.

A motion was made by Tony Haws to approve the Preliminary / Final Land Development Plan for 501 Alexander Drive subject to the conditions contained in the Township Engineer's letter dated September 22, 2023. The motion was seconded Ty Zerbe and carried unanimously.

21 EAST MOHLER CHURCH ROAD – LOT ADD-ON PLAN

Ron Hershey from Hershey Surveying was present to represent the plan on behalf of Mohler Church of the Brethren. The Board of Supervisors were provided with a letter from Hershey Surveying dated September 26, 2023 and Rettew Associates Review Letter dated September 25, 2023 along with the Ephrata Township Planning Commission's recommendations for their review prior to the meeting. Mohler Church of the Brethren is proposing to add 0.655 acres to their existing 5.777 acre lot located at 21 E. Mohler Church Road. Resultant Lot 1 will be 6.432 acres and Resultant Lot 2 will be 0.390 acres. There are two (2) waiver requests.

A motion was made by Ty Zerbe to approve a waiver to Section 404.C and 402.C.3 – Existing Features based on the justification that was provided. The motion was seconded by Tony Haws and carried unanimously.

A motion was made by Tony Haws to approve a waiver to Sections 602.A.7, 603.B and 603.C – Reconstruction of Existing Streets Including Curb and Sidewalks of East Mohler Church Road based on the justification provided. The motion was seconded by Ty Zerbe and carried unanimously.

A motion was made by Ty Zerbe to approve the 21 East Mohler Church Road Final Lot Add-On Plan based on the conditions contained in the Township Engineer's letter dated September 25, 2023. The motion was seconded by Tony Haws and carried unanimously.

STAFF REPORTS

Manager Steve Sawyer

- 223 East Fulton Street – Waiver of Plan Processing. Josh Boulton of Pioneer Management was in attendance on behalf of the developer of 223 East Fulton Street. Josh stated that a Waiver of Land Development Plan Processing is being requested for the project because all of the improvements will be located in Ephrata Borough. A plot plan of the property was presented to the Board of Supervisors showing the municipal lines for 3 tracts that are currently on one deed. The Developer is proposing to build two (2) two-unit dwelling units on the 2 parcels located in Ephrata Borough which is a permitted use under the Borough zoning ordinance. The portion of the property in the Township will not be developed and used as green space for the project. Staff recommended approval of the Waiver request.

A motion was made by Tony Haws to approve the Waiver request of Land Development Plan Processing and to defer plan processing to Ephrata Borough. Plan Processing. The motion was seconded by Ty Zerbe and carried unanimously.

- **Resolution – 2025 – 2029 Ephrata Police Department Contract.** Manager Sawyer stated that a Resolution for the 2025-2029 Ephrata Police Department Contract has been prepared and reviewed by staff. The Resolution is now an approved method to enter into an inter-government contract for police service instead of an Ordinance. Ephrata Borough will be approving the Resolution at their next meeting and delivering the formal contract for execution following that meeting. Staff is recommending approving the Resolution as presented.

A motion was made by Ty Zerbe to approve the Resolution Approving an Intergovernmental Cooperation Agreement Authorizing the Borough of Ephrata through its Police Department to Perform Law Enforcement Functions within Ephrata Township, County of Lancaster, Commonwealth of Pennsylvania as presented. The motion was seconded by Tony Haws and carried unanimously.

- **Martin Energy – DEP Planning Module Exemption.** Manager Sawyer notified the Board of Supervisors that Martin's Energy is requesting the Township approve a DEP Planning Module Exemption for their project. Manager Sawyer recommended approval of the DEP Planning Module Exemption as presented.

A motion was made by Tony Haws to approve the execution of the DEP Planning Module Exemption as presented. The motion was seconded by Ty Zerbe and carried unanimously.

- **Comcast – Charity Gardens Submission.** Manager Sawyer notified the Board of Supervisors that Comcast has submitted plans and Highway Occupancy Permits for two (2) Township roads located in Charity Gardens. The remaining work being requested within the development is located in Clay Township. The plans have been forwarded to Rettew Associates for review prior to Township approval. Staff also stated that there are concerns regarding the timing of the underground work being completed during the winter months due to restoration of roads, sidewalks, driveways and lawns that could become necessary. In addition, past projects that were done over the winter also created issues with snow removal due to equipment being parked on the streets.
- **LCATS Meeting – Monday, November 13, 2023.** Manager Sawyer reminded the Board of Supervisors of the LCATS meeting to be held at Yoder's Restaurant in New Holland, Monday, November 13, 2023.

Township Engineer – Melissa Kelly

Melissa Kelly provided a list of plans/projects that Rettew Associates is currently working on:

Autumn Hills Cocalico Creek Project - Grant funds in process

Solicitor – Tony Schimaneck

Attorney Schimaneck stated that he sent a letter to the insurance company that denied the claim for the damage that occurred at the Akron Road Bridge by a tractor trailer driver delivering to a neighboring farm. The insurance company has responded requesting more information of the incident and stated that the claim is being further reviewed.

APPROVAL OF BILLS

A motion was made by Ty Zerbe to accept the list of checks as 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 7:48 p.m. The motion was seconded by Ty Zerbe and carried unanimously.

Clark R. Stauffer

J. Tyler Zerbe

Anthony Haws



EPHRATA COMMUNITY AMBULANCE ASSOC. INC.

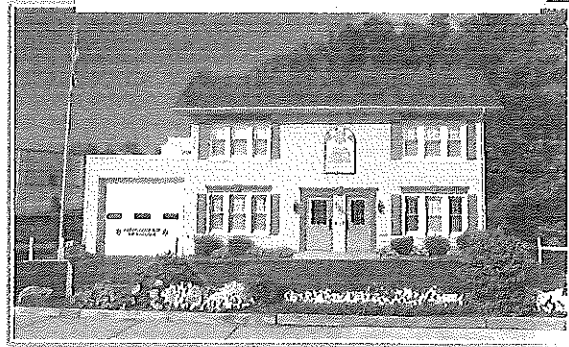
528 West Main Street • Ephrata, PA 17522

Postmaster: Deliver to current occupant

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In 2022, the Ephrata Community Ambulance Association (ECAA) used a combination of paid and volunteer professional personnel to respond to a total of 3,808 calls for service during which we logged over 3,111 hours of service and 41,012 miles on our fleet of three ambulances and three paratransit wheelchair vans. We provided Basic Life Support Emergency Medical Services to the residents of Ephrata Borough, Akron Borough, and portions of Clay, Ephrata, West Cocalico and West Earl Townships.

It is becoming increasingly clear that the current and historical method of funding an ambulance service in the current healthcare system and its re-imbursement policies, is an unsustainable system moving forward. We are having substantially spiraling financial pressures. Coupling inflation and a dwindling labor pool of EMTs, we are finding ourselves in a financially unsustainable position. This situation may cause us to reduce our service levels over the next several years as our financial reserves will be challenged to not be exhausted.

Other local ambulance organizations are also being similarly challenged and have resorted to going out of service completely for blocks of time. Kutztown ambulance (Berks County) along with various other PA ambulances have shut down permanently.

The PA State government is aware of the EMS system crisis but has not provided answers. Some local municipalities have been slow to increase financial support in spite of being required by law to provide EMS service for their constituents. Our latest residential and business direct mail fund drives results were reduced from the previous year.

We understand that the residents of our community are also being pressured by the US inflationary economic situation.

We are asking that you would consider sending a tax-deductible donation to help offset the financial issues we are facing.

From all of the staff at ECAA, we wish to thank you for any financial support you may be able to share with us. We also would like to thank you for any support you have provided to us in the past.

If you would like to know more about the ECAA, please check out our website at www.ephrataambulance.org for more information.

Les Martzall, President



EPHRATA COMMUNITY AMBULANCE ASSOCIATION

EPHRATA COMMUNITY AMBULANCE ASSOCIATION

Ephrata Police Department Municipal Monthly Briefing

Ephrata Township



October 2023

Agency Incident / Actual CFS Type	Totals	Agency Incident / Actual CFS Type	Totals	Agency Incident / Actual CFS Type	Totals
911 HANG UP/CHK WELFARE	2	FIRE CONTROLLED BURN	1	PUBLIC INTOXICATION/DRUNKENESS	1
ABANDONED IMPOUND/TOWAWAY	1	FIREWORKS	1	REPORTABLE MV CRASH NO INJURIES	12
ALARM BURGLARY OR HOLDUP RESIDENCE	1	FOLLOW UP	31	REPORTABLE MV CRASH W/INJURY	1
ALARM BURGLARY OR HOLDUP NON	10	FOOT PATROL	8	REPORTABLE MV CRASH HIT & RUN	2
ANIMAL BITES	1	FOUND ARTICLES	2	REPOSSESSION	2
ANIMAL COMPLAINTS ALL	10	FRAUD ALL OTHERS	2	SELECTIVE ENFORCEMENT TRAFFIC	2
ASSIST CITIZEN	15	HARASSMENT	1	SEX OFFENDER REGISTRATION	1
ASSISTING-FIRE DEPT	2	LOCK OUT	1	SHOTS FIRED-REPORTS	1
ASSISTING-OTHER AGENCIES	1	LOST ARTICLES	5	SIMPLE ASSAULT	1
BIKE PATROL	2	MEDICAL ASSISTANCE	75	SUSPICIOUS ACTIVITY	29
BUILDING CHECK	13	MUN ORD VIOLATIONS	2	THEFT ALL OTHERS	8
CALL BY PHONE	1	NOISE COMPLAINT	1	THEFT SHOPLIFTING	22
DISABLED MV	3	NON REPORTABLE MV CRASH	16	THREATS	1
DISTURBANCE	8	NON-CAT DATA	2	TRAFFIC ENFORCE/STOP	27
DUI-ALCOHOL/UNDER INFL	1	NOTIFICATIONS	1	TRAFFIC HAZARD	4
EMOTIONALLY DISTURBED PERSON (EDP)	3	OTH PUB SERV/WELFARE CHK	10	TRAFFIC OFFENSE ALL OTHER	16
FAMILY OFF-CHILD ABUSE	3	PARKING VIOLATION COMPLAINT	4	TRESPASSING	2
FAMILY OFFENSES—DOMESTIC	5	POLICE INFORMATION	21	WARRANTS-LOCAL	2
FIELD CONTACT INFORMATION	3	PROPERTY CHECK/AREA CHECK	1	WARRANTS-OTHER AGENCIES	1
		Grand Total	405		
		Arrests Made	33		
		Traffic Citations	15		

Submitted by Christopher J. McKim
Chief of Police

ssawyer@ptd.net

From: Carol Musser <carolmusser.mft@gmail.com>
Sent: Tuesday, November 14, 2023 9:37 AM
To: ssawyer@ptd.net
Subject: Re: Rental proposal

Good morning Steve,

I accept the rent increase of \$13 per square foot you proposed running until 3/31/26. I would like to discuss locking in a longer term with an incremental increase. Here are my thoughts on the incremental increase for an additional 2 years: Would the board consider a \$.25 per square foot increase for another two year extension of our lease be reasonable? \$13.25 per square foot running 4/1/26 to 3/31/28.

Let me know your thoughts.

Carol Musser
Marriage & Family Therapist
Lifepoint Counseling Services, LLC.
Cell - 717-209-0400

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On Wed, Oct 18, 2023 at 10:57 AM <ssawyer@ptd.net> wrote:

Carol,

I am following up with you regarding the rent issue that we discussed last spring. The current rent of \$12.50 / SF has now been in place for four years. The current agreement will be in effect until 3/31/24. The base rent will be increased to \$13 / SF for 4/1/24 through 3/31/26. This will give you two years of rental price security. You have been an excellent tenant and we hope you continue as our tenant beyond 2026. If you would like to negotiate a longer term, we can discuss an incremental rent increase for additional years.

Steve

Steven A. Sawyer, Township Manager

Ephrata Township

265 Akron Road



LANCASTER
53 W. James Street
Suite 101
Lancaster, PA 17603
717.715.1396

YORK
221 W. Philadelphia Street
Suite 108E
York, PA 17401
717.854.3910

HARRISBURG
P.O. Box 841
Camp Hill, PA 17001
717.599.7615

November 15, 2023

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

**RE: Ephrata Crossing Phase 3
Final Land Development Plan – Extension to Record
Project No: 2007897-001**

Dear Mr. Sawyer:

On behalf of our client, Property Investing and Management, Inc., we are requesting an extension of time to record the Final Plan for Phase 3 of the Ephrata Crossing project. The project site is approximately 4 acres located at the intersection of Quarry Ridge Drive and Pleasant Valley Road. Phase 3 was conditionally approved by the Board of Supervisors at their September 18, 2023 meeting. The 90-day period to record the plan would expire on December 18, 2023.

The applicant is working to address outstanding review comments before submitting a final package to the Township for review prior to releasing the plans for recording at the County office. It is for this reason that we request an extension of time to record the plans to **March 20, 2024**.

We request that the Board consider this time extension at the November 21, 2023 Township meeting. Thank you for your assistance with this matter.

Sincerely,

A handwritten signature in black ink, appearing to read 'C. Venarchick', is written over a light grey background.

Chris Venarchick, RLA
Principal

cc: Richard Stauffer (via email)
Jim Caldwell, RETTEW (via email)



pennsylvania

DEPARTMENT OF CONSERVATION
AND NATURAL RESOURCES

November 07, 2023

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

RE: Ephrata Township (Lancaster)
BRC-RCD-25-198
Autumn Hills Park-Development

Dear Mr. Sawyer:

You should be very proud of your accomplishments. The work that has been completed looks fantastic and will benefit the community in the upcoming years. Please note that this site inspection has been conducted by DCNR to verify that the project has been completed in accordance with the Contract Scope of Work and Grant Agreement. A favorable report does not in any way relieve the Grantee from its responsibilities to meet the grant agreement terms and conditions including but not limited to all post-completion requirements, ADA compliance, liability/safety obligations, etc.

Copies of this letter and the final site inspection form have been forwarded to Vallie Edenbo in our central office for further action. You are reminded that the Central Office must approve all other required closeout documentation in order to receive the balance of your grant funds.

Please contact Vallie Edenbo at our Central Office at +1 717-783-4736 or vedenbo@pa.gov if you have any questions regarding the needed documentation.

Again, congratulations on the completion of your project and I look forward to working with you in the future. Please feel free to call me at +1 (717) 702-2043 to discuss your project or future plans.

Sincerely,
Lori Yeich
Regional Manager, Central Regional Offices



pennsylvania

DEPARTMENT OF CONSERVATION
AND NATURAL RESOURCES

BUREAU OF RECREATION AND CONSERVATION

SITE INSPECTION REPORT FORM

Inspection Date: 9/21/2023

Project Type: Development

DCNR Inspector: Lori Yeich

Signature: Electronically signed by Lori Yeich

Project #: BRC-RCD-25-198

Grantee: Ephrata Township

Project Title: Autumn Hills Park-Development (2001093)

County: Lancaster

A. Findings/Observations

Yes, No or N/A

Has work been completed in accordance with the approved Scope of Work and any amendments/approved revisions to the project scope?

Yes

Is site/trail being used for purposes intended?

Yes

Is permanent Project Acknowledgement Sign prominently displayed?

Yes

Does it appear that the site/trail is generally in compliance with ADA accessibility requirements? (direct ADA connecting walkways, marked & lined ADA parking space, etc.)

Yes

Is site/trail readily accessible and open to the public during reasonable hours and times of the year?

Yes

Do staffing, servicing and maintenance of facilities appear adequate?

Yes

Is there evidence of discrimination? (residency restrictions/ youth league only signs)

No

Is vandalism limiting use of the site/trail by the public?

No

Are there any man-made features which detract from the area or present health or safety problems?

No

Is there evidence that any portion of the site/trail is being converted to uses other than those related to public recreation?

No

B. Trail Projects

Yes, No or N/A

C. Photographs with descriptive captions of the site are attached:

Photographs have been filed electronically and can be found on the [DCNR Grants Customer Service Portal](#) under Inspection Photos.

Yes

D. Explanations, comments and other findings:

Memorandum

To: Ephrata Township Supervisors
From: Steven A. Sawyer, Township Manager
Date: 11/16/2023
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

Since we are approaching winter and the current roof is not leaking, I am recommending that the Board postpone the roofing project until the spring of 2024. We would need to obtain new proposals from the contractors in March of 2024 so that the project could be completed in April or May of 2024.