

# EPHRATA TOWNSHIP SUPERVISORS' MEETING

**December 17, 2024**

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  
Bookkeeper:                        Valerie Roark  
Police:                                 Sgt. Matt Randolph

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

## PUBLIC COMMENTS NON-AGENDA ITEMS

There was no one in attendance to provide public comment on an item that was not on the agenda.

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 3, 2024 Supervisors' minutes and to approve them as presented. The motion was seconded by Ty Zerbe and carried unanimously.

## PPL COCALICO POLE BUILDING – WAIVER OF LAND DEVELOPMENT PLAN PROCESSING

Fedetz & Martin Associates submitted a Waiver of Land Development plan processing request on behalf of PPL. PPL is proposing to build a 2816 square foot pole building at their property located at 501 N. Reading Road for storage. The proposed building would be located on existing impervious surface. Rettew Associates reviewed their request and site plan and provided a Review Letter dated November 27, 2024. Jim Caldwell stated that there are no storm water impacts, no additional employees, and no additional parking required for the proposed project and recommended approval of the waiver.

A motion was made by Ty Zerbe to approve the waiver request for Section 305 – Preliminary Plan Application processing subject to Rettew Associates Review letter dated November 27, 2024. The motion was seconded by Tony Haws and carried unanimously.

**STAFF REPORTS**

**Police Department – Sgt Matt Randolph.**

- **Monthly Report.** Sgt. Matt Randolph was not in attendance, but the Township was provided with a summary of the calls for service within Ephrata Township for the month of November totaling 412 incidents. There were 23 arrests and 24 traffic citations. In addition, the Supervisors were provided with EPD reports from October of 2024 and November of 2023 for comparisons. The monthly report will be kept on file in the office.

**Manager Steve Sawyer**

- **Sealed Bids – Sale of Water Reel.** Manager Sawyer notified the Board of Supervisors that the bid opening for the sale of the Kifco T200S 2” X 320” water reel on Thursday, December 12, 2024. Four (4) sealed bids were received, and the highest bidder was Melvin Zook of Gap, PA in the amount of \$5,100.00. Staff recommended awarding the water reel to the highest bidder.

A motion was made by Tony Haws approving the sale of the water reel to Melvin Zook in the amount of \$5,100.00. The motion was seconded by Ty Zerbe and carried unanimously.

- **Jonathan Martin SWM Plan – Time Extension.** Manager Sawyer notified the Board of Supervisors that Ephrata Township received a letter from Bitner Engineering dated December 9, 2024, granting the Township an extension of time to act on the Final Lot Add-On and Storm Water Management Plan for the Martin residential project. The new deadline to act on the plan will be March 18, 2025.

A motion was made by Ty Zerbe accepting the time extension granted by Jonathan Martin for the Township to act on the Final Lot Add-On and Storm Water Management Plan. This will extend the deadline to March 18, 2025. The motion was seconded by Tony Haws and carried unanimously.

- **Resolution – Auditor Compensation.** Manager Sawyer received notice from PSATS that the State Legislature has approved Act 10 of 2024 which increases the payrate for the elected auditors from \$10.00 to \$18.00 per hour. A resolution of the governing body is required for this increase to take effect. Ephrata Township uses Herbein CPA firm to complete the Township’s annual audit. The elected auditors meet once a year on the day after the Supervisors’ Organizational Meeting primarily to review and approve the pay rates of the Supervisors and Bond amount. Manager Sawyer provided the Board of Supervisors with a Resolution for review prior to the meeting and recommended approval.

A motion was made by Tony Haws to approve the Resolution authorizing a pay rate of \$18.00 an hour for a newly elected auditor as presented. The motion was seconded by Ty Zerbe and carried unanimously.

- **Tommy's Car Wash – Financial Security Reduction.** Tommy's Car Wash submitted a formal request for a financial security release for their land development project. The Board of Supervisors was provided with a review letter from Rettew Associates dated December 16, 2024. The current financial security is in the amount of \$694,451.80. Jim Caldwell recommended a full release of financial security as requested.

A motion was made by Ty Zerbe approving the full release of the financial security to Tommy's Car Wash in the amount of \$694,451.80. The motion was seconded by Tony Haws and carried unanimously.

- **Ephrata Township Community Park – Canoes and Kayaks.** The Board of Supervisors were provided with a draft of Fishing and Boating Regulations for the Ephrata Township Community Park Lake that was discussed at their August morning meeting. No action was taken at that time and the Board directed staff to request input from the public on the website. Manager Sawyer provided copies of four emails he received all in favor of allowing the use of canoes and kayaks on the lake at the park. Manager Sawyer stated that if the Board decides to allow the use of canoes and kayaks, the Township will have to prepare an ordinance amending the park rules and hire a sign company to create a sign to post the rules at the entrance to the lake. The Board of Supervisors also discussed the months that this would be permissible. The PA Game Commission allows the use of kayaks and canoes at the Middle Creek Lake from May 15<sup>th</sup> through September 15<sup>th</sup>, which is currently in the Township draft regulations.

A motion was made by Tony Haws authorizing staff to move forward with amending the Ephrata Township Park Rules permitting the use of canoes, kayaks, and rowboats from May 15<sup>th</sup> through October 15<sup>th</sup>. The motion was seconded by Ty Zerbe and carried unanimously.

- **Possible Zoning Ordinance Amendment – Definition of a Cemetery.** The Board of Supervisors was provided with a copy of the current Zoning Ordinance definition of a cemetery. Manager Sawyer stated that it includes crematoria and mausoleums when operated in conjunction with the cemetery. Manager Sawyer stated that some of the existing cemeteries are in residential areas. Manager Sawyer asked if the Board wants staff to draft an amendment to the definition of cemeteries.

A motion was made by Ty Zerbe directing staff to prepare a draft of a zoning ordinance amendment to amend the definition of a cemetery to be presented to the Board for review at a future meeting. The motion was seconded by Tony Haws and carried unanimously.

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

- Jerry Balmer
- Kenneth High – SWMP
- PPL – Waiver of LDP
- AB Martin – Traffic Study
- Hotel Site Plan – Traffic Study
- Tommy's Car Wash – Financial Security Release
- 446 North Reading Road – Financial Reduction

**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 he did not have any additional information to discuss.

A motion was made by Tony Haws to adjourn the meeting at 8:18 AM. The motion was seconded by Ty Zerbe and carried unanimously.

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Clark R. Stauffer

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Anthony K. Haws

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J. Tyler Zerbe