

EPHRATA TOWNSHIP SUPERVISORS MEETING

January 4, 2021

The Ephrata Township Supervisors met this date at 7:00 p.m. at the Ephrata Township Office Building, 265 Akron Road, Ephrata, Pennsylvania. The meeting was conducted virtually utilizing Microsoft Teams which is a telecommunications application that provides video chat and voice calls between computers, tablets and telephones.

A notice was posted on the Township Building and also on the Township website notifying the general public that they can join the meeting by calling the number and entering the meeting ID. We also notified the public that the Township will accept public comment by e-mail or by written comments that can be dropped in the mail slot of the Township building.

Present were Supervisors: Clark Stauffer
Tony Haws
Ty Zerbe
Manager: Steve Sawyer
Admin Assist: Jennifer Carvell
Solicitor: Anthony Schimaneck
Engineer: Kara Kalupson

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

ORGANIZATIONAL MEETING

A motion was made by Ty Zerbe, seconded by Tony Haws to nominate Clark Stauffer as the Temporary Chairman. The motion carried unanimously. Ty Zerbe made a motion to close the nominations and appoint Clark Stauffer as Temporary Chairman. The motion was seconded by Tony Haws and carried unanimously.

Temporary Chairman Stauffer asked for nominations for the Chairman of the Board of Supervisors for 2021. Ty Zerbe nominated Clark Stauffer as Chairman. There were no other nominations. A motion was made by Ty Zerbe to close the nominations and to appoint Clark Stauffer as Chairman of the Board of Supervisors for Ephrata Township for 2020. The motion was seconded by Tony Haws and carried unanimously.

Chairman Stauffer asked for nominations for Vice-Chairman. Tony Haws nominated Ty Zerbe as Vice-Chairman. There were no other nominations. A motion was made by Tony Haws to close the nominations and to appoint Ty Zerbe as Vice-Chairman of the Board of Supervisors for Ephrata Township for 2021. The motion was seconded by Clark Stauffer and carried unanimously.

Chairman Stauffer asked for nominations for Secretary. Ty Zerbe nominated Tony Haws as Secretary. There were no other nominations. A motion was made by Ty Zerbe to close the nominations and to appoint Tony Haws as Secretary of the Board of Supervisors for Ephrata Township for 2021. The motion was seconded by Clark Stauffer and carried unanimously.

Chairman Stauffer asked for nomination for Treasurer. Tony Haws nominated Ty Zerbe as Treasurer. There were no other nominations. A motion was made by Tony Haws to close the nominations and to appoint Ty Zerbe as Treasurer of the Board of Supervisors for Ephrata Township for 2021. The motion was seconded by Clark Stauffer and carried unanimously.

Chairman Stauffer asked for nominations for Assistant Secretary. Tony Haws nominated Steve Sawyer as Assistant Secretary. There were no other nominations. A motion was made by Tony Haws to close nominations and to appoint Steve Sawyer as Assistant Secretary of the Board of Supervisors for Ephrata Township for 2021. The motion was seconded by Ty Zerbe and carried unanimously.

Clark Stauffer requested nominations for the 2021 Police Liaison to represent Ephrata Township and attend the Ephrata Borough Public Safety Committee meetings. Ty Zerbe nominated Tony Haws. There were no other nominations. A motion was made by Ty Zerbe to close the nominations and to appoint Tony Haws as the Police Liaison for 2020. The motion was seconded by Clark Stauffer and carried unanimously.

Clark Stauffer requested recommendations for the Township Elected Auditors concerning the 2021 pay rate for the Secretary, Treasurer, and Supervisors doing work with the Maintenance Department. Ty Zerbe made a motion to recommend to the Auditors that the pay rate for the Supervisors be the same rate as the Assistant Road Superintendent. The motion was seconded by Tony Haws and carried unanimously.

Clark Stauffer requested recommendations for the Township Elected Auditors concerning the 2021 pay rate for a Supervisor performing mowing or snow removal duties. Ty Zerbe made a motion to recommend to the Auditors that the pay rate for the Supervisors mowing or performing snow removal be \$17.43 per hour for 2021. The motion was seconded by Tony Haws and carried unanimously.

Clark Stauffer requested a motion to set the amount for the Treasurer's Bond for 2021. Tony Haws made a motion to establish the amount of the 2021 Treasurer's Bond at \$2,000,000.00. The motion was seconded by Ty Zerbe and carried unanimously.

Ty Zerbe made a motion to appoint Earl Martin as the 2021 Vacancy Board Chairman. The motion was seconded by Tony Haws and carried unanimously.

A motion was made by Tony Haws to appoint Morgan, Hallgren, Crosswell & Kane, P.C. as Ephrata Township Solicitor for 2021 and Rettew Associates as the Ephrata Township Engineer firm for 2021. The motion was seconded by Ty Zerbe and carried unanimously.

A motion was made by Ty Zerbe to appoint William Howard as the Ephrata Township Emergency Management Coordinator for 2021. The motion was seconded by Tony Haws and carried unanimously.

Tony Haws made a motion to appoint Dale High as the 2021 Ephrata Township Sewage Enforcement Officer and Rettew Associates as the alternate Sewage Enforcement Officer as required by DEP in the event that Dale High is not available in 2021. The motion was seconded by Ty Zerbe and carried unanimously.

A motion was made by Ty Zerbe to appoint Associated Building Inspectors, LLC as the Ephrata Township Building Inspectors for 2021. Edward Poorman of ABI, LLC will be the 2021 Ephrata Township Building Code Official. The motion was seconded by Tony Haws and carried unanimously.

Ty Zerbe made a motion to reappoint the following individuals:

- Zoning Hearing Board – Leon Roy Martin – 5-year term
- Sewer Authority – Aaron Groff – 5-year term
- Ephrata Area Joint Water Authority. – Clark Stauffer – 5-year term
- Building Code Appeal Board – James Stauffer
- Eric Brubaker
- Don Good

The motion was seconded by Tony Haws and carried unanimously.

Tony Haws made a motion to set the 2021 compensation for the Zoning Hearing Board members, Planning Commission members, and Building Code Appeals Board members at \$40 per meeting. The motion was seconded by Ty Zerbe and carried unanimously.

A motion was made by Ty Zerbe to select Ephrata National Bank as the Township Depository for the 2021 General Fund, Capital Reserve Fund, Liquid Fuels Fund & Non-Uniformed Pension Fund subject to Ephrata National Bank pledging their assets for funds exceeding the amount federally insured. The motion was seconded by Tony Haws and carried unanimously.

A motion was made by Clark Stauffer to appoint Tony Haws as the 2021 Voting Delegate to the State Association Convention. The motion was seconded by Ty Zerbe and carried unanimously.

A motion was made by Tony Haws to set the compensation for the maintenance on-call pager responsibilities for 2021 at \$400.00 per year per road department employee. The motion was seconded by Ty Zerbe and carried unanimously.

A motion was made by Ty Zerbe to appoint Conrad Siegel, Inc. as the Ephrata Township Actuary for 2021 for the employee's Non-Uniformed Pension Plan. The motion was seconded by Tony Haws and carried unanimously.

A motion was made by Ty Zerbe to appoint Trout, Ebersole & Groff as Ephrata Township's Professional Auditors for 2021. The motion was seconded by Tony Haws and carried unanimously.

A motion was made by Tony Haws to appoint Manager Steve Sawyer as the 2021 Chief Administrative Officer for the Ephrata Township Non-Uniformed Pension Plan. The motion was seconded by Ty Zerbe and carried unanimously.

A motion was made by Ty Zerbe to appoint Jennifer Carvell as the 2021 Privacy Officer and Security Officer for the HRA Health Insurance Plan. The motion was seconded by Tony Haws and carried unanimously.

A motion was made by Tony Haws to approve the 2021 Non-Uniform Benefit Package and the Employee Policy Manual, originally adopted on June 20, 2006 and last amended on July 2, 2019. The motion was seconded by Tony Haws and carried unanimously.

A motion was made by Ty Zerbe to approve the following paid holidays for 2021:
New Year's Day, President's Day, Good Friday, Memorial Day, Independence Day,
Labor Day, Thanksgiving Day, Black Friday and Christmas.
The motion was seconded by Tony Haws and carried unanimously.

A motion was made by Tony Haws to approve the 2021 Ephrata Township Fee Schedule. The motion was seconded by Ty Zerbe and carried unanimously.

A motion was made by Ty Zerbe to set the Ephrata Township Mileage Reimbursement Rate for 2021 to be the same as the IRS Rate which is currently 56 cents per mile. The motion was seconded by Tony Haws and carried unanimously.

A motion was made by Tony Haws to keep the current meeting dates and times for 2021, i.e., the first Tuesday of every month at 7:00 p.m. and the third Tuesday of every month at 7:00 a.m. The motion was seconded by Ty Zerbe and carried unanimously.

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 December 15, 2020 Supervisors' Minutes and to approve them as written. The motion was seconded by Ty Zerbe and carried unanimously.

STAFF REPORTS

- **Police.** Manager Sawyer stated that there was no one present from the Police Department but the December Monthly report was provided to Township for their review. A representative will be attending the next Supervisors meeting to answer any questions. There were 341 calls for service in the Township during

the month of December. There were 3 arrests and 2 traffic citations. The monthly report will be kept on file in the office.

Manager Steve Sawyer

- **Comcast – Final Utility Plan – Area E.** Manager Sawyer recommended that the Board of Supervisors table action on the Comcast Final Utility Plan for Area E. Rettew Associates just completed their review on December 31, 2020 and there are several items that need to be addressed prior to approval of the Final Utility Plan.

A motion was made by Tony Haws to table the decision for the Comcast Final Utility Plan Area E until Comcast is able to respond to the Township's Engineers review letter. The motion was seconded by Ty Zerbe and carried unanimously.

- **Assessment Appeal MSCI2006 HQ North Chancery Street LLC (Kmart Property).** Manager Sawyer presented to the Board of Supervisors information regarding an appeal by the owner of the K-Mart property regarding the assessed value of the property. This property is currently vacant and is being marketed for sale. Attorney Schimaneck has reviewed the appeal and recommended that the Township does not intervene at this time and stated that he would inform the Township if there are any changes that they should be aware of. No action is needed at this time.
- **Ephrata Area Fire Service Study.** Manager Sawyer presented to the Board of Supervisors a memo and a copy of the Fire Service Study Mission, Organization, Approval and Implementation prepared by Jerome Ozog dated December 2020. Manager Sawyer stated that Mr. Ozog is requesting that the municipal officials of Ephrata Borough, Ephrata Township and Clay Township officially decide if they wish to participate in establishing a Fire Commission. If the municipalities decide to pursue a Fire Commission the next step would be to engage legal counsel to begin implementation. Manager Sawyer recommended waiting to make a decision until questions are answered concerning the cost associated with establishing a Fire Commission and what the role of the Commission would be. Manager Sawyer stated that he spoke with Rich Gehman, Chief of the Lincoln Fire Company, and the LFC is in favor of the concept of a Fire Commission but also has questions concerning the details of the Commission role and function before they would be in favor of moving forward. Attorney Schimaneck agreed with Manager Sawyer's recommendation and that more information is needed before the Board should proceed. It was suggested that a joint Municipal public meeting would be beneficial, but it may have to be scheduled at a future date after the coronavirus restrictions are lifted.

Solicitor

Anthony Schimaneck thanked the Board of Supervisors for the reappointment.

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 that has not already been discussed.

A motion was made by Tony Haws to adjourn the meeting at 8:04 p.m. The motion was seconded by Ty Zerbe and carried unanimously.

Clark R. Stauffer

J. Tyler Zerbe

Anthony Haws