

## EPHRATA TOWNSHIP SUPERVISORS MEETING

**January 6, 2025**

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
Solicitor:	Anthony Schimanek
Engineer:	Jim Caldwell
Admin. Assist.	Jennifer Carvell
Bookkeeper:	Valerie Roark

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

### ORGANIZATIONAL MEETING

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

Temporary Chairman Tony Haws asked for nominations for the Chairman of the Board of Supervisors for 2025. 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 2025. The motion was seconded by Tony Haws and carried unanimously.

Clark Stauffer asked for nominations for Vice-Chairman. Ty Zerbe nominated Tony Haws as Vice-Chairman. There were no other nominations. A motion was made by Ty Zerbe to close the nominations and to appoint Tony Haws as Vice-Chairman of the Board of Supervisors for Ephrata Township for 2025. The motion was seconded by Clark Stauffer and carried unanimously.

Clark 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 2025. The motion was seconded by Clark Stauffer and carried unanimously.

Clark Stauffer asked for nominations 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 2025. The motion was seconded by Clark Stauffer and carried unanimously.

Clark 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 2025. The motion was seconded by Ty Zerbe and carried unanimously.

Clark Stauffer requested nominations for the 2025 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 2025. The motion was seconded by Clark Stauffer and carried unanimously.

Clark Stauffer requested recommendations for the Township Elected Auditors concerning the 2025 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 be increased by 3.5% over the 2024 pay rate. The recommended 2024 pay rate is \$35.76. The motion was seconded by Ty Zerbe and carried unanimously.

Clark Stauffer requested recommendations for the Township Elected Auditors concerning the 2025 pay rate for Supervisors 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 a 3.5% increase from last year's pay rate. The new recommended rate is \$21.00 per hour for 2025. 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 2024. Tony Haws made a motion to establish the amount of the 2025 Treasurer's Bond at \$2,500,000.00. The motion was seconded by Ty Zerbe and carried unanimously.

Clark Stauffer stated that the Board of Supervisors need to nominate a Vacancy Board Chairman for 2025. Earl Martin served in 2024 but has notified the Township that he does not wish to serve in 2025. Staff recommended Shannon Hurst who has stated that he would be willing to serve in 2025. A motion was made by Ty Zerbe to appoint Shannon Hurst as the Vacancy Board Chairman for 2025. 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 2025 and Rettew Associates as the Ephrata Township Engineering firm for 2025. 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 2025. The motion was seconded by Tony Haws and carried unanimously.

A motion was made by Tony Haws to appoint Dale High as the 2025 Ephrata Township Sewage Enforcement Officer and Rettew Associates as the alternate Sewage Enforcement Officer in the event that Dale High is not available in 2025. The motion was seconded by Ty Zerbe and carried unanimously.

A motion was made by Ty Zerbe to appoint Associated Building Inspectors, Inc. as the Ephrata Township Residential Building Inspectors for 2025 and Edward Poorman of ABI will be the 2025 Ephrata Township Building Code Official for all residential permits. The motion was seconded by Ty Zerbe and carried unanimously.

A motion was made by Tony Haws to appoint Associated Building Inspections Inc., Code Administrators Inc., and Commonwealth Code Inspection Service, Inc. as the three (3) Commercial Building Inspection Companies for 2025. The motion was seconded by Ty Zerbe and carried unanimously.

Ty Zerbe made a motion to reappoint the following individuals:

Planning Commission – Dale Garman for a 4-year term; and

Zoning Hearing Board – Ryan Horst for a 5-year term; and

Sewer Authority – Carl Haws for a 5-year term; and

Building Code Appeals Board – James Stauffer, Eric Brubaker & Don Good

The motion was seconded by Tony Haws and carried unanimously.

A motion was made by Tony Haws to appoint Becker Engineer as the 2025 Water and Sewer Lateral Inspector at a rate of \$125.00 per inspection. The motion was seconded by Ty Zerbe and carried unanimously.

A motion was made by Ty Zerbe to set the 2025 compensation for Minor Storm Water Management inspections at a rate of \$50.00. The motion was seconded by Tony Haws and carried unanimously.

A motion was made by Tony Haws to set the 2025 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 2025 General Funds, Capital Reserve Funds, Liquid Fuels Funds & Non-Uniformed Pension Funds subject to Ephrata National Bank pledging their assets for funds exceeding the amount federally insured, and PLGIT for 2025 General Funds, Capital Reserve Funds, and ARPA Funds. The motion was seconded by Tony Haws and carried unanimously.

A motion was made by Tony Haws to appoint Ty Zerbe as the 2025 Voting Delegate to the State Association Convention. The motion was seconded by Clark Stauffer and carried unanimously.

A motion was made by Ty Zerbe to set the compensation for the maintenance on-call responsibilities for 2025 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 2025 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 Herbein CPA as Ephrata Township's Professional Auditors for 2025. The motion was seconded by Tony Haws and carried unanimously.

A motion was made by Tony Haws to appoint Steve Sawyer as the 2025 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 2025 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 2025 Non-Uniform Benefit Package and the Employee Policy Manuel, originally adopted on June 20, 2006 and last amended on July 2, 2019; and the paid Holiday Schedule for 2025 as 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 Ty Zerbe and carried unanimously.

A motion was made by Ty Zerbe to set the Ephrata Township Mileage Reimbursement Rate for 2025 to be the same as the IRS Rate which is currently 70 cents per mile. The motion was seconded by Tony Haws and carried unanimously.

A motion was made by Tony Haws to set the Ephrata Township Fee Schedule for 2025 as presented by staff. The motion was seconded by Ty Zerbe and carried unanimously.

A motion was made by Ty Zerbe to keep the current meeting dates and times for 2025, 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 17, 2024 Supervisors' Minutes and to approve them as presented. The motion was seconded by Ty Zerbe and carried unanimously.

STAFF REPORTS

Solicitor – Tony Schimaneck

Anthony Schimaneck thanked the Board of Supervisors for the reappointment.

- **Zoning Ordinance Amendment – Definition of Cemetery.** The Board of Supervisors was provided with a copy of the current Zoning Ordinance definition of a cemetery at the December 17, 2024 Supervisors Meeting. Manager Sawyer stated that it has recently been brought to his attention that the definition includes crematoria and mausoleums when operated in conjunction with the cemetery. Manager Sawyer stated that some of the existing cemeteries are in residential areas. The Board of Supervisors directed staff to prepare a draft of a zoning ordinance amendment to amend the definition of a cemetery. Tony Schimaneck stated that his office prepared a draft Ordinance Amendment as directed and if the Board of Supervisors was satisfied with the draft Ordinance it would need to be reviewed by the County and Ephrata Township Planning Commissions and then advertised for a Public Hearing for Board action.

A motion was made by Ty Zerbe authorizing staff to move forward with the proposed amendment as presented. 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:

Bergstrasse Hotel – Traffic Study  
Waiver LDP – New Life Church  
E. Moher Church Lot #9 – Plan Revision  
MS4 BMP Inspections  
Akron Road Culvert Project

- **Akron Road Culvert – AH Moyer Application for Payment.** Jim Caldwell stated that the paving company contracted by AH Moyer for the Akron Road Culvert project did the paving without the proper inspections. Rettew Associates is unable to verify if the material and installation met the specifications listed on the bid. Rettew Associates reached out to AH Moyer and they provided paving slips, so that the amount of material used could be verified. Jim Caldwell recommended that the Township hold 10 percent of the project cost until spring to determine what additional work will be required.

*January 6, 2025 Supervisors' Meeting minutes continued*

A motion was made by Ty Zerbe to approve AH Moyer's application for payment #1 as presented and recommended by staff in the amount of \$145,200.00. The motion was seconded by Tony Haws and carried unanimously.

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 7:49 p.m. The motion was seconded by Ty Zerbe and carried unanimously.

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Clark R. Stauffer

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J. Tyler Zerbe

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Anthony K. Haws