

EPHRATA TOWNSHIP SUPERVISORS' MEETING

March 19, 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
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

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 March 5, 2024 Supervisors' minutes and to approve them as presented. The motion was seconded by Ty Zerbe and carried unanimously.

2023 FINANCIAL STATEMENTS – MEGAN THOMPSON, HERBEIN + COMPANY INC.

Megan Thompson of Herbein + Company Inc. was present. Megan presented a summary and overview of the 2023 Financial Statements and stated that the Township had an unmodified (clean) opinion. The Township switched to Modified Cash Basis instead of Accrual Basis in 2022 as was recommended by Trout CPA. The Township used Trout CPA for many years as their auditing firm for both the Township and Sewer Authority. Trout had informed the Township in the Spring of 2023 that their company had planned to down-size their number of clients due to staffing difficulties. Herbein was selected to replace Trout and staff stated that they were extremely happy with the transition from Trout to Herbein. The Financial Statements will be kept on file at the Township Office.

JIM MARTIN – 503 ALEXANDER DRIVE – WAIVER OF LAND DEVELOPMENT PLAN PROCESSING

The Township received a letter and Waiver of Land Development Plan Processing request from Pioneer Engineering on behalf of Concept Excavating, 503 Alexander Drive. Manager Sawyer presented to the Board of Supervisors a narrative of the proposed project to construct a 60' x 95' addition onto the existing building for equipment storage. In the fall of 2023, 503 Alexander Drive submitted a Storm Water Management Plan for an expansion of the stone storage area on the property. The building addition is proposed to be located on an existing impervious surface and the additional roof runoff will be piped directly to the storm water management basin. Jim Caldwell reviewed the modification request and documentation provided by Pioneer Management and recommended approval of the request. Ty Zerbe requested that Rettew Associates review the storm water pipe size to ensure it would be able to handle the storm water flow from the proposed building addition.

A motion was made by Ty Zerbe approving the Waiver of Land Development Plan Processing for 503 Alexander Drive subject to the Rettew Associates email dated March 13, 2024 and Rettew verifying that the existing storm water pipe will be adequate to convey the roof runoff from the proposed addition. The motion was seconded by Tony Haws and carried unanimously.

STAFF REPORTS

Manager Steve Sawyer

- **Roofing Proposal – Moser Roofing.** Manager Sawyer provided the Board of Supervisors with a Memorandum dated March 7, 2024 recommending approval of a proposal from Moser Roofing to replace the asphalt shingle roof on the municipal building. Four (4) Co-Star proposals were received and Moser Roofing Solutions was the lowest quote that was received. The Moser proposal included payment terms of 20% upon signing the proposal, 60% at the time the work begins and the remaining 20% upon the completion date. Manager Sawyer stated that he spoke to Moser Roofing and they are willing to change the payment terms to 100% due at the completion of the project.

A motion was made by Tony Haws to approve the proposal for the roof replacement for the Ephrata Township Municipal Building to Moser Roofing Solutions in the amount of \$58,500.00. The motion was seconded by Ty Zerbe and carried unanimously.

- **Hammon Avenue – Borough /Township Paving Project.** Manager Sawyer stated that approximately two (2) weeks ago the Township found out that Ephrata Borough was planning to repave Hammon Avenue this year. There is approximately 400 feet of Hammon Avenue in Ephrata Township from the Township/Borough line to Meadow Valley Road. Manager Sawyer recommended that the Board approve participating in an intermunicipal project with Ephrata Borough to pave Hammon Avenue from Academy Drive to Meadow Valley Road.

The Borough will bid the project with the Township portion as an option on the bid. The Township would have the opportunity to decide on moving forward or not with the project when the bids are received. If the Board approves moving forward, the Borough Solicitor will prepare an intermunicipal agreement for the project

A motion was made by Tony Haws authorizing staff to move forward with the project to include the Township's portion of Hammon Avenue with the Ephrata Borough bid for the project. The motion was seconded by Ty Zerbe and carried unanimously.

- **East Mohler Church Road – Ridge Avenue Intersection – Additional Signage.** Ephrata Township received a complaint from a Ridge Avenue resident concerning the East Mohler Church Road – Ridge Avenue intersection. Manager Sawyer contacted the Ephrata Police Department to request an accident history for the intersection and a speed study for East Mohler Church Road. The EPD provided the accident history and the speed study and Manager Sawyer forwarded the information to John Schick from Rettew. John Schick recommended additional signage at the intersection. Manager Sawyer showed the Board of Supervisors photos of signage installed by PennDOT at the Schoeneck Road – Springville Road intersection several years ago. Manager Sawyer recommended that the Board approve additional intersection ahead signs and pavement markings on East Mohler Church Road based on the recommendation of the Township's Traffic Engineer.

A motion was made by Ty Zerbe authorizing staff to move forward with the additional signage and pavement markings per the recommendation of the Township Traffic Engineer. The motion was seconded by Tony Haws and carried unanimously.

- **Disposition of Records.** Staff prepared a Resolution for the Disposition of Township Records. The proposed disposition of Township records was in accordance with the PA Records Manual.

A motion was made by Tony Haws to approve the disposition of Township records as identified on the Resolution. The motion was seconded by Ty Zerbe and carried unanimously.

- **LCATS – Spring Meeting.** Manager Sawyer stated that the Township received an invitation to the Spring LCATS Meeting. The meeting will be held on April 30th at “The Gathering Place” in Mount Joy beginning at 5:30 p.m. RSVPs are needed to be sent to LCATS by April 16th.

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

- Akron Road Culvert Project
- 503 Alexander Drive – Waiver of Land Development Plan

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 reported that he attended the Public Safety Meeting at the Borough last evening. The Township Maintenance Department was recognized for their efforts during the Martin's Country Market fire. The Township Maintenance Department spread salt on the parking lot around the store and also at several off-site locations where the fire companies were getting water to fight the fire.

Clark Stauffer stated that the Ephrata Joint Water Authority is working with the Authority Engineer to determine what can be done to improve fire service to the western side of their service area.

A motion was made by Tony Haws to adjourn the meeting at 8:16 A.M. The motion was seconded by Ty Zerbe and carried unanimously.

Clark R. Stauffer

Anthony K. Haws

J. Tyler Zerbe