

EPHRATA TOWNSHIP SUPERVISORS' MEETING

November 21, 2023

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
Police: Sgt. Matt Randolph
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

A motion was made by Ty Zerbe to close the Public Comment Period. The motion was seconded by Clark Stauffer and carried unanimously.

APPROVAL OF MINUTES

A motion was made by Tony Haws to dispense with the reading of the November 7, 2023 Supervisors' minutes and to approve them as presented. The motion was seconded by Clark Stauffer and carried unanimously.

EPHRATA COMMUNITY AMBULANCE ASSOCIATION – LES MARTZALL

Les Martzall of Ephrata Community Ambulance Association was in attendance. The ECAA provided the Board a copy of the October monthly report and a copy of the fund drive mailer that was mailed to residents in their service area. Mr. Martzall explained the financial issues they are facing and requested an increase in the annual donation from the Township. In years past, the Township has donated \$2500.00 annually. Monthly reports will be sent to the Township for the Board of Supervisors review showing all activity completed by the Ambulance Association. Les explained to the Board of Supervisors how payments are often dictated by the insurance companies and full payment is rarely received. The Ambulance has billed 1.7 million dollars for their services, but has only collected \$700,000.00. The Ambulance Association is having difficulty hiring paid EMT's and they are down to only one full-time volunteer. The costs of benefits for their paid employees have increased as well. The response rate from the most recent fund drive mailing is projected to be only 12%. Business donations received for the year are approximately \$21,000.00. The Board of Supervisors thanked the Ambulance for the presentation and the information that was shared. Chairman Stauffer stated that he

believes more individuals and businesses would contribute if they were aware of the ECAA issues. The Board of Supervisors informed Mr. Martzall that they will consider increasing the funding for the Ephrata Community Ambulance Association prior to adopting the 2024 budget at the December 5, 2023 meeting.

STAFF REPORTS

Police Department – Sgt. Matt Randolph.

Sgt. Matt Randolph was in attendance and provided the Supervisors with a summary of the calls for service within Ephrata Township for the month of October totaling 405 incidents. There were 33 arrests and 15 traffic citations. The monthly report will be kept on file in the office.

Tony Haws stated that the Police Department participated in a food drive at Dutchway this past weekend. The food collected went to the Ephrata Area Social Services. It was a huge success. Tony thanked the police department for providing that service in Ephrata Township.

Township Manager – Steve Sawyer.

- **Lifepoint Counseling Services – Lease Agreement.** Manager Sawyer contacted Carol Musser of Lifepoint Counseling Services regarding the Lease Agreement to rent the lower level of the Ephrata Township Building. The original lease agreement was a three-year term and the agreement automatically renewed for one additional year. The cost per square foot of leased space has remained at \$12.50 / SF. Staff is recommending extending the lease agreement for two additional years and increasing the cost to \$13.00 / SF when the current term expires March 31, 2024.

A motion was made by Ty Zerbe to approve renewing a 2-year Lease Agreement with Lifepoint Counseling Services beginning April 1, 2024 at the rate of \$13.00 per square foot. A motion was seconded by Tony Haws and carried unanimously.

- **Blue Ridge Communications – Underground Projects in Ephrata Township.** Manager Sawyer notified the Board of Supervisors that Blue Ridge Communications has submitted Highway Occupancy Permit applications to install new conduit in Lincoln Gardens, Oriole Drive, Hilldale Drive, Heritage Road, Riverview Drive and Michelle Drive. Manager Sawyer has contacted Blue Ridge Communications and informed them that detailed engineering plans will be required for the projects and provided them with a copy of the Comcast plans for Lincoln Gardens as an example of the plans required. After the detailed plans are received, they will be reviewed by Rettew Associates before being scheduled for action by the Board.
- **CB Burkholder, Inc. – Financial Security Reduction.** Jim Caldwell provided the Board of Supervisors with a Financial Security Reduction letter for CB Burkholder dated November 17, 2023 recommending a reduction of the Financial Security in the amount of \$172,192.90 leaving a remaining balance of \$30,294.00.

A motion was made by Tony Haws approving a Financial Security Reduction for CB Burkholder in the amount of \$172,192.90 leaving a remaining balance of \$30,294.00 per Rettew Associate's Letter dated November 17, 2023. The motion was seconded by Ty Zerbe and carried unanimously.

- **Ephrata Crossing Phase 3 – Time Extension to Record.** Manager Sawyer notified the Board of Supervisors that Ephrata Township received a letter from RGS Associates on behalf of Ephrata Crossings dated November 15, 2023 requesting an extension of time to record the final plan. The additional time is needed to satisfactorily address the outstanding review comments.

A motion was made by Ty Zerbe to approve the 90-day time extension to record the final Ephrata Crossings Phase 3 Final Plan. The new deadline for the plan to be recorded will be March 20, 2023. The motion was seconded by Tony Haws and carried unanimously.

- **DCNR Letter – Cocalico Creek Restoration Project.** Manager Sawyer provided the Board of Supervisors with a letter from DCNR dated November 7, 2023. DCNR conducted a final inspection on September 21, 2023 and were pleased with the work completed. Manager Sawyer stated that he is hopeful that the remaining grant funds will be received by the end of 2023.
- **Municipal Building Roof Replacement Project.** Manager Sawyer provided the Board of Supervisors with a Memorandum dated November 16, 2023 regarding roof replacement for the Municipal Building. The roof is currently 30+ years old and though it is currently not leaking it is in need of replacement. Manager Sawyer provided four (4) proposals to the Board of Supervisors from local roofing companies who are COSTARS contractors. Staff recommended waiting to move forward with the project until the spring of 2024. The Board agreed with this recommendation.

Township Engineer – Jim Caldwell

Jim Caldwell provided a list of plans/projects that Rettew Associates is currently working on:

Comcast Charity Gardens Plans
Martin Energy
Ephrata Crossings Phase 3
501 Alexander Drive
Tommy's Carwash – As-built Plans
CB Burkholder
Marzec - Storm Water Management 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 stated that he attended a Public Safety Meeting at Borough Hall last evening. Some of the topics included future purchase of firearms and police fleet vehicles, the American Red Cross Emergency Shelter future procedures, and the Ephrata Homeless Shelter limited to the months of January through March with only 10 available beds and proof of Ephrata residency being required.

Manager Sawyer requested direction from the Board of Supervisors regarding funding the Ephrata Community Ambulance Association based on the presentation earlier in the meeting. The Budget is scheduled to be adopted at the next Ephrata Township Supervisors meeting on December 5, 2023.

A motion was made by Ty Zerbe directing staff to increase the funding for the 2024 budget to \$10,000.00 for the Ephrata Community Ambulance Associate and to increase the 2024 Ephrata Public Library funding by 5%. The motion was seconded by Tony Haws and carried unanimously.

A motion was made by Tony Haws to adjourn the meeting at 9:03 AM. The motion was seconded by Ty Zerbe and carried unanimously.

Clark R. Stauffer

Anthony K. Haws

J. Tyler Zerbe