

**EPHRATA BOROUGH COUNCIL
REGULAR MEETING MINUTES
JANUARY 13, 2020**

The regular Ephrata Borough Council meeting was called to order by President Susan Rowe at 7:00 PM on January 13, 2020, in the Council Chambers of the Borough Office, 124 South State Street.

Pastor Deryl Hurst, DOVE Westgate Church, offered the invocation, which was followed by the Pledge of Allegiance.

In attendance in addition to the President were Vice President Thomas Reinhold, President Pro Tem Melvin Weiler and Council Members Timothy Barr, Linda Martin, Ricky Ressler, Victor Richard and Mayor Ralph Mowen. Absent was Council Member Gregory Zimmerman.

Also in attendance were Borough Manager D. Robert Thompson, Interim Police Chief Thomas Shumaker, Borough Solicitor James R. McManus, III, Esq., and Recorder Stephanie Fasnacht.

The following visitors were present:

Tim Auker, 542 N. State Street, Ephrata
Ken Brenneman, 30 Westpointe Drive, Ephrata
Randy Gockley, 62 Robert Road, Ephrata

APPROVAL OF MINUTES

It was moved by Mr. Barr, seconded by Mr. Richard, and unanimously passed that Borough Council approve the December 2, 2019, Work Session Minutes, and the December 9, 2019, Regular Meeting Minutes.

OPPORTUNITY FOR CITIZENS TO BE HEARD

It was moved by Mr. Reinhold, seconded by Mr. Ressler, and unanimously passed that the public comment section of the meeting be closed until the end of tonight's agenda.

ACCEPTANCE OF REPORTS

It was moved by Mr. Barr, seconded by Mr. Richard, and unanimously passed to approve Acceptance of Reports consisting of the following documents:

Highway Committee

The Highway Committee met on December 23, 2019 and discussed the following:

Action Items:

1. The Committee reviewed a planned 2020 budget year equipment purchase in the form of a new model year Bobcat 5600 Toolcat replacing a 2005 Bobcat Toolcat with 6,085 hours of usage and a badly rusted body. This new equipment is planned for purchase from the Bobcat Company via Bobcat of Lancaster in Ephrata, PA through PDOGS COSTARS Contract #4400020080 for \$57,027.78 per Quote #HMM-17212. The budget amount for this purchase is \$58,000. The Committee will recommend that Borough Council approve the purchase of this new equipment at their January 13, 2020 meeting.
2. The Committee reviewed a planned 2020 budget year vehicle purchase in the form of a new model year 2020 Ford Super Duty F-250 XL 4X4 Regular Cab pickup truck with service body replacing a 2009 Ford F-250 4X4 pickup truck, with 72,275 miles, to be rotated in the fleet to the Wastewater Division. A disposition of asset form will be provided for Council approval at a future Highway Committee meeting. This new vehicle is planned for purchase from Whitmoyer Ford, Inc. in Mount Joy, PA through PDOGS COSTARS Contract #025-162 for \$37,750 per Whitmoyer's Proposal dated December 16, 2019. The budget amount for this purchase is \$40,000. The Committee will recommend that Borough Council approve the purchase of this new vehicle at their January 13, 2020 meeting.

Discussion Items:

1. The Committee reviewed parking meter rates and fines data recently acquired from other Lancaster County municipalities and nearby cities noting that reducing, in half, the Borough's time limits while maintaining existing price structure will align us with Lititz Borough's parking meter rates and times. Council President Rowe inquired if parking meter enforcement will be increased if meter rates are changed, her concern will be discussed with the Ephrata Police. Staff was directed to check availability of meter parts and materials and provide notification to Ephrata merchants regarding the meter rate change prior to the January 27, 2020 Highway Committee meeting.

- The Committee reviewed an Enforcement Priorities Report (EPR) completed by the Ephrata Police for Railroad Avenue outlining motor vehicle volume and speed data for the 12/12/2019 to 12/17/2019 period in reaction to a citizen complaint aired at a previous Council meeting. 85th percentile speeds through this time frame ranged from 6.0 to 23 mph within the 25 mph speed limit. Staff was directed to notify the complainant to discuss her concerns considering the EPR results.

Public Safety Committee

The Public Safety Committee met on January 6, 2020 at 6:30 PM for a special meeting and discussed the following:

Action Items:

- Proposed 2020 Fleet Lease Agreement** – Lieutenant Shumaker presented the revised fleet lease agreement with Uninvest, LLC for the purchase of (7) 2019 Ford Interceptor Sedans, (6) 2020 Chevrolet Tahoe's and (1) 2020 Ford Ranger Super Crew Truck consisting of (4) annual payments of \$194,179.67 which will commence on April 15, 2020

Discussion Items: None

Old Business: None

Personnel Committee

The Personnel Committee met on December 16, 2019 and discussed the following:

Action Items:

- President Rowe noted the Job Description for the position of Chief of Police should be reviewed; any changes the committee wishes to make should be completed before the recruitment process begins. Ms. Martin initiated the discussion by questioning if the education portion (Bachelor's Degree) should be mandatory instead of preferred. The committee favored no change. Ms. Martin also questioned if the standard for controlling crime should be defined and included. Following discussion, the language in the first bullet point will be amended. President Rowe wishes to follow the former chief's suggestion and add language to ensure experience with multiple municipalities is included. Following discussion, that language will be added as a preferred, but not mandatory. Mr. Thompson suggested to include language that ensures the position would be a uniformed officer versus a non-uniformed officer in keeping with a previous committee decision. That language will be added. President Rowe will revise the document and correct several grammatical errors. The changes will be noted in green bold face type when shared with council as part of the Work Session packet and brought to council for approval on January 13, 2020.
- President Rowe shared an email from the Pennsylvania Chiefs of Police Association defining their three levels of testing. The committee debated the merits of using the first program at a cost of \$12,500 versus the second program which eliminates the In-Basket Exercise at a cost of \$8,000. The third level program, solely a structured interview was not appealing to the committee. The committee wishes to begin the process as soon as possible, but still would like more information. A meeting with Gregory Bean from the PCPA will be scheduled before the Program is selected; however, since Borough Council approved moving forward last month at a cost not to exceed \$15,000 and no services exceed that amount, the Committee instructed Mr. Thompson to move forward with contacting the PCPA to begin the recruitment process. The Personnel Committee will remain involved in the process and will keep Council informed via the committee reports. No action is required at this time.

Discussion Items:

- Mr. Thompson shared the 2020 Budget and Program of Services includes three line items regarding Borough staffing. The positions are a) Apprentice Lineman; b) promoting a Laborer to Equipment Operator and c) Social Media (part-time). The first two positions are time sensitive and will be advertised in-house. Staff would like the positions filled before the standby schedule is created prior to the end of the year; therefore, the request is for Council to take action at the work session. This will now become an Action Item.

NEW BUSINESS ITEMS

STANDING COMMITTEE RECOMMENDATIONS

Highway Committee

It was moved by Mr. Barr, seconded by Mr. Richard, and unanimously passed via roll call vote

that Borough Council authorize the purchase of a new model year Bobcat 5600 Toolcat from Bobcat of Lancaster in Ephrata, PA through the Pennsylvania Department of General Services COSTARS Contract #4400020080 for \$57,027.78.

It was moved by Mr. Barr, seconded by Mr. Ressler, and unanimously passed via roll call vote that Borough Council authorize the purchase of a new 2020 Ford Super-Duty F-250 XL 4X4 Regular Cab pickup truck with service body from Whitmoyer Ford, Inc. in Mt. Joy, PA through the Pennsylvania Department of General Services COSTARS Contract #025-162 for \$37,750.

Personnel Committee

It was moved by Vice President Reinhold, seconded by Mr. Richard, and unanimously passed that Borough Council adopt the revised Borough of Ephrata Position Description for the position of Chief of Police.

It was moved by Vice President Reinhold, seconded by Ms. Martin, and unanimously passed that Borough Council ratify the following Ephrata Borough Council documents:

- a. By-Laws
- b. Rules of Order
- c. Borough Council Meeting Guidelines
- d. Committee Meeting Guidelines
- e. Telecommunications Policy
- f. Code of Ethics/Conflicts of Interest Guidelines
- g. Whistleblower Policy
- h. Employee Evaluation Guidelines
- i. Borough Manager Evaluation Form
- j. Borough Manager Self-Evaluation Form
- k. Chief of Police Evaluation Form
- l. Chief of Police Self-Evaluation Form
- m. Performance Management Process

APPROVAL OF CHECKS 40354 THROUGH 40675 AND THE ACH REGISTER DATED JANUARY 3, 2020

It was moved by Ms. Martin, seconded by Mr. Richard, and unanimously passed that Borough Council ratify the payment of bills performed by the staff since the last regular Council meeting in the aggregate amount of \$892,787.93.

OPPORTUNITY FOR CITIZENS TO BE HEARD

There were no comments or remarks from attendees.

DISCUSSION/ANNOUNCEMENTS

Ms. Martin advised Mainspring of Ephrata has posted a community survey on their website and encouraged all to take a few moments and provide feedback.

Mr. Richard advised he wanted to provided clarification on a couple of past discussion items. In referencing Pioneer Fire Company's request for the Borough to provide snow removal services, Mr. Richard advised a point was made by Mayor Mowen that Ephrata Community Ambulance Association is a paid organization; in which, Mr. Richard advised the Ambulance Association is not 100% paid. Mayor Mowen added that he was aware the Association does in fact have volunteers assisting them. In referencing the Ephrata Public Library discussion point, Mr. Richard advised that if the library would be known as the "Ephrata Area Public Library" that may encourage surrounding municipalities to provide more financial assistance as it benefits more than only the residents of Ephrata Borough.

ADJOURNMENT

It was moved by Ms. Martin, seconded by Mr. Barr, and unanimously passed that Borough Council adjourn. The meeting was adjourned at 7:13 PM.

Respectfully submitted,

D. Robert Thompson, Secretary