

**EPHRATA BOROUGH COUNCIL  
REGULAR MEETING MINUTES  
FEBRUARY 10, 2020**

The regular Ephrata Borough Council meeting was called to order by President Susan Rowe at 7:00 PM on February 10, 2020, in the Council Chambers of the Borough Office, 124 South State Street.

Pastor Wes Dudley, 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 Linda Martin, Ricky Ressler, Gregory Zimmerman and Mayor Ralph Mowen. Absent were Council Members Timothy Barr and Victor Richard.

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:

Sally Wise, Friends of Eberbach  
Mike Weber, Friends of Eberbach  
Jane Weber, Friends of Eberbach  
Karen Fry, Friends of Eberbach  
Liz Tronser, Friends of Eberbach  
Greg Snyder, Friends of Eberbach  
Amanda Nace, Friends of Eberbach  
Jim Sandoe, 1181 Joann Avenue, Ephrata  
Michelle Gibbs, 241 Railroad Avenue, Ephrata  
Darryl Gibbs, 241 Railroad Avenue, Ephrata  
Wes Dudley, 146 Washington Avenue, Ephrata  
Tim Auker, 542 N. State Street, Ephrata  
Beverly Sims, Lancaster

**PROCLAMATION – BLACK HISTORY MONTH**

Mayor Mowen proclaimed February 2020 as Black History Month in recognition of African American heritage and achievements past and present and called upon all to recognize this important observance and to continue to work toward the goal of liberty and justice for all.

**APPROVAL OF MINUTES**

It was moved by Ms. Martin, seconded by Mr. Zimmerman, and unanimously passed that Borough Council approve the January 6, 2020, Reorganization Session Minutes, the January 6, 2020, Work Session Minutes, and the January 13, 2020, Regular Meeting Minutes.

**MUNICIPAL MOMENT – FRIENDS OF EBERBACH**

Sally Wise, speaking on behalf of Friends of Eberbach, advised the group was started in 1976 by individuals who selected Eberbach, Germany, to be Ephrata's sister city due to it being Conrad Biessel's, founder of the Ephrata Cloister, birthplace. Ms. Wise further advised their ongoing mission is to continue to strengthen the ties between Eberbach and Ephrata.

Ms. Wise, referring to photographs included in her presentation, highlighted various events including the 40<sup>th</sup> Anniversary celebration of Ephrata's relationship with Eberbach as well as the Ephrata Area School District's student exchange program.

Ms. Wise advised there will be 12-15 Germans coming to Ephrata this fall to celebrate Conrad Biessel's 300<sup>th</sup> Year in America who requested to participate in the Ephrata Parade to share their excitement of being Ephrata's sister city.

Ms. Wise advised the group would like to see a relationship built between both Ephrata's and Eberbach's Council members. Ms. Wise further advised the group would love to see recognition of Ephrata's relationship with Eberbach and provided the following suggestions: (1) displaying both flags in Borough Hall; and, (2) adding a byline on the Borough website referring to the relationship between the two towns.

Amanda Nace reiterated that the residents of Eberbach are extremely proud of Ephrata and have even named a courtyard in honor of it.

Ms. Martin inquired as to the size of Eberbach compared to Ephrata; in which, Ms. Wise advised it is about the same size as Ephrata.

Greg Snyder stated that both of his children have participated in the student exchange program which has created long-lasting personal relationships with their host families.

President Rowe shared a story about shortly after she joined Borough Council, a group from Eberbach visited Borough Hall and she had the opportunity to meet with them. President Rowe further advised all in the group knew who she was, her role on Borough Council, and the actions Council was currently working on which was quite impressive.

In conclusion, Ms. Wise thanked Council for their time and encouraged them to form relationships with the residents of Eberbach who would love to have them.

**OPPORTUNITY FOR CITIZENS TO BE HEARD**

Jim Sandoe, 1181 Joann Avenue, Ephrata, advised he spoke before the Municipal Enterprises Committee at their December meeting to discuss his concerns regarding Ephrata's water quality. Mr. Sandoe explained that testing confirmed that Ephrata's water contains carcinogens and shared information from various research sources. Mr. Sandoe stressed the situation is not just an Ephrata problem, but rather a world problem. Mr. Sandoe advised he has assembled three House Representatives and a Senator (2 Democrats and 2 Republicans) who are currently working on a bipartisan bill to deal with the water issues in Pennsylvania. In closing, Mr. Sandoe advised he will be in attendance at the February 13, 2020, Ephrata Area Joint Authority meeting to provide a more detailed presentation; however, he wanted to provide an update to Council as he promised he would do so.

Darryl Gibbs, 241 Railroad Avenue, Ephrata, extended his sincere appreciation to Mayor Mowen for declaring February 2020 as Black History Month in Ephrata. Mr. Gibbs stated, "... to recognize this month, several giants of civil rights are celebrated and the cornerstones of the nation they helped to change." Mr. Gibbs further stated, "... we pause to reflect on our progress and our history ... not only to remember, but also to acknowledge our unfinished business ... celebrating Black History Month helps us ... if we don't speak about black history, then the next generation and we ourselves will forget."

Mr. Gibbs then spoke how the history of race relations sometimes brings shame and the response for shame is often concealed. Mr. Gibbs stated, "... black history is often lost in the midst of time, but observing the special month gives citizens of all races the opportunity to learn about the past and the people for which they may have little awareness about." Mr. Gibbs further stated, "... that America is a nation that is constantly in work of progress ... Black History Month is not an obligation but out of a sincere love for humanity ... Black History Month draws people of every race in the grand and diverse of this nation ... Black History Month reminds generations that black lives do matter because all lives do matter."

Mr. Gibbs advised he shares the same dream as Martin Luther King and that is for his children to "...one day live in a nation where they will not be judged by the color of their skin but by the content of their character." Mr. Gibbs concluded his comments by stating, "... I want my children to be the best that they can be ... I want them to live in communities and strive to be the best people that they can be ... and to live out their life in wonderful communities and be citizens of great humanity."

### **ACCEPTANCE OF REPORTS**

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

### **Budget and Finance Committee**

The Budget & Finance Committee met on January 27, 2020 and discussed the following:

#### **Action Items:**

1. The Staff reviewed with the Committee the outstanding board positions: Police Civil Service Commission Alternate, EAJA Board, Zoning Hearing Board, Shade Tree Commission, and UCC Appeals Board. The Staff is recommending Robert Hoffman for the vacant UCC Appeals Board. He is qualified for the position and also serves on the Property Maintenance and Codes Appeals Board. President Rowe advised that Mr. Dale Hertzog is interested in serving on the Zoning Hearing Board. A staff member will reach out to Mr. Hertzog. President Rowe also suggested a staff member contact Mayor Mowen as he has a suggestion

for Civil Service Alternate. The Staff will follow up with Mayor Mowen. Mr. Barr asked if a Council Member could serve on the Civil Service Commission. The Committee will recommend that Borough Council appoint Robert Hoffman to the UCC Appeals Board at the voting session on February 10, 2020.

2. The Staff reviewed the Disposition of Assets for the 2013 Ford Escape that was involved in an accident in 2019. The salvage value of the car is \$2,000 and the Staff recommendation is to allow the insurance company to retain the salvage. The Committee recommends that Borough Council approve the Disposition of Assets at the voting session on February 10, 2020.
3. The Staff discussed Resolution 2020-2, exonerating the Borough from paying real estate taxes on various Borough properties. The Committee will recommend adoption of this resolution as part of the consent agenda at the February Council meeting.

#### **Discussion Items:**

1. Kelly Withum of Mainspring presented information and a PowerPoint on the Local Economic Revitalization Tax Assistance Program (LERTA) which allows municipalities to temporarily exempt real estate taxes on the increased assessed value for improvements to property. The delayed taxation can be extended for up to 10 years on improvements of \$75,000 or more to properties located in the Retail District in the Borough. The program has to be approved by the Borough, the School District, and the County Commissioners. Kelly has already obtained approval from the school district. She will go to the County Commissioners after Council approval. President Rowe is concerned that if a reassessment occurs, property value will decline if the properties are considered to be deteriorated property. The program does not address pre-assessed value it only addresses the increase in assessed value as a result of improvements to the property. A reassessment was just completed in 2018, so it will be a number of years before another one will occur. There is a sample ordinance in the packet that the Staff will use in conjunction with legal to create an ordinance for the Borough to consider.
2. The Staff had received a request for a detailed breakout of all contributions to the Library including in-kind. After Staff provided the information, another request was received for similar information on the Rec Center. President Rowe suggested we add this to the agenda to get clarity on what information is desired so we can avoid duplication of effort by the Staff. The Committee requested detailed information including in-kind on the following:
  - a. Lincoln and Pioneer Fire Companies
  - b. Library
  - c. Rec Center
  - d. EPAC
  - e. Eicher
  - f. Ambulance
  - g. Historical Society

The Committee would like the fire company data by mid-February so it can be utilized in the fire study. The other data does not have an urgent due date. The Staff will provide the data as requested.

3. The Staff reviewed the 2019 year end financials with the Committee. No further action is required.

4. The Staff provided the list of purchase orders that were carried over from 2019 to 2020. These are items which were approved as part of the 2019 budget but were not completed by the end of 2019. No further action is required.
5. The Staff provided a copy of two reports on the solicitor's invoices. The first report is sorted by date and the second report is sorted by project. The total amount paid in 2019 was \$108,156. No further action is required.
6. The Staff provided the Check and ACH registers to the Committee for January to date. The Staff raised the issue of removing the waste water payments from the checklist since they have their own operating authority and approve their checks via the Authority. The waste water checks are cashed from waste water funds so the Council does not need to approve them. President Rowe asked how they would approve the check lists if there were missing check numbers. The Staff will provide the check run date and the amount of the check run excluding waste water. The Council will approve it by date and total. The Committee also asked for improved descriptions on the monthly check report. The Staff will prepare a check list report to be reviewed by Council before implementation.

**Old Business Items:**

1. The Committee asked for an update on the audit of the collections process. The Staff has not worked on this project yet.
2. The Committee asked for an update on the credit card fees. The Staff is working on this project and hopes to complete it in the first quarter of 2020. The Committee asked the Staff to also look into other methods for customers to use to make payments such as PayPal and Venmo. The Staff will investigate these additional payment options.

**Development Activities Committee**

The Development Activities Committee met on January 27, 2020 and discussed the following:

**Action Items:**

1. The Committee reviewed a request from Mainspring of Ephrata to use Whistle Stop Plaza for the 2020 Party on the Plaza on four Saturdays between May and September. The request includes using the entire property from East Main Street to Rose Alley, providing electric for the event and selling beer and wine during all the dates. The Committee will recommend that Borough Council approve the request at the February meeting to use the plaza and to sell beer and wine only subject to the receipt of a certificate of insurance naming the Borough as an additional insured, an incident support plan approved by the Police Chief and receipt of a copy of a PLCB special occasion permit.
2. The Committee reviewed the annual professional services agreement with HRG. HRG provides review services for Subdivision and Land Development and Stormwater Management. The Committee will recommend that Borough Council execute the annual agreement with HRG for 2020 at the February Council meeting and authorizes the President of Borough Council and the Borough Secretary to execute the agreement subject to it being in a form acceptable to the Borough Solicitor.
3. The Rec Center is making repairs to the whirlpool room. These repairs are necessary before the transfer of the property from the Ephrata Borough Authority to the Borough can occur. The repairs require a building permit and inspections. Mr. Zimmerman suggested that

Council might want to consider waiving the building permit fees since the property will be turned over the Borough. The fees for the building permit are \$1,057.50. That includes a building permit fee, inspection fees, and a state required UCC fee of \$4.50. The UCC fee is an out of pocket expense. The Committee is recommending that Borough Council waive all the fees except the UCC fee of \$4.50 at the February meeting.

4. The Committee reviewed a proposal from Hanover Engineering to provide engineering design services for the salt storage shed to be located at the Public Works Facility. Hanover will design the building and prepare plans for bidding for a fee of \$24,500. The Committee will recommend that Borough Council authorize the President of Borough Council to sign the proposal with Hanover Engineering at the February meeting subject to it being in a form acceptable to the solicitor.

#### **Discussion Items:**

1. During a storm this summer the Haller Dam was damaged by fallen trees. During a follow-up inspection by the consulting firm that inspects the dam for the Borough, the consultant mentioned that there is an initiative to remove dams and restore waterways to their original condition. The Committee discussed a similar proposal that was presented several years ago and would have resulted in a significant loss of flow through Grater Park. There is concern that would still be an issue. Harris will follow up with American Rivers to see what the upstream impact would be to water levels and report back to the Committee next month.
2. On a motion from Vice President Reinhold and seconded by Mr. Barr, the Committee went into executive session to discuss a real estate matter.
3. The Staff told the Committee that additional deed research needs to be done on the section of the trail between Chestnut and Pine Streets. Hanover Engineering is doing the trail design and is estimating this additional work will cost approximately \$4,400 and will be paid from the funds for this Capital project.
4. There were no decisions from the December or January Zoning Hearing Board meeting.
5. There are no new applications for the February Zoning Hearing Board meeting.

#### **Public Safety Committee**

The Public Safety Committee met on January 20, 2020 at 6:30 PM and discussed the following:

#### **Action Items: None**

#### **Discussion Items:**

1. Civil Service Report – Lt. Shumaker presented the Civil Service Report to the Committee and discussed Civil Service Officer Assignments, 2020 meeting dates, 2020 police staffing and promotions updates and the anticipated departure of one Civil Service Commissioner.
2. 2019 Ephrata Police Department Annual Report – Lt. Shumaker presented the 2019 police department's Annual Report to the Committee. In 2019, the EPD experienced a reduction in Part I and Part II crimes as well as clearance rates that exceeded the national average.
3. Pioneer Fire Department Siren Activation and Paging System – Chief Kiefer presented on the need to update the current siren and paging system that is utilized by the Pioneer Fire Department in 2020. Initial estimates are approximately \$1,200.00 for the repairs. The

Committee requested that Chief Kiefer contact Ephrata Township to see if they would consider sharing in these costs. The Committee will move this topic to next month's meeting.

4. Pioneer Fire Department Fleet Plan Update – Chief Kiefer presented on the need for a new ladder truck within the next two years to replace the current truck which is nearing its end of service life. Chief Kiefer advised the Committee that the average price for a new ladder truck is approximately \$1,500,000.00; however, he presented a number of scenarios the fire department would explore to reduce that amount.

### Highway Committee

The Highway Committee met on January 27, 2020 and discussed the following:

#### Action Items:

1. The Committee reviewed a request from Kim Malmer received December 26, 2019 via e-mail and heard details about the 6<sup>th</sup> Annual Pain in the Butt 5K/10K Run for Colon Cancer Awareness from Mark Malmer. The event will use various streets in the Lincoln Heights section of the Borough to conduct the benefit 5K & 10K runs and a quarter mile fun run on Saturday, March 28, 2020 beginning at 8:40 AM. The run route is comparable to the route used in 2019. There will be signs and volunteers at each intersection to direct runners and assist with traffic control. Interim Police Chief Shumaker has endorsed this event. The Committee will recommend that Borough Council conditionally approve the request subject to Borough receipt of a satisfactory certificate of insurance naming Ephrata Borough as additional insured at their February 10, 2020 meeting.
2. The Committee reviewed the results of Bid #20-1 Traffic Signal Upgrades for emergency vehicle pre-emption installation at the intersections of West Main Street & Market Street, West Main Street & Academy Drive, and South State Street & Fulton Street. The Committee will recommend that Borough Council award Bid #20-1 to apparent low bidder: Wyoming Electric & Signal, Inc. from Wyoming, PA in their total bid amount of \$36,540 as part of the Consent Agenda at their February 10, 2020 meeting.
3. The Committee reviewed the results of Bid #20-2 Traffic Signal Systems Maintenance. This is a multi-year contract for semi-annual preventive traffic signal maintenance and inspection in accordance with current Borough and PennDOT requirements. The contract term begins February 18, 2020 and terminates December 31, 2023. Years 2 (2021), 3 (2022), and 4 (2023) are at the Borough's option subject to review of contractor performance. The Committee will recommend that Borough Council award Bid #20-2 to apparent low bidder: C.M. High, Inc. from Myerstown, PA for \$4,000 for each year of a 4-year contract as part of the Consent Agenda at their February 10, 2020 meeting.
4. The Committee reviewed a proposed commercial wide area mower purchase. The mower is a new model year John Deere 1600 Turbo Series III and will be purchased through the Pennsylvania Department of General Services COSTARS cooperative purchasing program from the delivering dealer: Deer Country Farm & Lawn, Inc. in Adamstown, PA for the contract price of \$55,199.25 less \$4,000.00 trade allowance for a 2009 John Deere 1600 mower for a total purchase amount of \$51,199.25 which is \$2,249.25 over the budgeted amount of \$48,950. The unbudgeted amount of \$2,249.25 will be paid from account #01-50-501-4360 Parks and Recreation Contract Services. The Committee will recommend that Borough Council approve the purchase of a new model year John Deere 1600 Turbo Series III wide area mower at their February 10, 2020 meeting.

5. The Committee reviewed a disposition of assets form for a 2009 John Deere 1600 Series II wide area mower, Serial #TC1600T070187, with 5,410 hours of use. The engine needs rebuilt and there are hydraulic issues. The mower currently works at approximately 50% of normal range/capacity. The mower has trade-in value of \$4,000. The Committee will recommend that Borough Council approve this asset disposal at their February 10, 2020 meeting.

**Discussion Items:**

1. The Committee reviewed a January 20, 2020 letter request from Capstone Design & Build from Lancaster, PA (CD&B) and heard from Josiah Stoltzfus of CD&B regarding an upcoming renovation/construction project at 17–25 West Main Street comprised of planned renovations to the front of 17 West Main Street and new connector link construction between 21 and 25 West Main Street. Discussions ensued regarding proposed long-term pedestrian sidewalk closure and parking restrictions adjacent to the project area. CD&B was asked to revise their plans reducing their planned “work area footprint” as much as possible and propose an ADA accessible, protected pedestrian detour using the parking lane along West Main Street adjacent to their work area. CD&B agreed to submit new plans for review and discussion at the February 24, 2020 Highway Committee meeting.
2. The Committee discussed parking meter rates and the use of parking kiosks and apps in reaction to recommendations to increase parking meter rates and phase out coin-operated meters made in the Parking Management Plan for Ephrata Borough prepared by Derck & Edson in August 2019. The use of parking kiosks and parking apps will increase enforcement of parking violations without increasing the need for additional staff or extended patrol hours. With regard to parking meter rates, understanding you don’t charge to make money but rather you charge to control flow of parking and visitor access to parking, the Committee is interested in increasing parking meter rates as follows: 12 minutes for \$0.10; 24 minutes for \$0.20; and 1 hour for \$0.50. Also shared with the Committee was parking meter parts should be readily available from an established supplier and that current cost to replace a meter is \$203; cost to repair a meter is \$99; and cost to reprogram a meter is a one-time fee of \$350 to rent the component necessary to reprogram the meters. These costs do not include staff time required to physically remove, replace or reprogram meters. Interim Police Chief Shumaker stated that all 84 of the Borough’s parking meters are digital. Parking Kiosks and Apps will be researched and information presented at a future Highway Committee meeting. Parking meter inventory and rates will be further discussed at Work Session and a recommendation may be made at that time.

**Municipal Enterprises Committee**

The Municipal Enterprises Committee met on January 20, 2020 and discussed the following:

**Action Items:**

1. The Committee reviewed the American Municipal Power Schedule to the Master Services Agreement for Participation in Safety and Training Programs which will allow for the Borough’s participation in American Municipal Power’s Apprentice Lineman Program. Borough Solicitor McManus reviewed the schedule and asked the Staff to verify with Delaware Valley Trust the \$50,000 limit of liability in Section 2 and the waiver of the right to subrogate in Section 4. Staff will verify these items with Delaware Valley. The Committee will recommend that Borough Council conditionally approve the Schedule to the Master Services Agreement subject to the satisfaction of the Borough Solicitor.



**Discussion Items:**

1. Nate Merkel, Technical Support Manager, discussed with the Committee a proposed Electric Supervisory Control and Data Acquisition (SCADA) pilot program offered to the Borough through American Municipal Power’s IT group. The program would offer SCADA IT services to support the Borough’s Electric Division’s SCADA system for an initial cost of \$3,200. The initial investment will upgrade the current system from a polling type data gathering system to a real-time data system. The discussion was to inform the Committee and determine if there are any objections to participating in the program. AMP will provide a formal proposal for the Borough and the Committee will be asked to make a recommendation for participation at that time. No action is required at this time.
2. Borough Manager Thompson informed the Committee that it received notice from LEMA regarding the Non-Profit Security Grant Program (NSGP). The Borough has budgeted in 2020 and 2021 a total of \$150,000 for electric security system upgrades. Mr. Thompson indicated he reached out to NSGP to determine if the Borough is eligible for the grant program and is waiting for a response. No further action is required by the Committee at this time.
3. Borough Manager Thompson provided the Committee with an update on the Comcast deployment in the Borough. Comcast would like to complete their deployment in the Borough by April and asked the Borough to allow them to outsource electric make ready work. The Staff agreed to allow the outsourcing conditioned on the crews staging from the Borough’s electric shop and each crew containing one Borough of Ephrata electric employee assigned to inspect the work of the contractors.

**Old Business:**

1. Borough Manager Thompson informed the Committee that the Ephrata Area Joint Authority heard from Jim Sandoe who presented the Environmental Working Groups assessment of EAJA public water. EAJA will be conducting its due diligence and reporting back to the EAJA Board at its next meeting.
2. Borough Manager Thompson reported that the Staff has met with East Cocalico Township regarding an additional solar site along Garden Spot Road and will be making future contacts with one site in Ephrata Borough and another in Ephrata Township.

**Community Services Committee**

The Community Services Committee met on January 27, 2020 and discussed the following:

**Action Items:**

1. The Committee reviewed the 2020 Cultural Arts Grant proposed awards recommended by the Ad Hoc Art Grant Committee. The Committee recommended approval of the following awards for the February Council meeting.

Ephrata Public Library	\$3,050
EPAC	\$1,800
Ephrata Concert Band	\$2,000
Ephrata Cloister Associates	\$800
Historical Society	\$950
Ephrata Rec Center	\$1,200
Eicher Arts Center	\$700

There were some questions from Committee and Council members that needed to be addressed before a recommendation is made. It will be discussed at the Work Session and a recommendation will be made at that time. The Art Grant Committee is also requesting an increase in funding for the 2021 budget. State funding ceased in 2011 and the Borough has been funding \$10,500 ever since.

**Discussion Items:**

1. The Committee reviewed and discussed options received by Nancy Harris, Municipal Services Manager, for the repair of a water feature needed at the Ephrata Community Pool. The recommendation from Nancy Harris and Rec Center staff is that we do not repair the bubblers. There is a new water feature (Toolip) planned for the same area in 2020 that could compensate for the loss. The Committee agrees that the repair should not be made.
2. Councilwoman Linda Martin requested that the Dog Park be placed on next month's agenda. The Ad Hoc Dog Park Committee/Residents want to attend next month's meeting. One of the main topics of discussion will be how to raise funds. Kelly Withum reminded the Committee to make sure the 6<sup>th</sup> grade students that came up with the business as part of a project are involved.
3. Kelly Withum presented that Mainspring is participating in the Music for Everyone Program (MFE). MFE identifies and assesses school and community music needs, raises awareness of music needs and fund necessary resources, and strategically invests resources to address music needs. MFE has awarded over \$1,800,000 in grants and program support, has donated in excess of 7,000 instruments, has donated 136 street pianos, and mentored hundreds of students. The school is going to donate an old piano to the Plaza. It will be placed up against the train station. It will last approximately a year due to weather. MFE will tune and place the donated street pianos. Mainspring is going to spearhead the project and participation. With their participation, funds raised will be available to the EASD through the MFE Grant Program. The funds raised will come back to the school district for new instruments. There is no cost to the Borough. There is no further action required by the Committee, but it was requested that Kelly keep them informed.

**Personnel Committee**

The Personnel Committee met on January 13, 2020 and discussed the following:

**Action Items:**

1. There were no action items for discussion.

**Discussion Items:**

1. The Committee met with three gentlemen from the Pennsylvania Chiefs of Police Association, Greg Bean (Testing & Consulting Coordinator), Scott Bohn (Executive Director) and Joe Blackburn (former Exec. Director and consultant). The purpose of this meeting was to discuss the next steps to begin the recruitment for our next Chief of Police. Mr. Thompson gave a review of the timeline to date. The Committee received an overview of the components of the assessment center and the process the PCPA uses, including the involvement of the Personnel Committee. The Committee agreed unanimously to utilize the second program consisting of a Structured Interview and an Analysis Presentation. The job will be posted on the PCPA website; other avenues are available for candidates to apply. This will take approximately 30 days. All of the resumes will be forwarded to the Personnel Committee with the PCPA recommendations for the top six candidates. The Personnel

Committee will then agree to the top six candidates or may choose another; the recommendation is to not exceed seven candidates but PCPA will work with up to 12. The Structured Interview and Analysis Presentation will occur at Borough Hall with some members of the Personnel Committee being permitted to observe. The Committee will then receive a chart indicating the strengths and weaknesses of each candidate as well as their assessment score. The top three will be asked to return to Borough Hall to be interviewed by the Committee with the PCPA participating as observers. Following this assessment, the Committee will determine a candidate to begin the hiring process, which must be approved by Borough Council.

The meeting was recessed until following the Borough Council meeting. The meeting was reconvened, immediately went into Executive Session for the Borough Manager evaluation for approximately 15 minutes. When the Committee came out of Executive Session, the following agenda items were discussed:

2. The Committee discussed the February Workshop, which will be the Powers/Duties of the Mayor and the Powers/Duties of Council. This Workshop was to be led by Vice President Reinhold; however, the Committee determined to have Mr. Richard facilitate. President Rowe will prepare the PowerPoint presentation and provide Mr. Richard with talking points.
3. The Committee discussed the topics remaining from the 2019 Retreat to begin working on for this year. Mrs. Martin believes the New Business/Residents Welcome Packets should be a priority. The Committee was unsure how this would fit into Guidelines or Policies as well as how Borough Council would be involved with new businesses. President Rowe agreed to see that welcoming new residents be placed on the Special Projects agenda. In addition, the Committee instructed President Rowe to work on creating a policy for the advanced budget informational meeting. In 2019, this was held on October 24. The Committee would like to see this become an annual occurrence with thoughts it could be moved up toward the beginning of October. Other items discussed that the Committee wishes President Rowe to work on are creating a policy to improve the clarity of the check register received by Council, receiving Quarterly Reports from Senior Management and creating more consistency and detail in Committee Reports. President Rowe noted these items and will report her progress back to the Committee at their February meeting.
4. The Committee will look over the remaining topics and select one for the April Workshop. President Rowe shared she received a request to add the subject of questions from Borough Council to Staff or Committees including the best times to ask as well as proper procedures to ask questions. The Committee agreed this should be added to the list.

Following the completion of the agenda items, President Rowe mentioned she was approached regarding training for council members. The Borough does include training for elected officials in the budget, but President Rowe was not given the amount. The Committee agreed all of council should have the opportunity to attend as many training seminars and classes as each wish. President Rowe checked with the Borough Manager; the preference is for training costs be invoiced directly to the Borough rather than have the Borough reimburse for expenses. President Rowe will coordinate with Staff to determine the best method to accomplish this and will distribute training opportunities to council members they may not receive. There will be a follow-up on training at the next Committee meeting.

#### **Miscellaneous Reports:**

- ◆ January 2020 General Ledger Report
- ◆ Pioneer Fire Company January 2020 Report
- ◆ Lincoln Fire Company January 2020 Report
- ◆ Ephrata Community Ambulance Association January 2020 Report
- ◆ Ephrata Emergency Management January 2020 Report
- ◆ Ephrata Police Department 2019 Annual Report
- ◆ Mainspring of Ephrata December 2019 Meeting Minutes
- ◆ 4<sup>th</sup> Quarter 2019 Financial, Police, Electric Division, Inspection/Codes, Wastewater Treatment Division, Public Works Division, Water Division and Sanitation Reports
- ◆ 4<sup>th</sup> Quarter 2019 Ephrata Public Library, Ephrata Performing Arts Center, Ephrata Recreation Center, Historical Society of the Cocalico Valley and Mayor's Revenue Reports

## **NEW BUSINESS ITEMS**

### **Consent Agenda**

Vice President Reinhold advised the items on tonight's consent agenda have been discussed in detail at their respective Committee meetings and were brought forward for additional discussion at last week's Work Session. These items are considered routine in nature and voted upon under one umbrella. These items are not open for discussion unless an individual or Council Member wishes to have the item removed from the consent agenda. If an item is removed it will be handed over to the Committee under which it was originally discussed during the Standing Committee Recommendations.

1. Borough Council adopted Resolution 2020-2 exonerating the Borough from paying real estate taxes on various Borough properties. (Budget and Finance)
2. Borough Council awarded Bid #20-1 Traffic Signal Upgrades for emergency vehicle pre-emption installation and reflective border signal backplates at three (3) signalized intersections in the Borough to apparent low bidder: Wyoming Electric & Signal, Inc., from Wyoming, PA, in the total bid amount of \$36,540. (Highway)
3. Borough Council awarded Bid #20-2 Traffic Signal Systems Maintenance to apparent low bidder: C.M. High, Inc., from Myerstown, PA, for \$4,000 per year for each year of a 4-year contract through 2023. (Highway)

## **STANDING COMMITTEE RECOMMENDATIONS**

### **Budget and Finance Committee**

It was moved by Mr. Ressler, seconded by Mr. Weiler, and unanimously passed that Borough Council appoint Robert Hoffman to the UCC Appeals Board.

It was moved by Mr. Ressler, seconded by Mr. Zimmerman, and unanimously passed that Borough Council approve the Disposition of Assets for the 2013 Ford Escape and allow the insurance company to retain the salvage.

At this time, Mr. Ressler advised that each Council Member received a copy of a Letter of Intent to be issued to the Lancaster County Redevelopment Authority regarding the 2020 Community Development Block Grant Public Improvement Program. Mr. Ressler further advised that while no action needs to be taken regarding this matter, Staff wanted to bring it to their attention for informational purposes only as the deadline to submit the Letter of Intent is February 28, 2020.

Mr. Thompson added that there are no costs associated with the Letter of Intent; however, if a grant is received, it would be money saver for already budgeted items.

### **Development Activities Committee**

It was moved by Mr. Zimmerman, seconded by Vice President Reinhold, and unanimously passed that Borough Council approve the request from Mainspring of Ephrata to sell beer and wine at Whistle Stop Plaza for the 2020 Party on the Plaza series subject to the receipt of a certificate of insurance naming the Borough as an additional insured, an incident support plan approved by the Emergency Management Coordinator and receipt of a copy of a PLCB special occasion permit.

It was moved by Mr. Zimmerman, seconded by Vice President Reinhold, and unanimously passed that Borough Council execute the annual Professional Services Agreement with HRG providing for review of Subdivision and/or Land Development and Stormwater Management Plans in the Borough for 2020 and authorize the President of Borough Council and the Borough Secretary to execute the agreement subject to it being in a form acceptable to the Borough Solicitor.

It was moved by Mr. Zimmerman, seconded by Vice President Reinhold, and unanimously passed that Borough Council waive all building permit fees for the Rec Center Building permit number 20200016 with the exception of the UCC fee of \$4.50.

It was moved by Mr. Zimmerman, seconded by Vice President Reinhold, and unanimously passed that Borough Council authorize the President of Borough Council to execute the proposal with Hanover Engineering for the salt storage building design in the amount of \$24,500 subject to it being in a form acceptable to the solicitor.

### **Highway Committee**

It was moved by Mr. Weiler, seconded by Ms. Martin, and unanimously passed that Borough Council conditionally approve the December 26, 2019 e-mail request from Kim Malmer to conduct the 6<sup>th</sup> Annual "Pain in the Butt" Benefit 5K / 10K / ¼ Mile Fun Run on Saturday, March 28, 2020 in the Lincoln Heights section of the Borough subject to Borough receipt of a satisfactory certificate of insurance naming the Borough as additional insured.

It was moved by Mr. Weiler, seconded by Ms. Martin, and unanimously passed via roll call vote that Borough Council approve the purchase of a new model year John Deere 1600 Turbo Series III wide area mower through the COSTARS Contract #4400020085 in the amount of \$55,199.25 less \$4,000 for trade-in for a net cost of \$51,199.25. Purchase shall be funded with \$48,950 from the Mobile Equipment Fund, and \$2,249.25 from the Parks Operations and Maintenance activity in the General Fund.

It was moved by Mr. Weiler, seconded by Ms. Martin, and unanimously passed that Borough Council approve a Disposition of Assets for a 2009 John Deere 1600 Series II wide area mower via trade-in for a new wide area mower.

### **Municipal Enterprises Committee**

It was moved by Ms. Martin, seconded by Vice President Reinhold, and unanimously passed that Borough Council conditionally approve the Schedule to the Master Services Agreement with American Municipal Power for participation in their safety and training programs, subject to it being in a form acceptable to the Borough Solicitor.

**Community Services Committee**

It was moved by Mr. Weiler, seconded by Ms. Martin, and unanimously passed that Borough Council approve the 2020 Cultural Arts Grant awards as follows:

Ephrata Public Library	\$3,050
EPAC	\$1,800
Ephrata Concert Band	\$2,000
Ephrata Cloister Associates	\$800
Historical Society	\$950
Ephrata Rec Center	\$1,200
Eicher Arts Center	\$700

**APPROVAL OF CHECKS 40676 THROUGH 40977 AND THE ACH REGISTER DATED JANUARY 30, 2020**

It was moved by Mr. Ressler, seconded by Ms. Martin, 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 \$2,018,594.44.

**OPPORTUNITY FOR CITIZENS TO BE HEARD**

There were no comments or remarks from attendees.

**DISCUSSION/ANNOUNCEMENTS**

Ms. Martin advised Mainspring of Ephrata is planning community events and is always looking for volunteers to assist with those events.

Vice President Reinhold thanked Mr. Gibbs for his comments regarding Black History Month and stated how moved he was seeing his young son give him a hug afterwards. Vice President Reinhold commended the parenting and nurturing of the Gibbs’ family.

Vice President Reinhold additionally thanked his fellow Borough Council members for their monetary contributions he has received to be donated to the Historic Ephrata Cloister.

Mayor Mowen inquired if it would be a possibility to display both the Ephrata and Eberbach flags within the lobby of the Borough Hall; in which, Mr. Thompson advised the matter would be looked into.

Mr. Thompson, in referencing the comments made by Jim Sandoe regarding Ephrata’s water system, advised he wanted to clarify that the system does, in fact, meet the Environmental Protection Agency’s set standards and that the water is safe to drink.

President Rowe advised there are several training opportunities available to Council members including: Open Records Webinar (02/12/20); Role of Borough Council President Webinar (02/19/20); Role of Borough Secretary Webinar (02/19/20); Effective Management of Volunteer Fire Departments Webinar (03/11/20); as well as a Municipal Officials Boot Camp (03/06/20 – 03/07/20). President Rowe further advised if any member would like additional information, to please contact her and/or if any member would like to register for a training opportunity, to please contact Stephanie Fasnacht.

Mayor Mowen advised that at each Council Member’s seat was a letter from the Pioneer Fire

Company extending their appreciation for the ongoing support they receive from the Borough. Mayor Mowen additionally informed Council of another situation where the aerial did not work while on a call which led to another repair to get it back in service.

**ADJOURNMENT**

It was moved by Ms. Martin, seconded by Mr. Zimmerman, and unanimously passed that Borough Council adjourn. The meeting was adjourned at 7:59 PM.

Respectfully submitted,

---

D. Robert Thompson, Secretary

DRAFT