

**EPHRATA BOROUGH COUNCIL  
REGULAR MEETING MINUTES  
MARCH 9, 2020**

The regular Ephrata Borough Council meeting was called to order by President Susan Rowe at 7:00 PM on March 9, 2020, in the Council Chambers of the Borough Office, 124 South State Street.

Pastor Jeff Goodman, Salem Evangelical Lutheran 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, Gregory Zimmerman and Mayor Ralph Mowen.

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:

Aiden McShea, 41 Clover Court, Ephrata  
David Morgan, 423 Susan Circle, Ephrata  
Allan Bires, 664 Pointview Avenue, Ephrata  
Nancy Bires, 664 Pointview Avenue, Ephrata  
Jean Lausch, 950 Hammon Avenue, Ephrata  
Tim Auker, 542 N. State Street, Ephrata  
Jim Summers, Ephrata Recreation Center, Ephrata

**APPROVAL OF MINUTES**

It was moved by Mr. Barr, seconded by Ms. Martin, and unanimously passed that Borough Council approve the February 3, 2020, Work Session Minutes, and the February 10, 2020, Regular Meeting Minutes.

**MUNICIPAL MOMENT – JUNIOR COUNCIL PROGRAM**

Linda Martin, Member, Ephrata Borough Council, provided an overview of the Junior Council Program as outlined by the PA State Association of Boroughs (PSAB). Ms. Martin highlighted the relationship formed between the area schools and Mainspring of Ephrata and expressed her desire to establish a relationship between Borough Council and the young residents within the Borough. Ms. Martin noted that while PSAB is a wonderful resource to gather information on the program, it is up to the individual Boroughs to develop their own guidelines for the implementation of a Junior Council role. Ms. Martin advised that a possible mentorship could be implemented as part of the program.

In conclusion, Ms. Martin requested this topic be added to the next Special Projects Committee meeting agenda for further discussion.

**OPPORTUNITY FOR CITIZENS TO BE HEARD**

After a brief time allotted for citizen comments and with no one in attendance coming forward, it was moved by Vice President Reinhold, seconded by Mr. Barr, and unanimously passed that the public comments 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. Zimmerman, and unanimously passed to approve Acceptance of Reports consisting of the following documents:

**Budget and Finance Committee**

The Budget & Finance Committee met on February 24, 2020 and discussed the following:

**Action Items:**

1. The Committee discussed proposed Resolution 2020-3, concerning the disposition of Borough records. All records will be disposed of according to guidelines established by the PA Historic and Museum Commission Bureau of Archives & History approved December 16, 2008. The Committee will recommend adoption of this resolution as part of the consent agenda at the March Council meeting.
2. The Staff reviewed with the Committee the outstanding board positions on the Zoning Hearing Board. There were two applicants; Dale Hertzog and Greg Martin. The Committee will recommend that Borough Council appoint Greg Martin as board member and Dale Hertzog as alternate board member at the voting session on March 9, 2020.

**Discussion Items:**

1. The Committee reviewed a draft ordinance regarding 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 draft is based on a sample that was provided by Kelly Withum of Mainspring. The Committee had numerous questions in relation to the draft so the Committee will email all questions to Staff to be discussed with the Solicitor. This item will remain on the agenda for next month.
2. The Committee wanted to discuss adding a grace period to our utility bills by waiting to assess a late charge until 5 days after the due date. The Staff provided information regarding our utility bills; from the date of the invoice we give 21 days until the due date; if a customer has an issue which causes them to be late, we will refund late charge if they normally pay on time. The Committee was satisfied with the information provided. No further action is required.
3. The Staff reviewed the 2019 year end financials with the Committee. No further action is required.
4. 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. A suggestion was made that any topic requiring the solicitor's presence at committee meetings will be first on the agenda so he can leave immediately afterwards in order to minimize expenditures. Each Committee Chair would have to make that decision for their meeting. No further action is required.
5. The Staff provided the Check and ACH registers to the Committee for February to date. The Committee would like the payments to Mainspring to appear under a different heading. An example of Development Support was suggested. Staff will review our available headings and provide other options to the Committee next month. Last month, 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. Council will continue to approve that wastewater checks through 2020. In 2021, the Authority would like to have a separate budget, so we can revisit this topic at that time.

**Old Business Items:**

1. 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 in January 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 Staff will provide the fire company information by the end of this week. The others will be completed as time permits.

2. The Committee asked for an update on the audit of the collections process. The Staff has not worked on this project yet.
3. The Staff provided an update on the credit card fees. The Staff continues to meet with Springbrook to make the credit card changes requested. We will have to upgrade our software version before we can make the requested changes. It will take approximately 2 months for the upgrade to occur. The Staff will continue to work on this project as we progress through the upgrade. Last month, 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.

#### **Miscellaneous Items:**

1. President Rowe would like to see consistency in the quarterly reports that we receive from the organizations that the Borough contributes money towards. She would like to see a Profit & Loss Statement and a Balance Sheet for all organizations that the Borough contributes towards. Also, they should provide copies of their 990's that are completed for the IRS. These documents can be obtained online but she would prefer that the organizations provide them. Mayor Mowen stated that we can ask for an itemized breakdown of how the fire companies spend the money donated by the Borough. We have never asked for it but we could. There is concern that the information would not be available as the fire company does not keep complete records of all revenue and expenditures.

#### **Development Activities Committee**

The Development Activities Committee met on February 24, 2020 and discussed the following:

#### **Action Items:**

1. The Borough was approached by the Lancaster County Redevelopment Authority (LCRA) in February with a grant opportunity through the Pennsylvania Historical Museum Commission (PHMC). It is a \$25,000 planning grant with a dollar for dollar match available to historic buildings within a historic district. It was suggested that the Wenger Feed Mill would be a good fit to use the \$50,000. Some possible planning tools would be an in-depth structural evaluation, architectural planning, ways to integrate the building with the trail, etc. LCRA used this grant in Marietta with great success and would like the opportunity to use the grant in Ephrata. They will apply for and manage the grant. LCRA has approached two other organizations to contribute to the \$25,000 matching funds. The hope is to have a three-way split of \$8,333, but it is possible one organization would only contribute \$5,000 which would require a commitment of \$10,000 for the other two organizations of which the Borough is one. This was not budgeted because the

opportunity just presented itself. The Committee will recommend that Borough Council authorize an expenditure of up to \$10,000 matching grant funds for the PHMC grant from the Capital Project fund at their March meeting.

2. The Economic Development Company of Lancaster County (EDC) approached the Borough to partner with them and Millersville University to do a mapping project of parcels within the Central Business District (CBD). Millersville University has developed a GIS program to catalog properties with a wide variety of useful information which will be gathered by Millersville University interns. The data can be used as an economic development tool and can also be used by Codes staff for building code related issues. Lancaster City Alliance has mapped a neighborhood and found it successful. The Borough would be the first Borough in the county to do this and EDC hopes this will be a pilot program for other Borough's. The cost of the project would be \$4,100 which includes the salary for the interns to collect the data and \$500 for the professors to review the interns' information. Based on industry standards this is a very inexpensive for this amount of data collection. There would be an annual fee of less than \$100 for Millersville to maintain the information. This was not budgeted for since we just became aware of the opportunity. It is hoped that Mainspring will maintain the data in the future when changes occur. The Committee will recommend that Borough Council authorize an expenditure of up to \$4,100 for the Millersville mapping project from the Capital Project fund at their March meeting.
3. Harris presented a request for a waiver of section 275-301.H.3 of the Code of the Borough of Ephrata for the Borough's Peaking Generator project. This section is found in the Stormwater Management Ordinance and requires that any area initially designed to be in stone must be considered impervious. 6,325 square feet of 2 inch round river rock is proposed to be placed for maintenance purposes within the fence and around the generators, The rock will keep the grass from growing, but will also allow the water to drain through it since it is round and won't compact. The rock will perform as a pervious surface by allowing the rain and runoff to drain through it. The Committee will recommend that Borough Council grant a waiver of section 275-301.H.3 of the Code of the Borough of Ephrata for the Borough's Peaking Generator project at the March meeting.

#### **Discussion Items:**

1. Last month Council approved waiving building permit fees for the Rec Center whirlpool room repairs. Since that approval a roof leak developed in the whirlpool room. The estimate to repair the roof is \$11,700. Jim Summers is recommending demolishing the room since the cost of the repairs to the walls and the roof exceed the cost of demolition. The room is just used for storage and those items can be stored elsewhere. The Committee supports and has no objections to the recommendation to demolish the addition.
2. The Committee reviewed the fourth quarter budget report for activities under their purview. There were no concerns regarding the budget report.
3. The staff updated the Committee on the section of the trail between Pine Street and the Borough line. There are some discrepancies in the deeds and easements near the Public Works facility and additional deed research needs to be done. Hanover Engineering is doing the trail design and is estimating this additional work will cost approximately \$6,300 and this will be paid from the funds for this Capital project.
4. The staff reported that a survey has been ordered for the section of the Haller property where a dog park is proposed. After that is complete, the site design can begin. The Borough can provide the

dog park “infrastructure”; the parking lot, fencing, stormwater, water supply, etc. Volunteers can work on the amenities. There was discussion regarding the turf in the dog park. Most think we should try grass. It was decided that during the planning phase, the dog park will be kept as an agenda item for Development Activities and after the design is completed it will be turned back to Community Services.

5. Harris followed up with American Rivers to see what the upstream impact would be to water levels if the Haller Dam would be removed and they said we would need to hire a hydrologist to determine that. The committee voted to remove this as an agenda item. No further action is required
6. There were no decisions from the February Zoning Hearing Board meeting.
7. There is one new application for the March Zoning Hearing Board meeting. The committee does not feel it’s necessary to send the solicitor to the hearing.

### **Public Safety Committee**

The Public Safety Committee met on February 18, 2020 at 6:30 PM and discussed the following:

#### **Action Items:**

1. **Disposition of Assets** - Lieutenant Shumaker presented a request for the disposition of assets in the form of (13) WatchGuard In-Car Camera Systems with a total value of \$5,900.00 to be deposited in revenue account 01-00-000-3920. - *Unanimously approved by Committee- Action by Borough Council.*
2. **Part-Time Evidence Custodian Position** – Lieutenant Shumaker presented the option of adding Paul Moore as a part-time evidence custodian at a rate of \$20.00 per hour and not to exceed 15 hours per week. This position will begin effective October 1, 2020. – *Sent back to Committee for the March 16, 2020 meeting during the March 2, 2020 Work Session meeting.*
3. **Pioneer Fire Department Siren Activation and Paging System** – Chief Kiefer presented at the January meeting a request for funding repairs to the Pioneer Fire Department’s Siren Activation and Paging System. Pioneer Fire Department was unsuccessful in obtaining financial assistance from Lancaster County or Ephrata Township and has requested financial assistance from the Borough. Hammel Installs, LLC, is the approved vendor for these repairs in an amount not to exceed \$1,200.00 that will be funded from the 2020 Emergency Management Account 01-30-303-6260. - *Unanimously approved by Committee- Action by Borough Council.*

#### **Discussion Items:**

1. **2019 4<sup>th</sup> Quarter Budget Report** – Lieutenant Shumaker briefed the Committee on the 4<sup>th</sup> Quarter Budget Report. The Committee raised questions regarding SRO & Training Reimbursements, Special Projects and Federal Grants, Sale of Assets and PD Drone. Lt. Shumaker explained that the \$8,360.00 in Special Project Federal Grants was likely for bulletproof vest reimbursements and the \$27,000.00 in PD Drone was funding received from WellSpan Ephrata Community Hospital. Follow up from Finance Director Moore will be provided regarding SRO & Training Reimbursements and Sale of Assets. - *Received for Informational Purposes Only*
2. **Monthly Police Department Report (January 2020)** – Lieutenant Shumaker presented on the monthly report. Members of the committee commented on the improved monthly report finding it informative and easy to read. - *Received for Informational Purposes Only*

**Highway Committee**

The Highway Committee met on February 24, 2020 and discussed the following:

**Action Items:**

1. The Committee reviewed a January 23, 2020 request from the Ephrata Recreation Center to conduct the 3<sup>rd</sup> Annual Memorial Day 5K Race utilizing various streets in the Lincoln Heights area of the Borough on Monday, May 25, 2020 beginning at 8:00 AM. Maria Rotella, Program Assistant with the Rec Center, was present to discuss the event. The Borough's EMC has reviewed and endorsed this event as planned. 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 March 9, 2020 meeting. This item will appear on the Consent Agenda.
2. The Committee reviewed an Ordinance to amend the Code of the Borough of Ephrata, Chapter 305, Vehicles and Traffic, Section 305-100, Schedule XVII: Parking Prohibited at all Times by adding thereto the north side of Lemon Street beginning at a point 169 feet east of the east curb line of Pointview Avenue a distance of 16 feet east. The property owner requesting the parking restriction was notified and confirmed that the parking restriction has improved his garage access issue. This Ordinance converts an existing 90-day experimental regulation via Resolution 2019-31 adopted by Council at their December 9, 2019 meeting. The Committee will recommend that Borough Council enact Ordinance No. 1553 at their March 9, 2020 meeting.

**Discussion Items:**

1. The Committee discussed inspection findings and recommendations associated with the 2019 NBIS routine inspection for the South Oak Street Bridge completed by Mackin Engineering Company for PennDOT on November 4, 2019. Scott Stock with Mackin Engineering summarized the inspection report and responded to questions; mostly regarding the maintenance recommendation to replace the existing structure mounted pedestrian railing which has been deemed inadequate as a vehicular barrier for site conditions. Other maintenance recommendations for downspout extensions and scupper cleaning will be addressed by Public Works and curb/sidewalk replacements will be evaluated and scheduled as time and budget allow. Committee directed staff to provide options which, when completed, will remove the maintenance recommendation to replace structure mounted railing from future South Oak Street Bridge inspection reports and report same at the April 27, 2020 meeting.
2. The Committee discussed parking meters, quotes and other supporting information recently prepared by Duncan Parking Technologies, Inc., a subsidiary of CivicSmart, Inc. The Committee agreed to implement a phased approach regarding parking meters and directed staff to provide costs associated with replacement of the existing parking meter lenses due to concerns about their existing cloudy condition impeding the ability to read the meter. Lense replacement costs and supporting information for maintaining the existing parking meters while replacement meter options are evaluated will be e-mailed to Committee members for discussion at Work Session. Existing parking meters and parking rates will be further discussed at Work Session where recommendation(s) may be made at that time.
3. Director of Administration and Finance Christine Moore reviewed with the Committee the 4<sup>th</sup> Quarter 2019 budget report for those activities under their purview. After a brief discussion no issues or concerns were identified by the Committee.

4. The Committee was advised that Capstone Design + Build withdrew their sidewalk closure request at 17 – 25 West Main Street presented at the January 27, 2020 meeting. The property owner has decided to put a hold on the project for now. Chairperson Richard informed the Committee that he contacted the builder to discuss this issue.

### **Municipal Enterprises Committee**

The Municipal Enterprises Committee met on February 18, 2020 and discussed the following:

#### **Discussion Items:**

1. At the last Committee meeting 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. Upon receipt of the response from NSGP, it was determined that local governments are not eligible for this grant program. No further action is required by the Committee at this time.
2. Borough Manager Thompson presented to the Committee a PowerPoint regarding community experiences with electric vehicle charging stations. The 2020 Electric Division Budget has \$50,000 to develop EV charging stations in the Borough. In addition, the Commonwealth has an EV charging station grant program whereby upon receipt and approval of projects to install EV charging stations, they will issue coupons valued at \$4,500 per plug to be reimbursed for each two plug EV charging station installed. This grant program is funded through money allocated to Pennsylvania from the settlement with Volkswagen. Mr. Thompson reviewed a quotation from Charge Point for a two plug system for approximately \$20,000 less the \$9,000 grant coupons for a net cost of approximately \$11,000. Mr. Thompson advised the Committee that Staff is recommending four EV stations be installed in the Borough. Proposed locations include the parking lot at Borough Hall, the Borough-owned parking lot across the street from the Public Works garage along West Pine Street, at the Whistlestop Plaza and one on non-government owned land to be discussed with the private land owners at Applebee's and the Hampton Inn. The Committee has no objections to proceed with the Borough Hall and Public Works sites as well as to authorize the Staff to discuss the project with the private land owners. Staff will prepare possible locations around the Whistlestop Plaza for further review.
3. Borough Manager Thompson reviewed with the Committee the 2019 Annual Power Supply Summary as prepared by AMP. The Summary did not identify any concerns. The Committee did request that the Staff provide the annual comparison of Ephrata's rates versus PPL rates. No further action is required on this item.
4. Borough Manager Thompson reviewed the schedule for the solar actuators replacement. All materials are received and the contractor will deploy 10-15 crew members to replace all the actuators. The estimated time to complete the replacement is by the end of March.
5. Borough Manager Thompson reviewed the 4<sup>th</sup> Quarter Budget Report with the Committee. There were no concerns with the report.

### **Community Services Committee**

The Community Services Committee met on February 24, 2020 and discussed the following:

#### **Action Items:**

1. The Committee reviewed a request from Jerry Guldin, owner of KneadIt Massage & Bodyworks, LLC, to use the Richard Winter's Memorial Trail for the Running on the Rails 2020 event to be held on Saturday, June 6, 2020 from 8:00 AM to 11:30 AM. Setup will begin at 8:00 am. The layout of the race is exact to past years. There will be EMT's onsite for any medical emergencies. Proceeds will benefit the Ephrata Linear Trail. Staff member, Tracy Roseberry, contacted Maria at the WRRC to make sure there are no conflicts. There were not and it has been placed on their calendar. The Committee will recommend that Borough Council approve the request as part of the Consent Agenda at their March 9, 2020 meeting, subject to the receipt of a Certificate of Insurance naming the Borough as an additional insured and an Incident Support Plan approved by the Emergency Management Director.
2. The Committee reviewed a request from WellSpan Ephrata Community Hospital to use Grater Memorial Park on Friday, June 5, 2020 for setup and Saturday, June 6, 2020 to host their Annual Healthy Day in the Park event per their letter dated January 15, 2020. The Committee will recommend that Borough Council approve the request as part of the Consent Agenda at their March 9, 2020 meeting, subject to the approval of an Incident Support Plan by the Emergency Management Director. We are in receipt of a Certificate of Insurance naming the Borough as an additional insured.
3. The Committee reviewed a Contract submitted by Professional Wildlife Control Services for the removal of muskrats from Bethany Park utilizing trap devices. The muskrats are damaging the park and storm water facilities. This process has been successfully done several times in the past. The last time was approximately 6 years ago. It is an ideal time for trapping because growth is down. The cost to the Borough is \$6,700.00. It is an unbudgeted expenditure but will be paid out of funds already in the budget. The Committee will recommend that Borough Council approve at their March 9, 2020 meeting, the removal of muskrats at Bethany Park contingent on the review and acceptance of the Agreement by the Borough Solicitor.
4. The Committee reviewed the bids received for Bid #20-3 Turf Maintenance Services. The bid is for a 3-year total amount of \$142,000.00. Years 2 and 3 are optional and at the discretion of Borough staff upon satisfactory vendor performance each year. The Committee will recommend that Borough Council award the bid, at their March meeting, to the low bidder, E.W. Reiff Lawn Care, Ephrata, PA in the amount of \$45,000.00 for year one. This item will appear on the Consent Agenda.
5. Jim Summers, Executive Director of the Ephrata Rec Center, reviewed pool rate increase data, 2019 membership comparison data, day pass comparison data, and presented the 2020 pool pass options. Increases are on a two-year cycle, with 2020 being an increase year. After much discussion, the Committee will recommend that Borough Council approve at their March 9, 2020 meeting, a 5% increase to resident membership fees, a 10% increase to non-resident membership fees, and a \$2.00 increase (from \$13.00 to \$15.00) to the adult day pass fee. Pre-school, student, and senior will remain the same at \$4.00, \$10.00, and \$6.00 respectively.

**Discussion Items:**

1. The Committee reviewed and discussed the 2019 fourth quarter budget report for those areas under the Committee's responsibility. The Committee had no concerns. No further action is required by the Committee.
2. A schedule of planned events to be held at Whistle Stop Plaza was distributed to the Committee as a means to keep them informed regarding the activities planned for the 2020 season.

3. Linda Martin and a couple of volunteers were present to discuss the Dog Park. As a starting point, the Committee was presented with an organizational chart. Since the funds have been approved and are in the budget for this year, there were a lot of questions that the group was hoping to get answered. Press releases? When can they go public? Fundraising? After further discussion, it was discovered that the Dog Park is also on the agenda of the Development Activities Committee. It was originally brought to the Community Services Committee as a concept and for approval of capital project funds. It was approved for the 2020 Budget & Program of Services. It is now on the agenda of the Development Activities Committee as a standing agenda item because it is not an ordained park yet, but is on Borough property. The DA Committee will handle the footprint of the project and the distinction of duties and timelines. It will move back to the Community Services Committee when it's time to discuss the amenities of the Dog Park and naming the park. No further action is required by the Committee at this time.

### **Special Projects Committee**

The Special Projects Committee met on Tuesday February 18, 2020 and discussed the following:

1. The Committee discussed the gateway sign program. Specifically, in 2018 the Borough had the Gateway sign entering the Borough from the south rebuilt in anticipation for the 100-year anniversary of the Ephrata Fair. With the exception of one organization, the Borough has been unsuccessful in having any of the service organizations provide their plaques to populate the new sign. Previously the Committee discussed several options for populating the sign including paying for the plaques or sharing the costs for the plaques with the service organizations. Councilperson Martin suggested that perhaps Mainspring of Ephrata may have an interest in assisting the Borough since the role of the Executive Director consists of connecting with various organizations in the community. The Committee directed the Staff to approach Mainspring with this idea. Borough Manager Thompson advised the Committee that Mainspring discussed the Borough's request and declined to participate. The Committee discussed ending the service organization sign program. Mayor Mowen volunteered to contact each identified organization one last time in hope to keep the program alive. The Mayor will report his results back to the Committee at the March meeting.
2. The Committee reviewed the list of other than Borough facilities receiving free electricity. The annual value of the free electricity to others in 2019 was \$136,744. Mr. Thompson performed a quick survey of six PMEA communities and only one of those public power communities provides free electricity and they provide it to the Library and the FD's. All others do not provide free electricity. The Committee did not want to adversely impact the existing free customers. They discussed not adding any new facilities to the list and to perform inspections of each facility and recommend conservation improvements to reduce the electric consumption. In addition, the Committee discussed the Rec Center and that although it does charge fees for service the Rec also provides free space for community services. The Committee asked that the amount of space allocated to the community at no cost be quantified so that they could discuss this further at the next Committee meeting. Councilman Zimmerman, who sits on the Rec Board, will discuss this with ED Summers and report back to the Committee. The Staff will begin performing inspections and reporting results back to the Committee.
3. Borough Manager Thompson provided the Committee with samples from previous hard copy welcome packets that were issued to new customers in the Borough. Mr. Thompson suggested preparing digital versions of the packet that could be downloaded from the Borough's website. The Committee was in favor of the digital welcome packet. The Staff will begin preparing to assemble the information for the website.

4. The Committee discussed a proposal from the Ephrata Area School District to provide a live demonstration of how to scrape Spotted Lantern Fly eggs from trees. Due to some communication errors, the representative from the district was not available to attend the Committee meeting. This item will be rescheduled for a future meeting.
5. The Committee discussed the presentation of the municipal moment by the Friends of Eberbach and how the Borough could improve that relationship. Items discussed were events during Fair weeks such as hosting a dinner, providing trail tours and the like. It was discussed to follow the Eberbach example by translating their newspaper into English. The concept of having Council and their Eberbach counterpart to ride in the parade was also discussed. This item will remain open for future Committee meetings to flesh out ideas.

### **Personnel Committee**

The Personnel Committee met on February 10, 2020 and discussed the following:

#### **Action Items:**

1. There were no action items for discussion.

#### **Discussion Items:**

1.
  - a. Borough Manager Thompson updated the Committee on the progress of the Chief of Police hiring process. The advertisement was posted on the Pennsylvania Chiefs of Police website on February 6. Applications will close on March 5 at 4:00 PM. Following the close, all applications will be reviewed by three Chiefs of Police and they will recommend six to eight top candidates. The Committee will receive all of the applications to review and will continue with the PCPA proposed candidates; they may instead add or delete candidates if they chose. Mr. Thompson reminded the Committee they will control the process and their participation in the next steps is germane. Updates on the process will be shared with the Committee as necessary.
  - b. Solicitor McManus discussed the merits of using a uniformed Chief of Police versus a non-uniformed manager overseeing the department. He contacted several sources for information. It was determined the Committee recommendation to have a uniformed Chief of Police was favored due to various potential for problems that may arise if a non-uniformed position was filled. The Committee was satisfied with the explanation.
2. The Committee discussed topics for the April Workshop. Using the suggested topics gathered from the April 2019 Retreat, the Committee chose "Right to Know" as the topic including The Sunshine Law and how we can remain in compliance with particular emphasis on the gray areas. President Rowe suggested topics to be considered by the Committee for future workshops; an Evaluation Primer to assist Council in the evaluation process and an overview of the Guidelines, Policies and Procedures documents approved by Council and how to use them. The Committee agreed these could possibly be beneficial moving forward and instructed President Rowe to add them to the workshop list.
3. President Rowe instructed she requested the welcome packets for Borough residents from the Borough Council be added as a discussion topic to the February 24, 2020, Special Projects Committee meeting. She asked the Committee if they had any guidance for the Committee. Ms. Martin informed the Committee Representative Fee has recently completed an update of her welcome packet; a sample will be provided to the Committee for their meeting.

4. President Rowe asked for some direction for the policy for “Budget Night.” The Committee requested it not be done the same evening as a work session or voting session of Council. Mr. Ressler suggested it may be beneficial to have the information prior to all of the October Committee meetings to assist Council in preparing for those meetings. It was agreed “Budget Night” should occur during the month of October on the Thursday immediately following the regular meeting of Council. President Rowe will prepare a draft policy for the Committee for their March 9, 2020, meeting.
5. President Rowe informed the Committee that during the Budget & Finance Committee meeting, a request was made for clarity on the check register. President Rowe is reluctant to duplicate the efforts of the Committee in a policy. The Committee agreed to place the item on hold until it is determined if the Committee can achieve the goal of getting the information they desire without a policy. This will appear under Old Business.
6. The Committee discussed the possibility of having a travel policy. The Borough Manager informed President Rowe the Borough does have a sample policy drafted and thought the Committee may be interested. The Committee would like to see all of Borough Council receive the policy that is currently in place for elected officials. They are not necessarily opposed to having an approved policy but are not certain one is necessary. President Rowe will reach out to the Borough Manager for further discussion and report back to the committee next month.
7. President Rowe requested additional information regarding the request made at the February meeting to receive quarterly reports from management. In particular, she would like to know what types of information the Committee would like to see and from which managers the Committee would like to receive reports. Mr. Ressler suggested this may be better as a discussion item at the committee level coaching committee chairs to request the information. Following a lengthy discussion, this item was tabled for the March Committee meeting.
8. During 2019, the Committee had requested President Rowe meet with HR once per month to exchange information the Committee may request. President Rowe wanted to confirm the Committee wished this to continue before beginning the meetings in 2020. The Committee was interested in having this continue. President Rowe will contact Ms. Kramer to schedule meetings going forward reporting back to the committee.
9. The Committee discussed a suggestion made last month under “Ideas Moving Forward” that President Rowe ensure there is more detail and consistency in the Committee reports with the possibility of needing a policy. Mr. Ressler believes the Committee reports are in place to provide an overview of Committee discussion and should not necessarily be minutes of the Committee meeting. This item will be removed from the Personnel Committee discussion items.
10. No one presented any ideas or suggestions for additional guidelines.
11. The Committee discussed the June workshop and determined President Rowe begin planning to facilitate a presentation to help guide Council in going through the evaluation process. President Rowe will begin working on this and update the Committee next month.
12. The Committee chair expressed interest in having the Council president inform the Committee of items on which time was devoted each month. President Rowe had several items to discuss; however, because it was approaching 10:30 PM and one committee member (as well as the

alternate) were not in attendance, this was placed on hold to be discussed at the March meeting. President Rowe will continue to compile the list.

13. The Committee determined there are no goals for the March meeting.
14. The Committee discussed the proposed Committee meeting with managers of various departments of the Borough to discuss their job descriptions and receive their assessment of the strengths and weaknesses of working for the borough. The Committee recognizes both the merits and downsides of conducting such meetings. This will remain a discussion item with alternate suggestions to be explored.

Chairman Reinhold called the Committee into a very brief executive session to discuss a personnel matter.

#### **Miscellaneous Reports:**

- ◆ February 2020 General Ledger Report
- ◆ Pioneer Fire Company February 2020 Report
- ◆ Lincoln Fire Company February 2020 Report
- ◆ Ephrata Community Ambulance Association February 2020 Report
- ◆ Ephrata Emergency Management February 2020 Report
- ◆ Mainspring of Ephrata January 2020 Meeting Minutes

#### **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. That Borough Council adopt Resolution 2020-3, concerning the disposition of Borough records. All records will be disposed of according to guidelines established by the PA Historic and Museum Commission Bureau of Archives & History approved December 16, 2008. (Budget and Finance)
2. That Borough Council conditionally approve the January 23, 2020 request from the Ephrata Recreation Center to conduct the 3<sup>rd</sup> Annual Memorial Day 5K race in the Lincoln Heights area of the Borough on Monday, May 25, 2020 subject to Borough receipt of a satisfactory certificate of insurance naming Ephrata Borough as additional insured. (Highway)
3. That Borough Council conditionally approve the request from WellSpan Ephrata Community Hospital to use Grater Memorial Park on Friday, June 5, 2020 and Saturday, June 6, 2020 for their Annual Healthy Day in the Park Event per their letter dated January 15, 2020. Approval is subject to the approval of an Incident Support Plan by the Emergency Management Director. (Community Services)
4. That Borough Council conditionally approve the request from KneadIt Massage & Bodyworks, LLC to use the Richard Winters's Memorial Trail on Saturday, June 6, 2020 for their Annual Running on the Rails Event per their email request dated February 18, 2020. Approval is subject

to the receipt of a Certificate of Insurance naming the Borough as an additional insured and an Incident Support Plan approved by the Emergency Management Director. (Community Services)

5. That Borough Council award Bid#20-3 Turf Maintenance Services to low bidder, E.W. Reiff Lawn Care, Ephrata, PA, in the amount of \$45,000.00 for year one services. (Community Services)

It was moved by Mr. Richard, seconded by Mr. Ressler, and unanimously passed that Borough Council adopt, authorize and/or approve/conditionally approve the items listed on the Consent Agenda.

## **STANDING COMMITTEE RECOMMENDATIONS**

### **Budget and Finance Committee**

It was moved by Mr. Ressler, seconded by Mr. Weiler, and unanimously passed that Borough Council appoint Greg Martin to the Zoning Hearing Board and appoint Dale Hertzog as the alternate to the Zoning Hearing Board.

### **Development Activities Committee**

It was moved by Mr. Zimmerman, seconded by Vice President Reinhold, and unanimously passed via roll call vote that Borough Council authorize an expenditure of up to \$10,000 matching funds for the PHMC grant from the Capital Project fund.

It was moved by Mr. Zimmerman, seconded by Mr. Barr, and unanimously passed via roll call vote that Borough Council authorize an expenditure of up to \$4,100 for the Millersville mapping project from the Capital Project fund.

It was moved by Mr. Zimmerman, seconded by Vice President Reinhold, and unanimously passed via roll call vote that Borough Council grant a waiver of section 275-301.H.3 and section 275-301.A of the Code of the Borough of Ephrata for the Borough's Peaking Generator project.

### **Public Safety Committee**

It was moved by Vice President Reinhold, seconded by Mr. Richard, and unanimously passed that Borough Council approve the disposition of assets for the sale of (13) Watchguard In-Car Video Systems for a total amount of \$5,900.00 to be deposited in revenue account 01-00-000-3920.

It was moved by Vice President Reinhold, seconded by Mr. Richard, and unanimously passed via roll call vote that Borough Council approve the use of \$1,200.00 from the 2020 Emergency Management Budget, account 01-30-303-6260, for repairs to the Pioneer Fire Department's Siren Activation and Paging System. Hammel Installs, LLC, is the approved vendor for this project.

### **Highway Committee**

It was moved by Mr. Richard, seconded by Mr. Weiler, and unanimously passed that Borough Council enact Ordinance No. 1553 amending the Code of the Borough of Ephrata, Vehicles and Traffic, Section 305-100, Schedule XVII: Parking Prohibited at all Times by adding thereto the north side of Lemon Street beginning at a point 169 feet east of the east curb line of Pointview Avenue a distance of 16 feet east.

It was moved by Mr. Richard, seconded by Ms. Martin, and unanimously passed via roll call vote that Borough Council authorize an unbudgeted expenditure not to exceed \$3,000.00 to be paid from budgeted funds to renew, as required, existing parking meters as follows:

- Re-program meters with approved rates/times

- Replace six (6) meters
- Replace rate plates
- Replace sixty (60) clear dome lenses

It was moved by Mr. Richard, seconded by Ms. Martin, and unanimously passed via roll call vote that Borough Council establish parking meter rates as follows:

- \$0.05 for 6 minutes
- \$0.10 for 12 minutes
- \$0.25 for 30 minutes

and authorize the Borough Solicitor to prepare an Ordinance to adopt a Resolution implementing these rates for review by Highway Committee at their March 2020 meeting for their recommendation to Council to adopt said Resolution at their April 2020 meeting.

### **Community Services Committee**

It was moved by Mr. Weiler, seconded by Mr. Barr, and unanimously passed via roll call vote that Borough Council conditionally approve an agreement with Professional Wildlife Control Services to remove muskrats from Bethany Park in the amount of \$6,700 subject to it being in a form acceptable to the Borough Solicitor and receipt of a certificate of insurance naming the Borough as an additional insured.

It was moved by Mr. Weiler, seconded by Ms. Martin, and unanimously passed via roll call vote that Borough Council approve a 5% increase to all classes of resident membership fees both pre-season and in season, a 10% increase to all classes of non-resident membership fees both pre-season and in season, and a \$2.00 increase to the adult day pass fee at the Ephrata Community Pool.

### **APPROVAL OF CHECKS 40978 THROUGH 41263 AND THE ACH REGISTER DATED FEBRUARY 27, 2020**

It was moved by Mr. Richard, seconded by Mr. Ressler, 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 \$824,696.46.

### **OPPORTUNITY FOR CITIZENS TO BE HEARD**

Nancy Bires, 664 Pointview Avenue, Ephrata, opened her comments by thanking Borough Council for enacting Ordinance 1553: No Parking – Lemon Street. Ms. Bires then inquired as to what can be done regarding her property being “tore up” by those utilizing the Bike Park. Ms. Bires showed pictures she had taken with her phone to Borough Council of her damaged yard. Ms. Bires commented that the level of noise has increased as a result of people congregating in the area. Additionally, Ms. Bires stated that individuals bring their own lights to utilize the park after dark.

President Rowe inquired as to if there is signage posted regarding the operating times; in which, Mr. Thompson advised there is signage advising of the hours of the park being from dawn to dusk.

Ms. Martin inquired if the individuals are utilizing the trails available; in which, Ms. Bires advised they congregate in the area behind her residence to await their turn on the trails. Ms. Bires then advised of an individual who was trespassing on her property and when asked to leave, the individual became irate. When asked if she displays “No Trespassing” signage in her yard, Ms. Bires replied that when signs are placed, they are removed by unknown individual(s).

Vice President Reinhold inquired if there are any cameras placed in the area; in which, Mayor Mowen advised there are none.

President Rowe requested this matter be discussed at the March 23, 2020, Community Services Committee Meeting; in which, Lt. Shumaker advised he will also be in attendance to continue the discussion.

Prior to concluding her comments, Ms. Bires requested information regarding the Borough's Ordinance referencing dogs barking; in which, Mr. Thompson referred Ms. Bires to the Borough website where she can view the Ordinance for additional information.

After a brief time allotted for additional citizen comments, President Rowe closed the public comments portion of the meeting.

### **DISCUSSION/ANNOUNCEMENTS**

Mr. Zimmerman advised that he recently attended a 2-day PSAB Boot Camp for Council members which was very informative.

Mr. Ressler advised he recently participated in a seminar regarding Fiscal Management and that he has information to share with those that are interested.

Mr. Richard advised he also attended PSAB's Boot Camp which provided good takeaways.

Mr. Richard advised that Sunday, March 8, 2020, was Charter Day at the Ephrata Cloister with approximately 800 people in attendance. Mr. Richard stated he was surprised at the number of nearby residents who had never visited the historical site prior to Charter Day.

Mr. Richard advised he had an opportunity to speak with Randy Gockley and Rich Gehman from the Lincoln Fire Company regarding the siren issue and how the Borough will provide funding to assist in resolving the matter as was done for Pioneer Fire Company. Mr. Richard advised he received a cost estimate from Mr. Gehman which will be discussed at the March 16, 2020, Public Safety Committee Meeting. Mr. Richard expressed his disappointment that the matter was not discussed with Lincoln Fire Company representatives as he had requested; in which, Mayor Mowen advised he may have "dropped the ball" and apologized if he did not follow up as he believed he stated he would do.

Vice President Reinhold advised while he is in agreement with providing funds to Lincoln Fire Company regarding the siren issue as was done for Pioneer Fire Company, he wanted to ensure that "... we're talking apples to apples" and providing equivalent payment amounts to each fire company.

President Rowe requested Lt. Shumaker to extend an invitation to Lincoln Fire Company representatives to attend the upcoming Public Safety Committee for further discussion of the request.

Mayor Mowen advised that he had the opportunity to take a test ride in one of the new police fleet vehicles and shared a picture of the vehicle with members of Council. Lt. Shumaker added that the other vehicles should be following rather quickly.

President Rowe advised she also attended the PSAB Boot Camp and advised members of the Personnel Committee that a takeaway she had was that they have a lot of work ahead of them to complete.

President Rowe concluded her comments by advising that Borough Council will be meeting in an Executive Session to discuss a public safety matter after the conclusion of the Voting Session.

**ADJOURNMENT**

It was moved by Ms. Martin, seconded by Mr. Barr, and unanimously passed that Borough Council adjourn. The meeting was adjourned at 7:49 PM.

Respectfully submitted,

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D. Robert Thompson, Secretary