

**EPHRATA BOROUGH COUNCIL
REGULAR MEETING MINUTES
FEBRUARY 8, 2016**

The regular Ephrata Borough Council meeting was called to order by President Susan Rowe at 7:00 PM on February 8, 2016 in the Council Chambers of the Borough Office, 124 South State Street.

Pastor Joe Hyatt, New Beginnings 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, Council Members Dale Hertzog, Linda Martin, Ricky Ressler, Victor Richard, and Mayor Ralph Mowen. Council Member Timothy Barr was absent.

Also in attendance were Borough Manager D. Robert Thompson, Police Chief William Harvey, Recording Secretary Kathy Holzinger, and Borough Solicitor James R. McManus, III, Esq.

Attending for the press were Gary Klinger of The Ephrata Review and Kurtis Covert of the Lancaster Newspaper. The following visitors were present:

Jim Summers, Ephrata Recreation Center
Jim Witwer, 34 Spruce Street, Ephrata
Chandra Mast, 148 Mason Drive, Ephrata

APPROVAL OF MINUTES

It was moved by Mr. Richard, seconded by Mr. Reinhold, and unanimously passed that Borough Council approve the January 4, 2016 Reorganization Meeting Minutes, the January 4, 2016 Work Session Minutes, and the January 11, 2016 Regular Meeting Minutes.

OPPORTUNITY FOR CITIZENS TO BE HEARD

There were no comments or questions from attendees.

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

ACCEPTANCE OF REPORTS

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

BUDGET AND FINANCE COMMITTEE REPORT - 2/8/2016

The Budget & Finance Committee met on January 25, 2016 and discussed the following:

1. The Committee began by discussing Committee Meeting Protocol. The following procedure will be in effect:
 - a. Identify discussion item
 - b. Staff discussion
 - c. Committee discussion, Chair first followed by most senior Council member
 - d. Other Council members attending the meeting
 - e. Visitor comments
 - f. Back to Committee members for discussion
 - g. Committee vote, if necessary
2. The Committee discussed proposed Resolution 2016-1 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.
3. The Committee discussed proposed Resolution 2016-2 concerning the disposition of Borough records. All records will be disposed of according to guidelines established by the PA Historic and Museum Commission. The Committee will recommend adoption of this resolution as part of the consent agenda at the February Council meeting.
4. The Committee discussed appointing the new Director of Finance and Administration, Christine Moore, as Borough Treasurer and Assistant Secretary. The Committee will recommend that Borough Council approve the request at their February 8, 2016 meeting.

5. The Committee discussed changing the Bank Account signature cards to address the change in the Borough Council President and the Borough Treasurer. The Committee will recommend that Borough Council approve the request at their February 8, 2016 meeting.
6. The Committee discussed establishing an account at Ephrata National Bank to hold \$12,500 in escrow from Downtown Ephrata Inc. for future operating and maintenance for expenses incurred at the Veterans Plaza by the Borough. The bank will issue a resolution to be approved. The Committee will recommend that Borough Council approve the resolution at their February 8, 2016 meeting.
7. The Committee discussed Budget and Finance agenda protocol. Any item that is new or requires action in the next month must be on the Committee agenda before proceeding to Work Session, and subsequently, Council Voting meeting. If there is an emergency situation that must be handled without being on the Committee agenda staff must discuss the issue with the Committee Chair prior to the Work or Voting Council meeting to determine the appropriate course of action. There was discussion as to whether a policy is required and if this should be discussed at all Committees. It was determined that each Committee Chair should place it on their agenda for discussion at their next meeting. If warranted the issue will come back to the Budget and Finance Committee to establish a policy affecting all committees.
8. The Committee reviewed the 2016 year-end Budget and Program of Services summary of revenues and expenditures. The net increase in total fund balance was \$1,469,609. There were several reasons for this large increase in fund balance. One time revenues of \$200,000 in building permits and real estate transfer tax from the sale of the Hospital increased General Fund revenue along with the January invoices issued in December for Contract Services to Adamstown Borough and West Cocalico Township for Police Service. This amount was \$172,000. In the Capital Reserve Fund a total of approximately \$600,000 was either re-budgeted in 2016 or carried over for projects that were not completed in 2015. No action is required.
9. The Committee noted receipt of the 2015 Budget Carry Over list. The list is provided for information only. The Borough Manager has the authority under adopted Borough policies to allow such carry overs. No action is required.
10. Mrs. Bare indicated that RBC Wealth Management, our financial advisor, contacted the Borough regarding potential savings of \$500,000 if we refinance the 2010 and 2014 Sewer Bonds. The outstanding value of the two bonds is \$13,589,099. The Borough is also looking to add new money for upcoming sewer projects along with the refinancing. The additional money needed will be approximately three and half million dollars. The refinancing will be discussed with the Borough Authority and will take place as a joint effort between the two parties, most likely in April 2016. There was also discussion on the possibility of refinancing the existing Rec Center debt. No action is required at this time.
11. A discussion was held concerning the release of the Civic Contribution request for the Ephrata Public Library. In previous years the Library contribution was released in four equal amounts on a quarterly basis. All other civic contributions are paid as a lump sum when they are requested. This year, due to the impasse on the State Budget the Library is asking the Borough to release their funds in the beginning of the year instead of the four quarterly payments. The Committee Chair offered to investigate when the State funds will be available and distributed to the individual Libraries. The committee will discuss the issue next month with the state aid information then available. It was suggested that perhaps we should look at the way all contributions are distributed and handle all requests in a consistent manner. This will remain on a future agenda. (see footnote AA below)
12. There are currently two vacancies on the Ephrata Economic Development Corporation (EEDC) Board and one on the Ephrata Area Joint Authority (EAJA) Board. Mrs. Rowe indicated that Mr. Reinhold is willing to serve on the EAJA Board and Mr. Ressler is willing to serve as the Borough's Council representative on the EEDC Board. The Committee will recommend appointing these two positions at their February 8, 2016 meeting. This will leave one remaining Borough Council position on the EEDC Board to be filled. The Committee will consider which Council Member would be willing to serve.
13. Mr. Hertzog added one item to the agenda. He suggested the possibility of the Borough notifying the Ephrata Public Library, to avoid missing a timeline, since per the current lease agreement we are required to give nine months' notice to the Library if there is intent to

increase the base rent. Mr. Thompson indicated that the Library lease was on the Community Services agenda and the Community Service's Committee was not inclined to adjust the rent for the Library. The committee discussed notification required for a base rent increase, notification required for termination of the lease, and the mechanics to restructure the lease so as to monetize the lease and cause no harm to the Library with respect to the total value of funding provided by the borough to the library. At the end of the discussion the committee was in agreement to continue looking at the library lease for possible efficiencies. This item will continue to the next committee agenda.

AA

On Tuesday, January 26, 2016 the chair confirmed, through the Library System of Lancaster County, state aid monies will be distributed to libraries sometime in the week of January 25. In addition, the chair confirmed an email communication, dated January 8, 2016, from the ED of the EPL to the Borough Manager that state aid will be released to the libraries in 2-3 weeks.

DEVELOPMENT ACTIVITIES COMMITTEE REPORT – 2/8/2016

The Development Activities Committee met on January 25, 2016 and discussed the following:

1. The Committee reviewed a proposed 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 2016 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.
2. The Committee reviewed a request from Reformed Presbyterian Church to use a portion of the Locust Street Parking Lot every Sunday evening from April 3rd through May 22nd from 4 PM to 7 PM for a youth outreach program. They will need the parking spaces designated as "no parking". The Committee will recommend that Borough Council approve the request at the February Council meeting subject to the receipt of a certificate of insurance naming the Borough.
3. The Committee reviewed a floor plan and a site plan for the proposed renovations to the Fulton Maintenance Garage (FMG). The final plans will be ready within the next two weeks and the staff will move forward with bidding. The staff requested that Council waive the building permit fees for this project since it's a Borough project. Any out of pocket inspection costs will be paid out of the project fund. The Committee will recommend that Borough Council approve waiving permit fees for the Fulton Maintenance Garage at the February meeting.
4. The staff provided an update to the Committee for the noise, nuisance and rental property ordinances. The staff expects to present a copy of the draft rental ordinance to the committee at their March meeting.
5. The Committee reviewed the fourth quarter budget report for activities under their purview. There were no concerns regarding the budget report.
6. There wasn't a January Zoning Hearing Board meeting.
7. There were no applications for the February Zoning Hearing Board meeting.

PUBLIC SAFETY COMMITTEE REPORT – 2/8/2016

The Public Safety Committee met on January 18, 2016 at 6:30 PM and discussed the following:

1. Proposed 2016 Police Fleet Lease was presented by Lt. Shumaker. There will be a two phase police fleet project in 2016. The first phase is to lease eight (8) Dodge Chargers for the patrol fleet (6 marked and 2 unmarked), three (3) Ford Interceptor SUVs for marked patrol fleet and one (1) Ford Interceptor SUV for administrative fleet. The preliminary lease numbers are \$532,029.76 and will come in under budget as approved through Ms. Bare. The recommended vendor is Hondru Ford of Manheim (Costars# 25-069) and Emergency Vehicle Outfitters (Costars# 012-081). This is a turn-key lease set-up with a 5 year/75,000 mileage total warranty. Santander Leasing will be the loan company. This is contingent upon approval from the Borough Solicitor. Unanimously approved by the Committee

2. Review of the 4th Quarter FY2015 Public Safety Budget report – Chief Harvey presented the budget report as prepared by Mrs. Bare. There was some discussion on the emergency vehicle pre-emption project.
3. Comp-stat (Dec 2015)
4. EMC Report (Dec 2015)
5. 2015 Annual Report with PowerPoint - There was discussion and the Annual Report was approved for distribution.

There being no other business set before it the meeting was adjourned at approximately 6:50 PM.

Executive Session

Police Officer Hiring - Personnel matter-hiring of four (4) officers.

The next regularly scheduled PSC meeting will be Tuesday, February 16, 2016 at 6:30PM.

HIGHWAY COMMITTEE REPORT – 2/8/2016

The Highway Committee met on Monday, January 25, 2016 and discussed the following:

1. The Committee reviewed a request, received by the Borough on January 8, 2016 from the Ephrata High School Post Prom Committee regarding their Post Prom event scheduled for Saturday, May 14th, 2016 from 6:00 PM to 11:00 PM at Lily's On Main. Post Prom Committee Chairperson Betty Heydt was present to discuss the planned event and answer Committee questions regarding the event. The specific requests are as follows:
 - a. Close the sidewalk from the Main Movie Theater entranceway to the Main Street curb to run a red carpet from the theater to the curb creating a grand entrance for the participants; and
 - b. Place 2 spotlights shining straight up at the entrance; and
 - c. No parking for the 5 spaces beginning in front of the movie theater on the north side of East Main Street east to a private access drive west of Bethany United Church of Christ for participants to unload from vehicles.

The sidewalk closure will have to be properly signed between directly adjacent signalized intersections at East Main Street & Lake Street and East Main Street & Lincoln Avenue directing pedestrians to cross to the south side of East Main Street at those intersections. Fire Police and SRO Moore will be available at this event to assist and coordinate traffic control and security as necessary. There is no public movie viewing scheduled during this event. Chief Harvey has approved this event and established an Incident Action Plan with event organizers. The Committee will recommend that Borough Council conditionally approve the request, subject to Borough receipt of a satisfactory certificate of insurance naming the Borough as additional insured at their February 8, 2016 Council meeting.

2. The Committee reviewed a disposition of asset request regarding a vehicle disposal. The vehicle is a 1995 Chevrolet S1500 pickup truck, regular cab w/utility bed, 2WD, VIN #1GBGC24RXWZ271375, approximately 97,000 miles, estimated value of \$2,200. This vehicle is planned for sale at a local auto auction after we receive the new replacement vehicle approved for purchase at the December 14, 2015 Council meeting. The Committee will recommend that Borough Council approve this asset disposal at their February 8, 2016 Council meeting.
3. The Committee reviewed a brief listing of properties comprising curb improvement requirements to be completed by each property owner prior to street improvement work planned by PennDOT in 2016. Property owners will be notified the week of February 8, 2016 that they have until May 20, 2016 to complete their curb improvement requirements. In the same notification the property owners will also be made aware that they can expect future notification to install sidewalk along the Rothsville Road frontage of their properties. The Committee will recommend that Borough Council authorize staff to notify the listed property owners of their curb improvement requirements at their February 8, 2016 meeting.
4. The Committee reviewed the 4th quarter 2015 budget report for those activities under their purview. No issues or concerns were identified by the Committee.

5. The Committee reviewed the 2015 NBIS Routine Inspection Summary for the South Oak Street Bridge. The field inspection occurred November 11, 2015 and was conducted by Mackin Engineering Company of New Cumberland, PA as a contractor for PennDOT. The bridge condition ratings have not changed since the last inspection was completed on November 21, 2013. There were three (3) maintenance recommendations included in the inspection report summary; two of those recommendations will be addressed as part of the vehicular barrier replacement project slated for later in 2016, the other item to clean and flush the scupper down spouting will be scheduled for completion by Public Works. No further action required at this time.
6. The Committee discussed a parking concern raised by Mayor Mowen at the December 7, 2015 Council work session regarding North Oak Street where it constricts just north of Broad Street occasionally preventing two-way traffic at times when cars are parked on the west side of the constricted section of North Oak Street. Borough Manager Thompson advised the Committee that approximately 20 years ago residents along the west side of North Oak Street were not in favor of restricting parking directly in front of their properties which explains why parking is currently restricted on the east side of North Oak Street. Staff also advised that no other complaints have been conveyed regarding this situation and that parked vehicles serve as traffic calming devices. Staff and Committee also agreed that there are numerous streets in the Borough where limited two-way traffic occurs without complaint. Chief Harvey has concurred with staff's evaluation. No further action required at this time.
7. The Committee discussed a previous parking concern aired by Tracy Robinson of 257 Lincoln Avenue at the November 23, 2015 Highway Committee meeting regarding truck parking on East Chestnut Street adjacent to her property. The issue has resolved itself and no further action is required at this time.
8. The Committee discussed a previous parking concern expressed by Councilperson Barr at the November 23, 2015 Highway Committee meeting regarding a motorist who persistently parks his vehicle along the northwest side of Lake Street at the lower Boomerang Drive intersection creating a perceived hazard during times of slippery road conditions. Vehicle owner will be contacted and asked to park elsewhere.
9. The Committee inquired about the Old Business items and was advised that they will be discussed at subsequent Committee meetings upon receiving further information.
10. Councilperson Richard raised his concern to the Committee regarding Borough vehicle identification and why Borough vehicles are not identified as such. Borough Manager Thompson briefed the Committee on Borough vehicle identification and agreed to provide cost information to retrofit Borough vehicles with Borough identification at an upcoming Committee meeting.
11. Borough Manager Thompson updated the Committee regarding snow removal following historic Winter Storm Jonas.

MUNICIPAL ENTERPRISES COMMITTEE REPORT - 2/8/2016

The Municipal Enterprises Committee met on January 18, 2016 and discussed the following:

1. Director of Operations, Thomas Natarian reviewed a sanitary sewer capacity request for the proposed Robert Road Tract for an additional 11 Household Value Units (HVU) bringing the total for the tract to 16 HVUs. Each HVU is equivalent to 237.6 gallons per day. Staff has reviewed the capacity request and has determined that system capacity is sufficient to meet the request. Accordingly Staff recommends that the request be approved. The Committee will recommend that Council approve the sanitary sewer capacity request for the proposed Robert Road Tract when they meet on February 8, 2016.
2. The Committee reviewed the 4th Quarter Financial reports prepared by Director of Administration and Finance, Christine Moore for the Water Fund, Electric Fund, Sewer Fund, Sanitation Fund, and Sewer Permit Fund. Water Fund revenues were below budget due to timing of payments from EAJA. Water Fund expenses were above budget due to water main breaks at the start of the year. Expenses will be reimbursed in their entirety by EAJA. The Electric Fund revenues were on target while expenses were below budget. The result was a larger than expected increase in Electric Fund balance. The Sewer Fund revenues and expenditures were both below budget with the net result being a larger than expected increase in Sewer Fund balance. The Sanitation Fund expenditures were below

budget resulting in a slight fund balance increase. Sewer Permit Funds were within expected ranges.

3. Mr. Natarian provided an update on the behind the meter Solar Project. The federal investment tax credit (ITC) for solar projects was extended to the end of 2019. Staff continues to work on developing our solar site as well as the distribution line from the solar site to the Borough's Substation. Although the requirement to complete a solar project by the end of 2016 in order to take advantage of the ITC has been eliminated, Staff will continue to pursue this project with target completion in 2017.
4. The Committee discussed the AMP Smart Meter Project. A non-binding letter of intent to participate in the program was sent by Borough Manager, D. Robert Thompson to AMP on January 6, 2016. AMP is expected to provide full details of the program within the next month.
5. Mr. Natarian reported on the results of the FTR auction for winter month off-peak power. Council had authorized participation in the monthly auctions with the maximum price of \$1.00/MWh. Although the December bid did not clear the auction, the Borough was successful for January (-\$1.08/MWh), February (\$0.07/MWh), and March (-\$4.53/MWh).
6. Mr. Natarian reviewed the Chesapeake Bay Pollution Reduction Plan Addendum that was prepared by Land Studies, Inc. and submitted to DEP. This work is part of the compliance requirements for the Borough's MS4 Permit. The plan identifies two projects, both located at the proposed solar energy site, that offer the most cost effective and environmentally beneficial projects currently under Borough control. Both projects are included as part of a grant application for funding through the DEP Urban Stormwater BMP Project Program. If funding is received through DEP then work could begin immediately. If DEP funding is not received then these two projects will be funded through the normal budgeting process and will need to be completed by January 23, 2019 to meet permit requirements.
7. The Committee discussed the next phase of power purchasing in accordance with the Master Power Supply Plan. Mr. Natarian reported that lower natural gas prices have resulted in favorable prices for electricity. Staff is working with GDS to develop a recommendation for the Committee to consider. The plan would be to implement the purchasing agreements in the March/April time frame.

COMMUNITY SERVICES COMMITTEE REPORT – 2/8/2016

The Community Services Committee met on January 25, 2016 and discussed the following:

1. The committee reviewed a request from the Ephrata Community Health Foundation to use Grater Memorial Park on Friday and Saturday June 3-4, 2016 to host Hospital Day in the Park per their letter dated December 22, 2015. A certificate of insurance naming the Borough as additional insured was also included with their request. The committee will recommend that Borough Council approve the request at their February meeting.
2. The committee reviewed a request received via emails (dated January 21 and 22, 2016) from Knead It to hold a 5K run on the Winters Memorial Trail on Saturday June 11, 2016 at 9:00 am. The committee will recommend that Borough Council approve the request subject to the receipt of a certificate of insurance naming the Borough as additional insured and the approval of the Chief of Police regarding logistics and the protection of public health and welfare.
3. Jim Summers, Executive Director of the Ephrata Recreation Center reviewed with the committee a request from Ephrata Youth Football to construct an approximate 400 square foot storage unit in the Lincoln Heights Outdoor Recreation Area to store equipment for the program that serves approximately 150 youth in the Ephrata area. The committee requested the Borough Solicitor to prepare a lease agreement between the Borough and the youth football organization for the committee's review at the February 22, 2016 committee meeting. The lease shall be for a five year term with the option to renew for five additional years and require that Youth Football obtain and pay all fees for permits necessary to build the storage unit. The committee will review the lease agreement at their next meeting.
4. Jim Summers presented a request from DEI, Ephrata Public Library and the Ephrata Recreation Center to host a beerfest at Whistle Stop Plaza on Saturday June 25, 2016 between 7 am and 7 pm (the actual event will be conducted between 1-4 pm). The committee requested that the sponsors submit their proposed plan in writing and will

recommend that Borough Council approve the use of the plaza and the event subject to receipt of written approval from the PLCB, a certificate of insurance naming the Borough as additional insured and approval by the Chief of Police of the security and safety plan, at their February meeting.

5. The committee reviewed the 2015 fourth quarter budget report for those areas under the committee's purview. The committee had no budget concerns. No further action is required by the committee.
6. The committee was advised that the Ephrata Public Library's lease agreement with the Borough expires December 31, 2016. The lease contains language that the "...Tenant has the right to renew the term of the lease for one three (3) year renewal term on all terms and conditions set forth herein, except that the Landlord may change the base rent for the renewed term by giving written notice to Tenant of any changes in the base rent not less than nine (9) months preceding the expiration of the initial term." The committee discussed an increase in the base rent and is not interested in recommending a base rent increase at this time. No further action is required by the committee.

SPECIAL PROJECTS COMMITTEE REPORT – 2/8/2016

The Special Projects Committee met on January 18, 2016 and discussed the following:

1. The committee received an update from Borough Manager Thompson regarding the proposed mobile food vendor regulations. The committee has finalized the regulations and forwarded them to the Borough Solicitor to develop an ordinance to enact the regulations. The Solicitor has committed to providing the committee a draft ordinance at their February 16, 2016 committee meeting. No action is required by the committee.
2. The committee received an update from Borough Manager Thompson regarding the proposed gateway sign regulations. The committee has finalized the regulations and forwarded them to the Borough Solicitor to develop a resolution to enact the regulations. The Solicitor has committed to providing the committee a draft resolution at their March 21, 2016 committee meeting. No action is required by the committee.
3. The committee discussed Borough Ordinance 1494 as it relates to the not-for-sale supply and consumption of alcoholic beverages at Borough owned facilities. Specifically Section 119-1 was discussed and it was determined that the section should be edited to be more broad such that all Borough facilities are included versus the ones specifically mentioned. The section should clarify the term not-for-sale to be consistent with PLCB language. In addition the committee has requested that additional language be added to include Borough Council's conditional approval of the supply and consumption of alcoholic beverages which requires PLCB approval as well as confirmation of insurance coverage. The committee has requested that the Borough Solicitor review the PLCB requirements and recommend modifications and additions to the current ordinance.

January General Ledger Report

Lincoln Fire Company – January 2016/2015 Activity Report

Pioneer Fire Company – January 2016/2015 Yearly Fire Report

Ephrata Community Ambulance Association – January 2016

Emergency Management Coordinator January 2016 Report

2015 Annual Report for the Ephrata Police Department

January Shade Tree Commission Report

4th Quarter Electric, Sanitation

NEW BUSINESS ITEMS

Consent Agenda (includes the following approvals)

It was moved by Mr. Richard, seconded by Mr. Weiler, and unanimously passed that Borough Council approve the Consent Agenda consisting of the following:

1. That Borough Council adopt Resolution 2016-1 exonerating the Borough from paying real estate taxes on various Borough properties. (Budget and Finance Committee)

2. That Borough Council adopt Resolution 2016-2 concerning the disposition of Borough records. (Budget and Finance Committee)
3. That Borough Council approve the request from Reformed Presbyterian Church to use a portion of the Locust Street Parking Lot every Sunday evening from April 3rd through May 22nd from 4 PM to 7 PM for a youth outreach program subject to the receipt of a certificate of insurance naming the Borough as additional insured. (Development Activities Committee)
4. That Borough Council approve a request from the Ephrata Community Health Foundation to use Grater Memorial Park on Friday and Saturday, June 3-4, 2016 to host Hospital Day in the Park per their letter dated December 22, 2015. (Community Services Committee)
5. That Borough Council approve the request received via emails (dated January 21 and 22, 2016) from Knead It Massage to hold a 5K run on the Winters Memorial Trail on Saturday, June 11, 2016 at 9:00 AM subject to the receipt of a certificate of insurance naming the Borough as additional insured and approval of the Chief of Police regarding logistics and the protection of public health and welfare. (Community Services Committee)

RESOLUTION 2016 -1

**A RESOLUTION OF THE BOROUGH OF EPHRATA
EXONERATING THE BOROUGH OF EPHRATA
FROM PAYING 2016 REAL ESTATE TAXES
ON PARCELS OWNED BY THE BOROUGH**

WHEREAS, the Borough of Ephrata received 2016 county and municipal real estate tax bills for a number of parcels owned by the Borough within Ephrata Borough; and

WHEREAS, the parcels are used entirely for municipal purposes and the Borough should be exonerated from paying 2016 real estate tax on the subject parcels.

NOW, THEREFORE, BE IT RESOLVED that Ephrata Borough Council hereby exonerates from 2016 municipal real estate taxes all properties owned by the Borough of Ephrata within Ephrata Borough.

RESOLUTION 2016-2

**A RESOLUTION OF THE BOROUGH OF EPHRATA
FOR THE DISPOSITION OF RECORDS**

WHEREAS, through Resolution No. 2001-13, adopted August 13, 2001, the Borough of Ephrata declared its intent to follow the procedures for the disposition of records as set forth in the Retention and Disposition Schedule for Records of Pennsylvania Municipalities issued on May 17, 1982, and,

WHEREAS, in accordance with Act 428 of 1968, each individual act of disposition shall be approved by resolution of the governing body of the municipality;

NOW, THEREFORE, BE IT RESOLVED that the Council of Ephrata Borough, in accordance with the above cited schedule, hereby authorizes the disposition of the following public records:

<u>Record Title</u>	<u>Dates Through</u>
Paid Accounts Payable Invoices	2008
Daily Cash Recap/Reports	2008
Payroll Time Sheets	2012
Purchase Orders/Requisitions	2008
Security Deposit Refunds	2008
Utility Bill Reports	2008
Bill Stubs	2012
Past Due Disconnection Reports	2008
Cash Receipts	2008
Collections	2008
Banking Activity	2005
Recurring Credit Cards	2012

Rental Permits	2008
Journal Entries	2008
Miscellaneous Accounts Receivable Invoices	2008
Movings	2012
Web Payments	2012
Accounts Payable Reports	2008
Customer Correspondence	2013
End of Day Control Reports	2008
Bank Drafts	2008
Penalties	2008
Utility Bill Refunds	2008
Utility Billing Reports	2008
Abandoned Vehicles (Borough & Township)	2013
Accident Receipts (Borough & Township)	2012
Accident Reports (Borough & Township)	2010
Adult Detention Reports	2012
AED Reports	2012
Alarm Invoices (Borough & Township)	2012
Calibration Records	2010
Daily Field Activity Reports	2012
Disposed Evidence Tickets	2009
False Alarm Cards (Borough & Township)	2012
False Alarm Letters (Borough & Township)	2014
Negative Background Checks	2013
Parking Tickets (Borough & Township)	2014
PennDOT Driver's License Seizure Forms	2012
Preliminary Investigative Reports (Borough & Township)	2012
Recommendations for Special Driving Exams	2014
Temporary No Parking Applications	2012
Traffic Citations (Borough & Township)	2012
Transient Retail Applications (Borough & Township)	2012
UCR Worksheets & Printouts (Borough & Township)	2013
Validation Reports	2014
Vehicle Tow Reports	2013
Work Schedules	2012

RESOLVED this 8th day of February, 2016.

STANDING COMMITTEE RECOMMENDATIONS

Budget and Finance Committee

It was moved by Mr. Hertzog, seconded by Mr. Richard, and unanimously passed that Borough Council appoint Christine Moore, Director of Finance and Administration as the Borough Treasurer and Assistant Secretary.

It was moved by Mr. Hertzog, seconded by Mr. Weiler, and unanimously passed that Borough Council adopt Resolution 2016-3, a corporate banking resolution, designating signatures for banking account 218065 at Ephrata National Bank.

It was moved by Mr. Hertzog, seconded by Mr. Richard, and unanimously passed that Borough Council adopt Resolution 2016-4, a corporate banking resolution, designating signatures for banking account 218057 at Ephrata National Bank.

8It was moved by Mr. Hertzog, seconded by Mr. Weiler, and unanimously passed that Borough Council adopt Resolution 2016-5, a corporate banking resolution, designating signatures for banking account 1038586 at Ephrata National Bank.

It was moved by Mr. Hertzog, seconded by Mr. Richard, and unanimously passed that Borough Council adopt Resolution 2016-6, a corporate banking resolution, designating signatures for banking account 4328185 at Ephrata National Bank

It was moved by Mr. Hertzog, seconded by Mr. Weiler, and unanimously passed that Borough Council adopt Resolution 2016-7, a corporate banking resolution, designating signatures for banking account 4976956 at Ephrata National Bank, an escrow account per the Downtown Ephrata, Inc. Agreement dated March 9, 2015.

It was moved by Mr. Hertzog, seconded by Mr. Richard, and unanimously passed that Borough Council approve the following appointments to Boards and Commissions:

<u>Individual</u>	<u>Agency</u>	<u>Term Expires</u>
Rick Ressler	Ephrata Economic Development	12/31/2018
Thomas Reinhold	Ephrata Area Joint Authority	12/31/2017

Development Activities Committee

It was moved by Mrs. Martin, seconded by Mr. Weiler, and unanimously passed that Borough Council execute the annual agreement with HRG for 2016 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 Mrs. Martin, seconded by Mr. Hertzog, and unanimously passed that Borough Council waive building permit fees and building inspection fees for the proposed renovations to the Fulton Maintenance Garage.

Public Safety Committee

It was moved by Mr. Weiler, seconded by Mr. Reinhold, and unanimously passed that Borough Council adopt Resolution 2016-8 authorizing the submission of the MAP grant.

RESOLUTION 2016-8

A RESOLUTION OF THE COUNCIL OF THE BOROUGH OF EPHRATA, LANCASTER COUNTY, PENNSYLVANIA AUTHORIZING THE SUBMISSION OF AN APPLICATION TO THE PENNSYLVANIA MUNICIPAL ASSISTANCE PROGRAM FOR GRANTS-IN-AID MADE AVAILABLE THROUGH THE PENNSYLVANIA DEPARTMENT OF COMMUNITY AND ECONOMIC DEVELOPMENT

WHEREAS, the Borough of Ephrata will be undertaking a project to provide contracted police services to West Cocalico Township and Adamstown Borough; and

WHEREAS, the Pennsylvania Department of Community and Economic Development makes available grants-in-aid to such projects through the Municipal Assistance Program; and

WHEREAS, the Council of the Borough of Ephrata has determined that it is in the public interest to obtain such grants-in-aid as may be available to undertake and complete the Project.

NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE BOROUGH OF EPHRATA, PENNSYLVANIA:

SECTION 1. That the Borough Council hereby authorizes the submission of an application to the Municipal Assistance Program for grants-in-aid made available through the Pennsylvania Department of Community and Economic Development to undertake a project to provide contracted police services to West Cocalico Township and Adamstown Borough.

SECTION 2. That the Council of the Borough of Ephrata hereby commits municipal resources in the amount of \$71,758.00 as match for said Project.

SECTION 3. That if any section, subsection, paragraph, clause or provision or any part thereof of this Resolution shall be finally adjudicated by a court of competent jurisdiction to be invalid, the remainder of this Resolution shall be unaffected by such adjudication and all the remaining provisions of this Resolution shall remain in full force and effect as though such section, subsection, paragraph, clause or provision or any part thereof so adjudicated to be invalid had not, to the extent of such invalidity, been included herein.

SECTION 4. That this Resolution shall take effect at the earliest date allowed by law.

SECTION 5. That it is found and determined that all formal actions of this Council concerning and relating to the passage of this Resolution were taken in conformance with applicable open meetings laws and that all deliberations of this Council and of any committees that resulted in those formal actions were in compliance with all legal requirements including any applicable open meetings requirements.

Highway Committee

It was moved by Mr. Richard, seconded by Mr. Ressler, and unanimously passed that Borough Council conditionally approve the requests received by the Borough on January 8, 2016 from the Ephrata High School Post Prom Committee regarding their Post Prom event scheduled for Saturday, May 14th, 2016 from 6:00 PM to 11:00 PM at Lily's On Main subject to Borough receipt of a satisfactory certificate of insurance naming the Borough as additional insured.

It was moved by Mr. Richard, seconded by Mr. Ressler, and unanimously passed that Borough Council authorize a disposition of assets regarding a 1995 Chevrolet S1500 regular cab pickup truck w/utility body VIN #1GBGC24RXWZ271375. This vehicle will be sold at auction following delivery of new replacement vehicle.

It was moved by Mr. Richard, seconded by Mr. Ressler, and unanimously passed that Borough Council authorize staff to notify property owners along Rothsville Road to construct, reconstruct or repair concrete curbs, as required, by May 20, 2016 per the inventory listing revised January 21, 2016.

Community Services Committee

It was moved by Mr. Reinhold, seconded by Mr. Ressler, and unanimously passed that Borough Council approve the request from Downtown Ephrata Inc., Ephrata Public Library, and Ephrata Recreation Center to hold a Beerfest at the Whistle Stop Plaza per their request on Saturday, June 25, 2016 between 7:00 AM and 7:00 PM (the actual event will be conducted between 1:00 -4:00 PM) subject to receipt of written approval from the PLCB, a certificate of insurance naming the Borough as additional insured and approval by the Chief of Police of the security and safety plan.

Municipal Enterprises Committee

It was moved by Mr. Reinhold, seconded by Mr. Hertzog, and unanimously passed Borough Council approve a sanitary sewer capacity request for the proposed Robert Road Tract for an additional 11 Household Value Units (HVVU) bringing the total for the tract to 16 HVVUs.

Personnel Committee

It was moved by Mr. Hertzog, seconded by Mrs. Martin, and passed that Borough Council adopt the Ephrata Borough Council By-laws as revised.

It was moved by Mr. Hertzog, seconded by Mr. Reinhold, and unanimously passed that Borough Council adopt the Ephrata Borough Council Rules of Order as revised.

APPROVAL OF CHECKS 25183 THROUGH 25431 AND THE ACH REGISTER DATED JANUARY 28, 2016

It was moved by Mr. Richard, seconded by Mr. Hertzog, 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 \$2,753,615.15.

OPPORTUNITY FOR CITIZENS TO BE HEARD

There were no comments or questions from attendees.

DISCUSSION/ANNOUNCEMENTS

Mr. Ressler said he and Mrs. Martin attended training this past week and thinks they are better qualified to sit up here at this point; still learning.

Mr. Reinhold asked if the Borough has any involvement with the Rail Trail as far as trying to work with homeowners to clean up some of the graffiti. Mr. Reinhold said the one property next to Compleat Restoration his shed is awful and not conducive for families. It's very inappropriate.

Mayor Mowen said the borough does clean up the trail. Private property is up to the owner, but we can talk to them.

Mr. Mowen said at the last DEI Meeting there was talk about using a grant that they got to try to do something. Mr. Mowen to put cameras on the trail that would cover the trail you're talking about \$50,000-\$100,000.

Mr. Mowen said there is anti-graffiti paint that you can put on; it's not cheap.

Mrs. Martin said the training that she and Mr. Ressler went to was actually called "Boot Camp". It was very intense and Mrs. Martin was grateful to have the opportunity because she believes

they both learned a lot. Mrs. Martin said our municipality is really lucky because of some of the stories they heard on how things are run and done. Mrs. Martin said it made them proud to represent Ephrata.

Chief Harvey said over the weekend the Ephrata Officers did the drug investigation at the Ephrata Hotel. They had been working with DTF.

Chief Harvey thanked Public Works. During the storm a couple weeks they did outstanding work and worked well with the Police Department.

Mr. Thompson said you may have heard on the news about the county municipalities submitting for the cost from the snow event for their highest 24 hour period so the county can determine eligibility for state and federal funding. Ephrata Borough made their submission today.

Mr. Thompson reminded Council with next Monday being President's Day Monday committee meetings will be on Tuesday at the same time.

ADJOURNMENT

It was moved by Mr. Hertzog, seconded by Mr. Richard to adjourn. The meeting was adjourned at 7:30 PM.

Respectfully submitted,

D. Robert Thompson, Secretary