

**EPHRATA BOROUGH COUNCIL
WORK SESSION MINUTES
OCTOBER 3, 2016**

The Ephrata Borough Council Work Session was called to order by President Susan Rowe at 7:00 PM on October 3, 2016 in the Council Chambers of the Borough Office, 124 South State Street.

The meeting began with a Moment of Silence followed by the Pledge of Allegiance.

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

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

Attending for the press was Gary Klinger of The Ephrata Review. The following visitors were present:

Joy Ashley, Ephrata Public Library
Jean Lausch, 950 Hammon Avenue, Ephrata
George DiIlio, 30 Kings Court, Ephrata

President Rowe said next, not on the agenda, we will hear from Gary Klinger regarding the Historic Preservation Trust Tour to be held October 22.

Mr. Klinger distributed cards regarding the tour. The Historic Preservation Trust of Lancaster County is the organization Mr. Klinger is President of. They are co-organizing this year's tour. This tour is done every two years and this year it was decided to bring it to Ephrata. They are co-organizing it this year. This year they are doing it in conjunction with the Historical Society of Cocalico Valley, the Historic Ephrata Cloister, and the Ephrata Chamber of Commerce, Downtown Ephrata Inc. Mr. Klinger said they are also thanking the Eberbach Society of Ephrata, the Ephrata School District and the Ephrata Borough. They all helped to make this all possible. Mr. Klinger said you might ask "Why Ephrata". Mr. Klinger said this is a very big year for Ephrata, because as you know it is the 125th Anniversary of Ephrata becoming a borough. It's Conrad Beissel's 300th birthday. We will go to him. There will be one stop at the Cloister. It's the Friends of Eberbach 40th Anniversary. They will be coming from Germany to be here. Mr. Klinger said we deliberately planned our event to coincide with the visit from Germany that will be coming up. They wanted to make that a part of their event. Mr. Klinger said the Historical Society of the Cocalico Valley turns 60 next year. They thought it was close enough so made it part of their celebration and the Historic Preservation Trust turns 50 this year. Since the President happened to be from Ephrata let's include it as part of our celebration.

Mr. Klinger said the Historic Preservation Trust does four things. They communicate, educate, collaborate, and protect. They communicate with folks across Lancaster County about ways that they can protect our historic resources. There are a number of different ways how to protect them so they are here and cultured. Our older buildings can be preserved in a number of ways. Mr. Klinger said there is a lot of information on their website hptrust.org.

Mr. Klinger said they educate and collaborate with local governments. Mr. Klinger said one of the ways they like to protect older buildings is to find buildings that are in danger and raise awareness as to how that building can be preserved. The building across from McDonalds, the Benjamin Konnamacher House, is in really bad shape. That will be on the tour and is also a part of the endangered list of 2017.

Mr. Klinger said this Tour is part of the education, because we want to educate people about why these buildings are so important. That is part of what this tour is all about. Mr. Klinger said when we were selecting Ephrata; we looked at all the different anniversaries and all the different types of architecture here.

Mr. Klinger said from the start, Ephrata was something we wanted to make this a community event. The Historic Preservation Trust wanted this to be a community event to celebrate not only all the cool buildings in town but make it something that is a community event. Celebrate all these great anniversaries. They incorporated all the different groups that are part of Ephrata and get them involved and ask them to help plan this. That is why all the different groups are part of it.

Mr. Klinger said the first call he make was to Eberbach, because he heard the people from Germany were coming over.

Mr. Klinger said, as you know, Ephrata is rich in both architectural and historical heritage. The Preservation Trust wanted to bring that out. Mr. Klinger said C. Emlen Urban was a friend of Milton Hershey. When C. Emlen Urban was getting his architectural business started he moved to Hershey and did a lot of work for Milton Hershey – his home, his mansion and a lot of Hershey’s buildings.

Many of the buildings in Lancaster were designed by C. Emlen Urban. Mr. Klinger said there are three buildings in Ephrata that is his work. The Ephrata National Bank, the Highland School. In the planning of this tour there were three surprises. They found out that the building across Lake Street from the Post Office – the Weidman Building – is a C. Emlen Urban building.

They also found two artifacts directly tied to C. Emlen Urban. You need to come out to the tour to see them. The people that volunteer on the Friday night before the tour they are having an opening at the Ephrata National Bank.

There are many stops including the Sprecher Building and the Baker Mansion.

Mr. Klinger had an older picture that was of the traffic light in the square. Mr. Klinger said on Armistice Day 1922 when the traffic light was no longer being used. Our forefathers picked it up and put it down on Park Avenue on the island and dedicated it to our Armed Forces. The stop light was taken off and fixed and put on the island, and it was dedicated to the people of Ephrata who serving our forces.

Mr. Klinger is hoping this tour is so successful; that there is enough profit that the Historic Preservation Trust can make a donation to the Historical Society or to the Borough or whoever it needs to be to put some seed money out there to start the process of getting the light restored. It is a town treasure and a treasure for the people that served in our Armed Forces. Mr. Klinger would like to raise some awareness.

Mr. Klinger said volunteers are still needed even for a couple of hours. Tickets are only \$25.00. The cost gets you into all thirty stops, and 8 1/2 x 11 full color guide to every one of the stops. It gives you the history and the architecture.

Mr. Klinger said he hopes to see everyone either out on the tour or helping with the tour.

Opportunity for Citizens to be Heard

There were no comments from attendees.

Discussion of Committee Actions

Budget and Finance Committee

Mr. Richard said the Committee met this evening at 6:00 PM and will come forward with two items. One later tonight.

Mr. Richard said the first is the pension certification report. It’s the annual report Council receives, which documents what the borough has to put into the three pensions at the borough – the uniformed, non-uniformed, and retired employees. It has increased from last year.

Mrs. Rowe said the contribution actually decreased \$8,000 from last year. Mr. Richard said he believes the decrease is because we have an extra pay the previous year. The amount for the police is \$542,398 which is 19.1%. The non-uniform is \$370,459 and the retired, who are salaried people is post 2012 is a total of \$18,794. The payment will be made in 2017. The retirement plan payment will be done at the end of the year.

Mr. Richard said the Ephrata Public Library is requesting disbursement of their last funds, and the Committee will have a recommendation for that tonight.

Development Activities Committee

Mrs. Martin said their Committee will be bringing forth four items for consideration.

The first one being the Committee reviewed a request from EPAC to serve alcohol at a sponsored event previewing Oliver. That will be December 6, 2016. They have provided a copy of their special occasion permit license issued by the PLCB for the event.

The staff reviewed with the Committee a proposal to upgrade the controls for the three larger HVAC systems installed in 2012 at the Library. The new controls are anticipated to run the units more efficiently and reduce operating and maintenance costs. The Committee will recommend that Council accept Option 2 of the proposal from H.C. Nye Service. The cost is \$6,900 per unit for a total of \$20,700. This will be an unbudgeted expenditure from the building maintenance fund. Mrs. Martin said Option 1 was for \$12,100 per unit. What it would offer in addition to what Option 2 would offer would be remote base controls. Staff didn't think that was necessary – the upgraded system.

Mr. Martin said the Library presented additional information regarding the Keystone Grant Application for the Public Library facilities. They are applying for a matching grant from the state and need the sponsorship of the borough. The Committee will recommend that at the October Work Session authorize the President of Borough Council to sign the Keystone Grant Application in support of the Library.

The Committee also reviewed a request to use Whistlestop Plaza for the Extraordinary Give event on November 18, 2016. This is a combined effort between DEI and the Chamber of Commerce. They would like to use the Plaza and close the parking area between Main Street and the rear of the Railroad Station building for the use of the Extraordinary Give truck and Ephrata non-profit organizations. They will provide a letter once all the details are finalized. The Committee will recommend that Council grant the request to use Whistlestop Plaza on November 18, 2016 for the event subject to a receipt of insurance.

Mr. Richard said he was at the Library on Saturday and noticed the dehumidifiers are gone. Is the HVAC system being fixed, is fixed?

Mrs. Martin said that is what their Committee recommend is; they want to approve the installation of those controls. Mrs. Martin said the theory is once those controls get installed it will fix most of the problems. Mrs. Martin said it seems the actual controls were not the correct controls for the unit.

Mr. Thompson said they have the air humidity down to acceptable levels; however, they were still withdrawing moisture out of the collection. The authorized amount was \$21,000, and the final bill is being processed now, and it came in just a few hundred dollars less.

Mr. Richard sent an email to Penny and asked if we were getting any special pricing for the borough of Library from Compleat Restoration. They apparently are giving us and have been giving us the weekends at no charge. They were charging us 5 days a week versus 7, but they were servicing them for 7. It was nice to see that Compleat Restoration gave us the benefit of two extra days for nothing.

Mrs. Martin said on the detailed project description for the grant maybe Joy can answer. Mrs. Martin said what she was wondering if you can provide an explanation under the part where the Lancaster County Coalition and Homelessness. It says that one of their requirements so that individuals can receive benefits from the social organizations they must have an address.

Ms. Ashley said when they do an intake and individuals went to get signed up for services Ms. Ashley said her understanding is they need to have some sort of address in which to receive information and location so the social services can provide those benefits and information about those benefits. So being a Village Post Office we were thinking what an ideal situation if we would set up post office boxes for these individuals. Ms. Ashley said however it ends up playing out we wanted to offer that as an opportunity for them to at least to be able to have some kind of address so they could sign up for services. Mrs. Martin asked who is paying for the post office boxes. Ms. Talbert said they have not worked that part of it out yet. We are just saying that this would be an opportunity for intake. This is a partnership. This is how the coalition could get the addresses. We could somehow supply a P.O. box number for individuals that needed that in order to sign up for services. Ms. Ashley said that is not part of the capital grant.

Ms. Ashley said the intake services at the Coalition Offices in the Lancaster area offer coffee and donuts. A place for people to sit and just relax and then they could do an intake and check on these people. If they are already in the system, how are you living, where are you living?

Ms. Ashley said the Coalition to end Homelessness would have the intake center in the Exploratorium. VITA sees a partnership with the Coalition so they want it as a shared office space. The Library is offering the space, they are offering the resources.

Ms. Ashley this is a capital grant for funds to renovate so we can provide the space for all these plans we have. Mrs. Rowe said as soon as this is voted on tonight she will sign it. Mrs. Rowe has the packet if Council approves it she will sign it.

Mr. Richard said during the Committee meeting Mrs. Talbert said how the village post office is doing so well. Size wise are you looking to expand the post office? Ms. Ashley said she doesn't know; the post office is federal so there would be federal regulations to follow.

Mr. Richard said it seems the post office is a good money maker for the library, as well as, the passports.

Ms. Ashley said they are looking for ways to maximize the space in that room. Mr. Thompson said the passports are independent of the post office; they are two separate operations.

The library has a contract with the federal government for the creation of the village post office.

Mrs. Rowe said the first request from EPAC to serve alcohol. When we do the recommendation could we please specify that it is not for sale alcohol since we have both types of alcohol being served on borough property now.

Mrs. Rowe said regarding the HVAC control do we have an idea of how long it will take to get the new controls in. Mr. Thompson said he believes we ought to be able to have this completed before the end of the year.

Mrs. Rowe asked will the library continue to monitor the humidity levels, because we certainly don't want that collection to be ruined with the high humidity so there is a chance that we would need to get the dehumidifiers back. Mr. Thompson said it's far lower than it was during the summer, and they are in a position where they can absorb a day or two. It's when you go those extended periods of time with heat and humidity.

Mrs. Rowe said the Keystone Grant application just so it is stated for the record that is a matching grant from the state. The Library replied yes. Mrs. Rowe said the library has sponsorship for the match so the borough will not have to put up any funds. Ms. Ashley said right they are not seeking any funds from the borough.

Mrs. Rowe said the letter from the Chamber of Commerce regarding the Extraordinary Give Mrs. Rowe believes it was received late this afternoon. Mr. Thompson said yes we did get that information. Mrs. Rowe said so that should be available for council for next week.

Highway Committee

Mr. Ressler said the committee has two action items to bring forward. The Committee reviewed a proposed ordinance adding a certain time of parking and repealing certain authorized parking on a portion of Cloister Avenue. The proposed ordinance replaces the 90 day experimental traffic regulations that were implemented on July 11. The Committee discussed concerns received recently in a letter from a business on Cloister Avenue. The business had concerns about the two-hour parking. Evidentially a box truck parked in front of their property for a short period of time, and they requested that we remove the two-hour parking in front of their property; however, they are okay with it being on the rest of the block. This block is a very short section. Mr. Ressler said the Committee is recommending that Council enact the ordinance for the two-hour parking. Mr. Ressler said the Committee doesn't feel comfortable setting a precedent of giving a no parking sign in front of a business. Mr. Ressler said it had previously been a loading/unloading zone which in all effect was a no parking zone, because there were no businesses there in use any more. This opens up two-hour parking, which is a good compromise because there is business there. Mr. Ressler drove down there this morning several times and didn't see anybody park there. Actually it's not used because there is a lot of parking across the

street. The Committee is going to recommend that we enact this ordinance as proposed.

Mr. Ressler said the second action item is a proposal from JMT Incorporated for engineering and design services for the Lincoln Avenue stormwater improvements. JMT had previously completed a concept drainage report for this area in August 2015. The cost of the professional services from JMT would be \$39,500. That would be for the engineering and design services. The professional services are a budgeted item in the 2016 budget and program of services. The proposed cost is within the budgeted amount, which was \$40,000. Staff recommends approval of the proposal. The Committee will recommend Council approve the proposal from JMT Incorporated in the amount of \$39,500 for engineering and design services for Lincoln Avenue stormwater improvements at the October voting session.

Municipal Enterprises Committee

Mr. Richard said the Municipal Enterprises Committee has four items for next week's consideration.

Mr. Richard said the first is Director Natarian reviewed the proposed resolution authorizing the signing of the loan agreement and promissory note with AMP for the advanced metering infrastructure project. The total cost of this project is roughly \$1,436,017. The ten-year loan agreement allows the Borough to utilize AMP's line of credit, which is a variable interest rate which is currently at 1.4375%. Staff has engaged McNees, Wallace to conduct a review of the loan agreement and promissory note, and the Committee will recommend that Council adopt Resolution 2016-25 to authorize the signing of the loan agreement and promissory note in a format acceptable to our Legal Counsel. That will be brought forward next week.

Mr. Richard said the second item the Committee reviewed is proposed resolution to designate a representative to the AMP Board of Trustees and various AMP committees, and we are authorizing the Borough Secretary and Council President to designate in writing the representative and alternate. Mr. Natarian would be the designate and the Borough Manager as alternate representative. The Committee will recommend that Council adopt that Resolution 2016-26 to designate the authorized representative to the AMP Board of Trustees next week.

Mr. Richard said the Committee reviewed dispositions of assets. Mr. Richard said we have a collection of obsolete electric transformers at the Electric Plant. The disposition of assets request involves four large transformers and several smaller ones. All have passed environmental testing. The Borough would receive approximately \$4,000 from Jerry's Electric of Colman, SD.

Mr. Richard said the Committee reviewed the same assets. Environmental testing of the transformers for disposal. The proposal from Clean Harbors Environmental Service of Philadelphia was reviewed with the Committee. The proposal includes a fee for transportation and environmental testing. The transformers that pass the environmental test would result in a payment to the Borough for the transformer. Transformers that have PCBs in them which contain an environmental issue would result in a charge to the borough for proper disposal. Without the environmental testing it's really impossible to know the exact expense or credit to the borough. The staff estimates that this total cost or expense will be minimal and prepared a disposition of assets request in the event that this will result in a credit above the \$1,000 threshold for distribution of assets and can authorize the Borough Manager and recommend disposition of assets be approved at next week's Council meeting.

Community Services Committee

Mr. Barr said there are two items this Committee will be presenting for vote next week.

The Committee reviewed a request made by DEI on behalf of the Veterans Plaza Committee to place luminaires along the Winters Memorial Trail to honor veterans on Veterans Day. The event will closely mirror the programs held in previous years. All necessary documentation has been received ensuring the non-profit status and a copy of their certificate of insurance naming the borough as additional insured. The incident support plan will remain the same as previous years; however, a representative will be in contact with Chief Harvey to make sure that revisions are not necessary. The recommendation will appear as part of the consent agenda at the October 10 Council Meeting.

Mr. Barr said the second item in addition, to the previous request made by DEI to reserve

September 9, 2017 for the Arts and Crafts Festival. They would also like to reserve Saturday, October 14, 2017 for the existing area utilized as well as Grater Park. This is a save date request only. The Committee will recommend that Borough Council approve the request at the October meeting.

Mrs. Rowe said she has two items regarding the first item. Mrs. Rowe received an email from the Mayor knowing he would not be here tonight. Mayor Mowen asked Mrs. Rowe to remind Council that last year the request included permission to block off Railroad Avenue, and he would like that request to stand for this year as well. Mrs. Rowe said the report says it was following last year. Mayor Mowen just wanted to clarify that we could still close off Railroad Avenue.

Mr. Thompson said he was not at the Committee Meeting on Monday, but he will make sure the recommendation includes closing Railroad Avenue.

Mrs. Rowe said what they are planning to do is again have the fire company hang the flag over the trail, and they would need Railroad Avenue closed for that. Mrs. Rowe said also after the request was made Mr. Rowe was told that the Fulton Street School students were very appreciative and interested in the event last year, and this year the students would like to place flags in between the luminaries along the trail. That would be something different that wasn't done previously.

Mrs. Rowe asked if we need anything from the Fulton Street School since there students will be on the trail? Mr. Thompson said if it is a school sponsored event we would need a certificate of insurance from the school.

Mr. Thompson said DEI is covering the event. He is just wondering about the liability of the students. The more we can have that aggregates in to offer their insurance coverage the better.

Mrs. Rowe said because of the change. This was going to be a consent agenda item. Mrs. Rowe said she doesn't know if it needs to be taken off the consent since it will be a little bit different. Mr. Thompson said he thinks we will make it a recommendation.

Mrs. Rowe said the Public Safety Committee did not have any action items. Mrs. Rowe said the Special Projects Committee did not meet.

Opportunity for Citizens to be Heard

There were no other comments from attendees.

Recommendations

Budget and Finance Committee

It was moved by Mr. Richard, seconded by Mr. Weiler, and unanimously passed that Borough Council authorize the staff to release the fourth quarter contribution to the Ephrata Public Library per the request from the Executive Director.

Mr. Richard said that was also authorized by email from the President of the Ephrata Library also.

Development Activities Committee

It was moved by Mrs. Martin, seconded by Mr. Weiler, and unanimously passed that Borough Council authorize the President of Borough Council to sign the Keystone Grant Application in support of the Ephrata Public Library.

Discussion/Announcements

Mrs. Martin said she wanted to let everyone know that Council Member Ricky Ressler, Vice President Reinhold, and she were in the Murder Mystery and none of them did it. Council Members Ressler and Reinhold got a standing ovation.

ADJOURNMENT

It was moved by Mr. Barr, seconded by Mr. Ressler to adjourn the meeting. The meeting was adjourned at 8:00 PM.

Respectfully submitted,

D. Robert Thompson, Secretary