

**EPHRATA BOROUGH COUNCIL
WORK SESSION MINUTES
JANUARY 6, 2020**

The Ephrata Borough Council Work Session was called to order by President Susan Rowe on January 6, 2020, at 7:11 p.m., in the Council Chambers of the Borough Office, 124 South State Street.

In attendance in addition to the President were Vice President Thomas Reinhold, President Pro Tem Melvin Weiler, Council Members Timothy Barr, Linda Martin, Ricky Ressler, Victor Richard, Greg 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:

Jean Lausch, 950 Hammon Avenue, Ephrata
Teresa Caruthers, 229 Railroad Avenue, Ephrata
Tim Auker, 542 N. State Street, Ephrata

Discussion of Committee Actions

Highway Committee

Mr. Barr advised the Committee reviewed a planned 2020 budget year equipment purchase in the form of a new model year Bobcat 5600 Toolcat replacing a 2005 Bobcat Toolcat with 6,085 hours of usage and a badly rusted body. This new equipment is planned for purchase from the Bobcat Company via Bobcat of Lancaster in Ephrata, PA through PDOGS COSTARS Contract #4400020080 for \$57,027.78 per Quote #HMM-17212. The budget amount for this purchase is \$58,000. The Committee will recommend that Borough Council approve the purchase of this new equipment at their January 13, 2020 meeting.

Mr. Barr advised the Committee reviewed a planned 2020 budget year vehicle purchase in the form of a new model year 2020 Ford Super Duty F-250 XL 4X4 Regular Cab pickup truck with service body replacing a 2009 Ford F-250 4X4 pickup truck, with 72,275 miles, to be rotated in the fleet to the Wastewater Division. A disposition of asset form will be provided for Council approval at a future Highway Committee meeting. This new vehicle is planned for purchase from Whitmoyer Ford, Inc. in Mount Joy, PA through PDOGS COSTARS Contract #025-162 for \$37,750 per Whitmoyer's Proposal dated December 16, 2019. The budget amount for this purchase is \$40,000. The Committee will recommend that Borough Council approve the purchase of this new vehicle at their January 13, 2020 meeting.

Mr. Barr then provided a brief overview of the Discussion Items listed on the Committee's Report.

Ms. Martin inquired as to the possible changes in parking meter rates; in which, Mr. Thompson advised the Committee is currently looking into parking rates and may propose changes to those rates in the future.

Ms. Martin inquired as to a timeframe regarding Comcast's underground work; in which, Mr. Thompson advised the Committee has not received any documentation regarding a revised timeframe of the project.

Mayor Mowen referenced the parking kiosks in Lancaster City; in which, Mr. Thompson advised the Committee is looking into that option as well as others.

Public Safety Committee

Mr. Ressler advised the Public Safety Committee held a meeting prior to this evening's Reorganization/Work Session; however, due to a lack of a quorum of Committee members, only an informational discussion was held regarding the police vehicle fleet. Mr. Ressler further advised that Borough Council had previously voted to approve the purchase of police vehicles at their December 9, 2019, meeting; however, due to Dodge advising they will not be able to supply the vehicles within the calendar year, Lt. Shumaker researched other options.

Mr. Ressler advised Lt. Shumaker discussed with those members present a new lease and purchase of the vehicles through Whitmoyer Ford. Mr. Ressler further advised that the initial down payment issued to Savage for the vehicles was returned and will be used towards the purchase of the vehicles through Whitmoyer Ford.

Lt. Shumaker clarified the proposed fleet purchase includes seven (7) Ford Interceptors; six (6) Chevrolet Tahoes; and, one (1) Ford Ranger.

After a brief question and answer period, Mayor Mowen extended his appreciation to Lt. Shumaker for his diligent work in finding these vehicles in a short period of time.

Personnel Committee

Vice President Reinhold advised President Rowe noted the Job Description for the position of Chief of Police should be reviewed; any changes the committee wishes to make should be completed before the recruitment process begins. Ms. Martin initiated the discussion by questioning if the education portion (Bachelor's Degree) should be mandatory instead of preferred. The committee favored no change. Ms. Martin also questioned if the standard for controlling crime should be defined and included. Following discussion, the language in the first bullet point will be amended. President Rowe wishes to follow the former chief's suggestion and add language to ensure experience with multiple municipalities is included. Following discussion, that language will be added as a preferred, but not mandatory. Mr. Thompson suggested including language that ensures the position would be a uniformed officer versus a non-uniformed officer in keeping with a previous committee decision. That language will be added. President Rowe will revise the document and correct several grammatical errors. The changes will be noted in green bold face type when shared with council as part of the Work Session packet and brought to council for approval on January 13, 2020.

Vice President Reinhold advised President Rowe shared an email from the Pennsylvania Chiefs of Police Association defining their three levels of testing. The committee debated the merits of using the first program at a cost of \$12,500 versus the second program which eliminates the In-Basket Exercise at a cost of \$8,000. The third level program, solely a structured interview was not appealing to the committee. The committee wishes to begin the process as soon as possible, but still would like more information. A meeting with Gregory Bean from the PCPA will be scheduled before the Program is selected; however, since Borough Council approved moving forward last month at a cost not to exceed \$15,000 and no services exceed that amount, the committee instructed Mr. Thompson to move forward with contacting the PCPA to begin the recruitment process. The Personnel Committee will remain involved in the process and will keep Council informed via the committee reports. No action is required at this time.

Vice President Reinhold then provided a brief overview of the Discussion Items listed on the Committee's Report.

Committee Recommendations

Public Safety Committee

It was moved by Mr. Richard, seconded by Mr. Ressler, and unanimously passed via roll call vote that Borough Council approve issuing a down payment to Whitmoyer Ford in the amount of \$16,000.00 for (7) 2019 Ford Interceptor Sedans.

It was moved by Mr. Richard, seconded by Mr. Ressler, and unanimously passed via roll call vote that Borough Council approve the proposed fleet lease agreement with Univest, LLC for the purchase of (7) 2019 Ford Interceptor sedans, (6) 2020 Chevrolet Tahoe's and (1) 2020 Ford Ranger Super Crew Truck consisting of (4) annual payments of \$194,179.67 which will commence on April 15, 2020.

Personnel Committee

It was moved by Vice President Reinhold, seconded by Ms. Martin, and unanimously passed that Borough Council authorize the Borough Manager to fill the position of Apprentice Lineman for the Borough of Ephrata.

It was moved by Vice President Reinhold, seconded by Mr. Richard, and unanimously passed that Borough Council authorize the Borough Manager to promote one employee from the position of Laborer to Equipment Operator.

Opportunity for Citizens to be Heard

Teresa Caruthers, 229 Railroad Avenue, Ephrata, approached the podium and advised of her

desire to increase awareness of composting within the community. President Rowe inquired if other municipalities are looking into the matter; in which, Ms. Caruthers advised she will do some research and report her findings.

Discussion/Announcements

Mr. Richard, in referencing an article published in the December 25, 2019, edition of “The Ephrata Review”, advised it lists the adopted budget at \$13 million which is incorrect. President Rowe advised she has already made contact with them and they printed a corrected statement in last week’s edition of the paper.

Mr. Richard, in referencing the Borough’s contributions to the Ephrata Public Library, advised he requested Christine Moore, Director of Finance and Administration, to compile cost information. Mr. Richard advised Ms. Moore did so, sending this information to all of Borough Council, which shows a total of \$151,195.66 (not including building maintenance, snow removal or mowing costs) for 2019. Mr. Richard concluded his comments by advising the point he is trying to get across is that other municipalities need to “step up” as the Library is a valuable asset to more than just Ephrata Borough residents. President Rowe extended her appreciation to Mr. Richard for sharing this information.

Vice President Reinhold advised he also appreciated Mr. Richard’s inquiry regarding the Library and thanked Ms. Moore for her time in putting together the financial information.

Vice President Reinhold, in referencing handicapped parking, inquired if the applicant who requested the parking spot is the only one able to park in that specific spot; in which, Mr. Thompson clarified that those spots are designated for any individual who has a handicap placard/plate. Vice President Reinhold inquired if the same individual can apply for an additional spot in the same location due to theirs being used by others on a consistent basis; in which, Mr. Thompson advised the person is able to do so if there is a need.

Mr. Ressler expressed his appreciation to Mr. Richard regarding his inquiry of cost information regarding the Library.

Mr. Weiler advised he is looking forward to a good 2020.

Mayor Mowen, in referencing the Ephrata Public Library discussion, advised he is in agreement that surrounding municipalities “do not give their fair share” as they also benefit from the services provided. Mayor Mowen concluded his comments by advising he is also looking forward to a good year.

President Rowe then provided some “housekeeping” information to Staff regarding the upcoming Voting Session.

Adjournment

It was moved by Ms. Martin and seconded by Mr. Barr to adjourn. The meeting was adjourned at 7:49 p.m..

D. Robert Thompson, Secretary