

**EPHRATA BOROUGH COUNCIL
WORK SESSION MINUTES
MARCH 4, 2019**

The Ephrata Borough Council Work Session was called to order by President Susan Rowe on March 4, 2019, at 7:00 p.m., in the Council Chambers of the Borough Office, 124 South State Street.

The meeting began with a moment of silence 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 Linda Martin, Ricky Ressler, Victor Richard, Greg Zimmerman and Mayor Ralph Mowen. Absent from the meeting was Council Member Timothy Barr.

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

Visitors included:

- Teresa Caruthers, 229 Railroad Avenue, Ephrata
- Ben Kamide, 42 Eastbrooke Drive, Ephrata
- Cindy Kamide, 42 Eastbrooke Drive, Ephrata
- Tim Auker, 542 N. State Street, Ephrata
- Tom Matteson, Diehm & Sons
- Rufus Zimmerman, Lincoln Homes
- Nathan Zimmerman, Lincoln Homes
- Joy Ashley, Ephrata Area Social Services

Opportunity for Citizens to be Heard

Teresa Caruthers, 229 Railroad Avenue, Ephrata, inquired if the Borough has ever thought about working on the Sustainable Pennsylvania Community Certification. Ms. Caruthers advised there are quite a bit of items that could be achieved going through the certification process with five levels of achievement status. Ms. Caruthers further advised Lancaster City has earned the highest level of achievement as well as Warwick Township earned the second highest level. Ms. Caruthers advised there is a website which outlines the various criteria.

President Rowe thanked Ms. Caruthers for bringing this topic to Council's attention. President Rowe advised she will look into the Certification process, as well as discuss the matter further with the Borough Manager. President Rowe advised Ms. Caruthers that notification will be made to her when the topic is added to a Committee Meeting agenda for discussion.

Discussion of Committee Actions

Budget and Finance Committee

Vice President Reinhold advised the Committee reviewed a request from the HUB who has requested permission to add a flyer to any late notices issued for electric utilities. In 2018, Ephrata Area Social Services (EASS) provided financial assistance in the amount of \$28,889 with \$11,224 of that amount going directly to the Borough for help in paying customer electric bills. The HUB would like to catch these problems earlier so they want to include the flyer in the late notice and the disconnection notice. They will use the same specs as the Borough uses for notices in letters or invoices. The Committee requested that a note be inserted in the letter being

sent to tenants notifying them that a letter will also be sent to their landlord. Staff added copies of the flyer and the current tenant and landlord letters to the Dropbox. The Committee would like to take this to Council in March so the flyer can be added to the March warning letters. Disconnections resume at the end of March. After 12 months, EASS will provide results so we know how effective these changes have been for a 12-month period. The Committee will recommend that Borough Council direct the staff to place the HUB flyer in the tenant and landlord delinquency letters.

Development Activities Committee

Mr. Weiler advised the Committee reviewed a proposed land development plan for Weaverland Mennonite Homes (Lincoln Christian Homes), 1307 Apple Street. The applicant is proposing a 13,155 square foot addition for dementia care, additional parking, and multiple stormwater improvements. The Committee will recommend that Borough Council approve three (3) waivers/modifications and approve the plan as a final land development plan subject to inclusion of staff comments dated February 4, 2019, HRG comments dated February 4, 2019, consideration of the Lancaster County Planning Commission comments, add "Driveway Ahead" warning signs along Apple Street, the Apple Street driveway closest to West Main Street will be made one-way into the site, and the applicant should make an effort to assist residents with the loss of on-street parking. This item will appear on the March Consent Agenda.

Mr. Weiler advised the Committee reviewed a request to hold the fourth annual Brewfest at Whistle Stop Plaza on June 22, 2019. The event will have up to 22 vendors. This year the event will hold a home brewing contest. The Committee will recommend that Borough Council grant the request to hold the Brewfest at Whistle Stop Plaza subject to the receipt of a Certificate of Insurance naming the Borough as an additional insured, an incident support plan approved by the Chief of Police, and the receipt of a copy of a PLCB special occasion permit at the March meeting.

Mr. Weiler advised the Committee reviewed two HVAC invoices that the Ephrata Public Library recently incurred for additional repair costs to the HVAC system. The first one is for \$1,755 and the second one is for \$1,620. The Committee will recommend that Borough Council authorize a payment of \$3,375 directly to H.C. Nye at the March meeting.

Public Safety Committee

Mr. Ressler advised the Committee discussed and will recommend that Borough Council approve the Middle Creek Search & Rescue urban setting training exercise on May 5, 2019 in Ephrata.

Mr. Ressler advised this is a canine search and rescue service that is going to be traveling throughout different areas of the Borough conducting training exercises. Chief Harvey advised the team has been in the area for multiple events – both real and training exercises. Chief Harvey advised the team will be based out of the Pioneer Fire Company and will bring their own safety and training officers.

Chief Harvey further advised the team will be putting out trails or leads for the canines to look for and will encompass that with how they go about the search and rescue. Chief Harvey advised

he has worked with this team on multiple occasions and added, "... they are a very valuable resource to this area."

Mr. Ressler advised the team recently assisted with a search mission of a missing person in York County. Chief Harvey advised the team works with about 27 counties. Chief Harvey further advised our police department has used their services involving dementia patients and children.

Mr. Ressler advised the Committee held a special meeting at the end of February where the Ephrata Pioneer Fire Company gave a presentation regarding long-term planning as well as discussed issues they are experiencing. Mr. Ressler advised some of the information shared was that the Company's volunteerism numbers and fundraising dollars are down.

Mr. Ressler further advised at the last regular Committee meeting, Lincoln Fire Company requested if they could also make a presentation; in which, a special public meeting will be held on Thursday, March 28, 2019, at 6:00 PM and he encouraged all Council Members to attend.

Mr. Ressler advised the Committee has instructed Staff to present recommendations on conducting studies and advise Council of what can be done to improve the issues and keep the level of service that is currently being offered. Mr. Ressler advised this topic will be discussed at upcoming Committee meetings with the hope of providing assistance to our first responders as, "... they do an excellent service and we want to do everything we can to help protect them."

Highway Committee

Mr. Richard advised 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 hereto the east side of Apple Street between North Charles Street and the Municipal Boundary Line north of Robert Road and Section 305-101, Schedule XVIII: Parking Prohibited Certain Days and Hours by adding hereto the west side of Apple Street between North Charles Street and the Municipal Boundary Line north of Robert Road restricting parking on Tuesdays between 7:00 AM and 4:00 PM. The Committee will recommend that Borough Council enact Ordinance No. 1546 at their March 11, 2019 meeting.

Mr. Richard advised the Committee reviewed a resolution to adopt experimental traffic and parking regulations under Section 305-5 of the Code of the Borough of Ephrata restricting parking along certain portions of West Pine Street and North Oak Street. The Committee will recommend that Borough Council adopt Resolution #2019-5 at their March 11, 2019 meeting

Mr. Richard advised the Committee reviewed a letter dated February 4, 2019 from the Ephrata War Memorial Association by Michael Lillis, Co-Director of the Firecracker Run requesting to use the streets of the Borough for the 42nd Annual Firecracker Run event on Thursday, July 4th, 2019. The Committee will recommend that Borough Council conditionally approve the request at their March 11, 2019 meeting subject to Chief Harvey's review and approval and Borough receipt of a satisfactory certificate of insurance naming the Borough as additional insured. This item will appear on the Consent Agenda.

Mr. Richard advised the Committee reviewed a letter request from Michelle Kready, Manager at Cocalico Place, dated February 12, 2019 to temporarily close and restrict parking as necessary on East Franklin Street between Lake Street and South Maple Street on Tuesday, March 19, 2019 from 8:00 AM to 1:00 PM for safety reasons while a rooftop HVAC unit is replaced at their facility. Their request also includes provision and removal of all traffic control devices by Ephrata Borough Public Works. A similar request was previously approved. This request revises the date of the activity due to inclement weather. The Borough is in receipt of the required certificates of insurance and a meeting with Borough staff was previously conducted. The Committee will recommend that Borough Council conditionally approve the request subject to neighbor notifications by Cocalico Place at their March 11, 2019 meeting.

Mr. Weiler, referencing Ordinance #1546, inquired who is currently parking in the area (i.e., homeowners) in question and who will be impacted by establishing this area as a no parking area. Mr. Richard clarified the area is in the general location of the auto auction and parking will only be restricted on Tuesday's from 7:00 AM to 4:00 PM. Mr. Richard further advised the auction has adequate parking to the rear of their facility; however, individuals tend to park in this area as it is a more convenient location. Mr. Richard concluded by advising between the auctioneers and the dealers parking along the street, the area becomes "jammed up" and compiled with sight issues within the intersection, this parking restriction is being put into place with the goal of safely improving traffic flow through the area and resolving any sight issues.

Community Services Committee

Ms. Martin advised the Committee reviewed a request from Knead It Massage and Bodyworks to use the Richard Winter's Memorial Trail for a Running on the Rails Event to be held on June 8, 2019 at 9:00 am. The Committee will recommend that Borough Council approve the request at their March 11, 2019 meeting, subject to the approved application by the WRRC (Warwick Regional Recreation Commission), receipt of a certificate of insurance naming the Borough as additional insured, and the approval of an Incident Support Plan by the Chief of Police.

Ms. Martin advised the Committee reviewed a request from WellSpan Ephrata Community Hospital to use Grater Memorial Park on Friday May 31, 2019 and Saturday, June 1, 2019 to host their Annual Healthy Day in the Park Event per their letter dated January 25, 2019. The Committee will recommend that Borough Council approve the request as part of the Consent Agenda at their March 11, 2019 meeting, subject to the receipt of a certificate of insurance naming the Borough as additional insured and the approval of an Incident Support Plan by the Chief of Police.

Ms. Martin clarified the WRRC, Warwick Regional Recreation Commission, is the organization that will now be part of the approval process involving events crossing more than one municipal line on the Winters Trail. Ms. Martin advised the WRRC will give the final approval of the event, as well as maintain a calendar of events, for these types of trail events.

Personnel Committee

Vice President Reinhold advised the Committee is recommending Mr. D. Robert Thompson to fill the seat awarded to the Borough of Ephrata on the newly established Pennsylvania Municipal

Electric Association (PMEA) Board of Directors. Vice President Reinhold advised voting of this matter will occur at the March 11, 2019, Council Meeting.

Municipal Enterprises Committee

President Rowe advised the Municipal Enterprises Committee did meet in February; however, they have no action items to bring forward at this time.

Mr. Richard, referencing Item #2 listed on the Committee's Report, advised Eagle Disposal approached the Borough and advised that "things have changed in the world ... and some of the disposables that were shipped to China, they are no longer taking" resulting in cost changes. Mr. Richard further advised that the Borough is in conversations with Eagle Disposal regarding the change of fees in the disposal of those items in question. Mr. Richard advised the Committee has been pleased with Eagle Disposal's service over the last few years and will be in talks with them to continue serving the Borough.

Mr. Thompson advised the Borough awarded a 3-year contract to Eagle Disposal for the collection and disposal of refuse and the collection of recyclable materials. Mr. Thompson advised there are two optional years: years #4 and #5. Mr. Thompson advised with the recent tariffs with China, they are no longer accepting recycling materials; and as a result, all of the new contracts being awarded in Lancaster County instead of the recycling material becoming part of the collection company's ownership – Eagle would take possession, they would sell the recyclables for what they could get – they can no longer sell the recyclables and there is now a tipping fee being imposed. Mr. Thompson advised the Lancaster County Solid Waste Management Authority has established the tipping fee and Eagle Disposal has agreed that if the Borough were to extend the contract for years #4 and #5 and pay the tipping fee, that they would honor the collection fees as listed on the contract. Mr. Thompson advised correspondence has been received from Eagle and the issue will be discussed at the next Committee meeting and recommend action(s) after that.

Mr. Richard, referencing Item #3 on the Committee's Report, advised conversations are ongoing regarding the proposed facility for the Biochar Project at Wastewater Treatment Plant #1. Mr. Thompson advised that Staff has been evaluating the Capital Project to look at what costs are mitigated by this project.

Mr. Richard provided an update regarding the Solar Project advising the last component, the cabinet, was to arrive on March 1st; however, it has not been delivered to date. Mr. Richard further advised that as soon as the cabinet is delivered, it will be installed and notification will be made to PPL for final approval (possibly a 6-week turnaround). Mr. Richard stated, "... we are now looking at the operational date being the end of April or May."

Mr. Richard advised that the month of April has been designated as the "Pennsylvania 811 Safe Digging Month." Mr. Richard further advised that Mr. Swangren informed the Committee that there have not been a lot of issues in this area as most of the construction personnel adhere to "Calling First Before You Dig."

Mr. Richard advised the Committee discussed AMP's Board of Directors and Mr. Thompson's participation.

Vice President Reinhold inquired upon the receipt of the cabinet as to how long it will take for it to be installed; in which, Mr. Thompson responded it could take up to two weeks to install and to be tested by our people. Mr. Thompson further advised after the cabinet has been tested by us, then the Borough can schedule PPL, who are currently scheduling appointments six week out, for final approval.

Mr. Weiler referenced the Borough's current contract with Eagle Disposal further inquiring clarification of a contract year; in which, Mr. Thompson responded the contract year runs November through October. Mr. Thompson advised the Borough is currently in the third year of our contract which ends this October; at which time, we can extend the contract and eliminate the need to advertise the bid and award the project. Mr. Thompson advised Eagle Disposal has done a nice job for the Borough and the price that they are offering for the collection of the materials is reasonable.

Special Projects Committee

President Rowe advised the Special Projects Committee did not hold a meeting in February.

Opportunity for Citizens to be Heard

A brief time was provided for citizen comments and/or remarks; in which, no one in attendance approached the podium.

Discussion/Announcements

Ms. Martin informed Council at the Community Services meeting, there were some members in attendance of a new committee being formed who will look into the feasibility of creating a mountain bike trail in the Heatherwood Park area between the Brickyard and Heatherwood Avenue. Ms. Martin advised Ms. Withum, Executive Director, Ephrata Development Organization, is spearheading the project and has acquired some 9th grade student liaisons from Ephrata High School as well as representatives from SAMBA (Susquehanna Area Mountain Bike Association) – a subcommittee of IMBA (International Mountain Bike Association). Ms. Martin advised the Committee viewed an informative presentation from Matt Knepper, SAMBA, and stated, "... it is a very exciting project." Ms. Martin advised this project started as a result of students approaching Mr. Brian Troop, Superintendent, Ephrata Area School District, requesting to start a mountain bike club in the school. Ms. Martin further advised the creation of a mountain bike trail not only provides a space for members of our community to enjoy, but it can also have good economic development impact and bring others into our area. Ms. Martin informed Council she forwarded the presentation via email for further review and extended an invitation to attend the March Community Services Meeting for more information on this topic.

Mayor Mowen advised the proposed area of the trail will "... help us clean up an issue." Ms. Martin advised that Ms. Withum is seeking to establish a clean-up opportunity for students and community members in the proposed area which will happen regardless of the creation of a mountain bike trail.

Ms. Martin extended an invitation to Council on March 5, 2019, from 5:00 PM to 7:00 PM to attend the brand rollout of “Mainspring of Ephrata” which will have an unveiling and ribbon cutting, as well as the unveiling of the website.

Mr. Richard extended an invitation to Council to consider attending the Ephrata Cloister Associates Gala on April 6, 2019, in Leola. Mr. Richard further informed Council this is a fundraiser for the Cloister to continue their educational programs.

Vice President Reinhold extended a thank you to Public Works for their exceptional work in the removal of snow throughout the Borough.

Mr. Ressler referenced the Mountain Bike Trail Project advising the location is right off his back yard and there are sections of the area he refers to as “the wilderness” which has some public safety issues and believes this project would be a positive to have the area “opened up and utilized” as that will tend to “drive away some of the worst elements and we could possibly have a nicer area.”

Mr. Weiler advised he wanted to echo Vice President Reinhold’s comments regarding the Public Works crews and their hard work this winter. Mr. Weiler further advised his hill was “nicely done and easily traveled.”

Mayor Mowen advised he also was going to tell Mr. Auker, Public Works, “Good job again!” because when he got up this morning, his street was just about curb to curb and as he traveled on Borough streets, he observed the streets were in “really, really good shape.” Mayor Mowen advised he knows the crews have been working hard and is hopeful that any future snow weather events are minor in nature.

Chief Harvey advised he sent an email regarding the “Spring Weather Awareness Warnings.” Chief Harvey further advised, “... Spring weather is serious weather” and encouraged Council to view the information he sent.

Adjournment

It was moved by Mr. Weiler and seconded by Ms. Zimmerman to adjourn. The meeting was adjourned.

D. Robert Thompson, Secretary