

**EPHRATA BOROUGH COUNCIL  
REGULAR MEETING MINUTES  
APRIL 9, 2018**

The regular Ephrata Borough Council meeting was called to order by President Susan Rowe at 7:00 PM on April 9, 2018, in the Council Chambers of the Borough Office, 124 South State Street.

Pastor Walter Carter, First United Methodist Church, offered the invocation, which was followed by the Pledge of Allegiance.

In attendance in addition to the President were Vice President Thomas Reinhold, President Pro Tem Melvin Weiler and Council Members Linda Martin, Ricky Ressler, Victor Richard, Gregory Zimmerman, and Mayor Ralph Mowen. Council Member Timothy Barr was not in attendance.

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

Attending for the press was Marylouise Sholly of The Ephrata Review. The following visitors were present:

Walter Carter, 68 N. Church Street, Ephrata  
Jean Lausch, 950 Hammon Avenue, Ephrata  
The Gregson's, 885 N. Maple Street, Ephrata  
Tim Auker, 542 N. State Street, Ephrata  
Kory Musser, 340 Washington Avenue, Ephrata  
Chandra Mast, Ephrata Shade Tree Commission, Ephrata

**APPROVAL OF MINUTES**

It was moved by Mr. Richard, seconded by Mr. Weiler, and unanimously passed that Borough Council approve the March 5, 2018, Work Session Meeting Minutes, and the March 12, 2018, Regular Meeting Minutes.

**MUNICIPAL MOMENT – SPOTTED LANTERNFLY TRAINING**

Ms. Penny Talbert, Ephrata Public Library, was listed on the Agenda to provide a brief presentation; however, due to illness, she was not able to attend. Ms. Rowe advised in Ms. Talbert's absence, Chief William Harvey will conduct mandatory municipal training on the Spotted Lanternfly.

Chief Harvey provided a brief history of the Spotted Lanternfly and its impact on our area. Chief Harvey advised the Spotted Lanternfly focuses mainly on host plants with vines and vertical objects with smooth surfaces. Chief Harvey stated this species has and/or will have a major impact to agriculture as it renders fruit inedible. Chief Harvey provided tips if a person comes into contact with the Spotted Lanternfly advising to inspect trees, walk around vehicles/mobile equipment prior to operation, and inspect wood/pallets. Chief Harvey advised if Spotted Lanternfly eggs are discovered to scrape them into a Ziploc baggie, add rubbing alcohol, seal the baggie and dispose of them.

Chief Harvey advised the Department of Agriculture's website has additional information as well as follow-up reporting procedures.

**OPPORTUNITY FOR CITIZENS TO BE HEARD**

Ms. Ginger Gregson, 885 N. Maple Street, Ephrata, extended her sincere appreciation to the Borough's Electric Division, Police Department and Public Works crew for their assistance in the removal of a tree that fell from Borough-owned land onto her property as a result of a storm. Ms. Gregson advised there is still a brick wall and fence repair work that needs to be completed further advising that Mr. Thompson is taking care of those issues.

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

### **Budget & Finance Committee**

The Budget & Finance Committee met on March 26, 2018 and discussed the following:

1. Staff provided the Committee with a copy of an agreement which waives the EPAC audit requirement for 2016 and 2017. It includes detailed internal controls that must be implemented and continue in effect until the guaranteed debt has been paid in full. The current balance is \$317,000 and the debt will be paid in full December 2022. The Committee will recommend the President of Borough Council and the Secretary of the Borough executes this agreement at the April Council meeting.
2. In February, President Rowe requested that we add to the March agenda for Budget & Finance, a copy of an article regarding shrinking tax base. Boroughs need a plan to charge even tax exempt properties for the benefits they receive, such as snow removal, infrastructure, police service etc. This item will be moved to the April Budget and Finance meeting when President Rowe is in attendance. No action is required.
3. The Committee discussed what type of financial review will be required of the EDO, since the Borough will be providing \$150,000 per year for economic development in the Borough. The EDO will be utilizing QuickBooks accounting software which will enable them to run numerous financials reports. The Committee does not want the EDO to spend additional funds on unnecessary financials. Staff will create a list of recommended reports and the frequency and will report back to the Committee at the April committee meeting
4. Staff provided the Check and ACH registers to the Committee for March to date. No further action is required.
5. In 2017, an HVAC invoice for the library was approved to be paid from the Building Maintenance fund in the amount of \$6,900. This invoice was not received until 2018; therefore the staff will make the payment from the 2018 Building Maintenance fund instead of the 2017. The Committee has no objections. No further action is required.
6. Staff provided an update on the PILOT program, which is payment in lieu of taxes. To date, we have received \$7,067.99 in PILOT donations. Staff also advised the Committee that we are in receipt of a check from Wellspan for \$10,000 to use towards public safety and community service initiatives. These funds will be placed in the General Fund. Wellspan is also planning to give the Borough an additional \$35,000 during their new

budget year which runs from July 2018 to June 2019. The Borough plans to use the funds to replace the Community Service vehicle. No action is required.

### **Development Activities Committee**

The Development Activities Committee met on March 26, 2018 and discussed the following:

1. The Committee reviewed a request from the Ephrata Alliance to use Whistle Stop Plaza for the Whistle Stop Night Market every third Saturday from May to October from 4:30 pm to 8:30 pm. The request includes using the entire property from East Main Street to Rose Alley closing the area from 9:00 am to 9:00 pm to allow for setup and tear down and providing electric for the event. The request includes selling beer and wine during the event. The Committee will recommend that Borough Council approve the request to use the plaza and to sell beer and wine only at the April meeting subject to the receipt of a certificate of insurance naming the Borough as an additional insured, an incident action plan approved by the Police Chief and receipt of a copy of the VFW's PLCB special occasion permit.
2. The Committee reviewed a request from Julie Hocking to release financial security for the land development improvements associated with the construction of the Hocking Apartments along Tom Avenue. A few of the improvements still have to be completed. The Borough will continue to hold funds equaling the cost of the remaining improvements until the request for final drawdown is received. The Committee will recommend that Borough Council release \$217,327.00 at the April meeting. This will appear on the consent agenda.
3. The Committee reviewed a request from the Ephrata Re-Uzit Stores to release financial security for a land development from 2008 that was never done. The plan from 2008 will be replaced by a recently approved land development plan. The applicant needs to have this letter of credit released before they can secure a new letter of credit for the new plan. The Committee will recommend that Borough Council release the entire amount of \$14,178.45 at the April voting session.
4. The Committee reviewed a request from Pioneer Management, LLC to extend the time to record the land development plan for the Ephrata Re-Uzit Stores. In February, Borough Council granted an extension to record until April 9, 2018. Due to financing issues they are asking for another extension to record to May 15, 2018. The Committee will recommend that Borough Council grant the recording extension to May 15, 2018 at the April meeting.
5. Mr. Thompson reviewed the proposed lease between the Borough and the EDO for the train station. The lease provides for tenant and landlord obligations. The term of the lease is 5 years and then goes onto 1 year renewals. The rent is \$1 a year and defines what utilities and maintenance they are responsible for. The Committee will recommend authorizing the President of Borough Council and the Secretary of the Borough to execute the lease with the EDO at the April meeting subject to the lease being in a form acceptable to the Borough solicitor.
6. Recently the developer of the Ephrata Crossings/Lakeside Villas subdivision land development plan in Ephrata Township applied for a grant for transportation improvements associated with this plan. If the grant is awarded the developer has

committed to making improvements to the Bethany Road and West Main Street intersection. The staff feels that it is important that even if the developer does not get the grant, but moves forward with the plan, the improvements should be done at the intersection in the Borough. It may be beneficial to have the solicitor attend any Ephrata Township meetings to encourage the township to conditionally approve the plan to assure the Borough's concerns are met. The Committee will recommend that Borough Council authorize sending the solicitor to attend any Ephrata Township meetings for the Ephrata Crossings/Lakeside Villas subdivision land development plan.

7. The staff provided an Economic Development update. The process to the transfer the financial and material assets are still ongoing with the Orphans Court. Interviews with applicants for the Economic Director position begin next week. Bank accounts have been established and the paperwork for forming the 501C3 is proceeding. The group is working on securing a treasurer for the board. Good things are happening.
8. There were no decisions from the March Zoning Hearing Board meeting.
9. There were three new applications for the April Zoning Hearing Board meeting. The Committee is recommending that Borough Council authorize sending the solicitor to any Zoning Hearing Board meetings for 138 East Chestnut Street to oppose the application. The Committee does not feel it's necessary to send the solicitor to the other two hearings.

### **Highway Committee**

The Highway Committee met on Monday, March 26, 2018 and discussed the following:

1. The Committee reviewed a proposed 2018 vehicle purchase. The vehicle is a new 2019 4300 SBA 4X2 International Truck with Hydraulic Digger/Derrick and will be purchased through the Pennsylvania Department of General Services COSTARS cooperative purchasing program from Altec Industries, Inc. of Birmingham, AL in the total amount of \$236,946.00 which includes up fitting with an emergency radio and laptop PC support. The budgeted amount for this purchase is \$250,000. This vehicle will be purchased in 2018 with delivery anticipated in early 2019. This vehicle replaces Truck #22 which will be sold at auction or via public bid following delivery of the new vehicle. The Committee will recommend that Borough Council approve the purchase of the new 2019 4300 SBA 4X2 International Truck with Hydraulic Digger/Derrick for \$236,946.00 at their April 9, 2018 meeting.
2. The Committee reviewed a disposition of assets request regarding a vehicle disposal. The vehicle is a 2002 Chevrolet Digger/Derrick Truck #22, VIN #1GBP7H1C12J512160, with approximately 12,750 miles and an estimated value of \$15,000 (Auctioneer estimate). Within one year, the aerial equipment on this vehicle is no longer able to be inspected and certified for use prompting the need to dispose of the vehicle. This vehicle is planned for sale at auction or via public bid and will be disposed of following delivery of the replacement vehicle in early 2019. The Committee will recommend that Borough Council approve this asset disposal at their April 9, 2018 meeting.
3. The Committee reviewed a February 28, 2018 request via email from Ephrata Police Chief Harvey for the Ephrata Farmers Day Association, Inc. to use the entire parking lot adjacent to the Winters Leadership Memorial and a section of Railroad Avenue directly adjacent to the Winters Leadership Memorial and adjacent parking lot for VIP and

emergency vehicle parking to conduct a Military Appreciation Ceremony in conjunction with the 100<sup>th</sup> anniversary of the Ephrata Fair on Sunday, September 23, 2018 beginning at 2:00 PM. Parking restrictions will be implemented as necessary in advance of the event. 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 April 9, 2018 meeting.

4. The Committee listened to an informative presentation by Paul Swangren, Public Works & Water Superintendent, regarding the Borough's fleet replacement program. The Committee was also provided a current 5-year fleet replacement plan which includes vehicle purchases in 2018. No further action required at this time.
5. The Committee discussed Main Street mid-block crosswalks and staff advised the Committee that they are continuing research into options available to improve visibility of existing pavement markings in those areas. Existing crosswalk pavement markings in this area will be replaced later this year and will include additional markings enhancing visibility. Staff will follow up with additional recommendations to improve crosswalk visibility in this area at a future Committee meeting.

### **Municipal Enterprises Committee**

The Municipal Enterprises Committee met on March 19, 2018 and discussed the following:

1. Director of Operations, Thomas Natarian reviewed Bid #18-3 for construction of the CARA and Basin Retrofit Project near the proposed Solar site. This project satisfies the commitment made by the Borough in its Chesapeake Bay Pollution Reduction Plan. The 2018 Budget and Program of Services cost estimate for construction of the project was \$130,000. Staff is recommending that the low bid of \$87,600 by Flyway Excavating, Inc. of Lititz, PA be accepted. The Committee will recommend that Council award Bid #18-3 for construction of the CARA and Basin Retrofit Project to Flyway Excavating, Inc. of Lititz, PA in the amount of \$87,600 when they meet on April 9, 2018.
2. The Committee reviewed a proposed change order #1 in the amount of \$8,000 from Land Studies of Lititz, PA for construction management services related to the CARA and Basin Retrofit project. Council had previously awarded a construction management services agreement to Land Studies in the amount of \$20,000. With this change order the total cost of construction management services would be \$28,000. The 2018 Budget and Program of Services had allotted \$25,000 for this work. The change order was requested for additional work involving site plan submittals to Ephrata Township and for staking out berm elevations for the project. Staff is recommending that change order #1 with Land Studies be accepted. The Committee will recommend that Council approve change order #1 in the amount of \$8,000 for construction management services related to the CARA and Basin Retrofit Project to Land Studies of Lititz, PA when they meet on April 9, 2018.
3. The Committee requested a summary of estimated costs and grant awards for the CARA and Basin Retrofit Project. In 2017, Council awarded a contract for \$30,000 for BMP design and Permitting. In 2018, the Committee will recommend \$87,600 for construction and at total of \$28,000 for construction management services. The sum of these items provides a total estimated installed cost of the CARA and Basin Retrofit project of \$145,600. The project has been awarded a Growing Greener Watershed Protection Grant in the amount of \$85,033 and an additional grant from the Lancaster County Clean Water

Consortium in the amount of \$10,000. The total amount of grants is \$95,033. Subtracting that amount from the total cost of \$145,600 yields a total net cost to the Borough of \$50,567 for the project. The 2018 Budget and Program of Services included \$130,000 for construction and \$25,000 for engineering for a total budgeted amount of \$155,000. Net of grants, the projected cost for the project is 32.6% of the 2018 budgeted amount.

4. Mr. Natarian and Borough Manager, D. Robert Thompson reviewed the 4<sup>th</sup> Quarter Financial reports prepared by Director of Finance and Administration, Christine Moore for the Water Fund, Electric Fund, Sewer Fund, Sanitation Fund, and Sewer Permit Fund. Water Fund revenues and expenses were both slightly lower than expected. In the Electric Fund, revenues were on budget with expenses lower due to a delay in expenditures on capital projects. Sewer Fund revenues and expenditures were within expected ranges. The Sanitation Fund revenues were above budget and expenses were below budget. Sewer Permit Fund revenue, dependent upon when connection permits are issued, were significantly above budget while expenditures were at budget.
5. The Committee reviewed the monthly reports for February and March from Turning Point Energy (TPE), the Borough's solar partner. The available land for the solar site was reduced by approximately 2 acres due to a revised flood plain map. Staff is reviewing the impact of the reduced area regarding power output and price per MWh. At this time, no action is required by the Committee.
6. Mr. Natarian and Mr. Thompson updated the Committee on the status of PA House Bill 1405 that would prohibit transfers from the electric fund to the general fund. Mr. Thompson testified in front of the House Local Government Committee on February 13 in opposition to HB 1405. Support for the bill was at best mixed and Staff is confident that HB 1405 will not succeed. Undeterred, the bill's sponsor, Rep. Aaron Bernstine, has crafted a new HB 2030 that would impact only Elwood City and introduced that bill in the State Government Committee. HB 2030 was passed out of Committee and is reported as "Laid on the table". Staff will continue to monitor HB 2030 and will contact local representatives to express opposition. No action is required by the Committee.
7. Mr. Natarian and Mr. Thompson updated the Committee on the recent APPA Legislative Rally in Washington, DC. Mr. Natarian, Mr. Thompson, and Michael Definis, Borough Manager of Hatfield Borough, represented Pennsylvania at the Rally. They met with representatives from Senators Casey and Toomey and with Representatives Smucker and Fitzpatrick. The main topics of discussion had to do controlling transmission costs, sequestration impact on Build America Bonds, and the federal government infrastructure bill.
8. Mr. Natarian reviewed the purchase of two 5X16 blocks of energy for the month of March. The purchase of the blocks at favorable rates prevents the Borough from having to purchase relatively large amounts of on peak energy on the open market. This is a unique situation that is due to delays in the implementation of the solar project and the shutdown of Fremont for several weeks in March to perform maintenance. No action is required by the Committee.
9. The Committee reviewed a case study prepared by American Municipal Power (AMP) that highlights the Borough's AMI project. System losses for at the end of 2017 were reported at 3.6% versus 7.0% at the end of 2016. The AMI project was projected to reduce system losses by 2.0% whereas the actual reduction has been 3.4%. The efficiency

of the new AMI system, as reported in the case study, has reduced costs for all Borough customers by an estimated \$571,200 annually.

10. The Committee met in Executive Session to discuss a potential legal matter.
11. The Committee received an update on the Cost of Service Study. Staff has been working with GDS Associates to provide the data necessary for the study. It is expected that the analysis of the data and the results of the Study should be completed in June.
12. Mr. Natarian informed the Committee that Staff has sent out wastewater capacity letters to customers who exceeded their purchased sewer capacity. Those customers will be required to purchase additional sewer capacity. No action is required by the Committee.

### **Community Services Committee**

The Community Services Committee met on March 26, 2018 and discussed the following:

1. The Committee reviewed and discussed RFP #EB-18-2 Operation of Food Concession for the Ephrata Community Pool. The Borough received one (1) proposal from Kimberly & William Porter d/b/a Happy Dog Kettle & Grill, Denver, PA. A proposed menu was provided by the Concessionaire. Upon review and discussion, the Committee will recommend that Borough Council conditionally award RFP #EB-18-2 to Kimberly & William Porter at their April meeting, subject to entering into an Agreement with the Borough, executing the required Indemnification Agreement, providing the required \$500.00 security deposit, and providing the required certificate of insurance naming the Borough of Ephrata as additional insured.
2. Tracy Roseberry updated the Committee on the progress of the Shade Tree Ordinance revisions. Staff last met on November 16, 2017 to continue discussions on the proposed changes. Due to staff commitments to projects that were higher priority, while important, the Shade Tree Ordinance was again put on hold. Staff will meet again on March 27, 2018 to continue the revisions and will be prepared to submit a proposed new Shade Tree Ordinance by the May 29, 2018 Community Services Committee meeting.

### **Special Projects Committee**

The Special Projects Committee met on March 19, 2018 at 7:30 pm and discussed the following:

1. Borough Manager Thompson reviewed with the committee the most recent change to the draft Special Events ordinance from the last committee meeting by adding to Section 273-12 that the application must be deemed a complete application prior to the clock starting for timelines established by the ordinance. The committee requested the staff to prepare a sample application form for review for consistency with other organizations such as the Ephrata Development Organization.
2. Borough Manager Thompson reviewed with the committee any references to Special Events included in the draft Mobile Food Vendor ordinance (last revised 1.23.2017). There are several places where Special Events are referenced ...as authorized by the Codes Enforcement Office when authorized by the Council of the Borough of Ephrata. The staff is suggesting that these references be modified to include additional language...or as otherwise authorized by the Council of the Borough of Ephrata in accordance with Chapter 273, Special Events. Additionally the Staff informed the committee it will review the timelines in the draft Mobile Food Vendor Ordinance with

those in the draft Special Events ordinance to verify that all times are still valid. Finally, draft Mobile Food Vendor Ordinance directs appeals to be heard by the Public Safety Committee of Borough Council, the draft Special Events Ordinance directs appeals to the Property Maintenance and Appeals Board. Staff is recommending that any appeals regarding Mobile Food Vending be directed to the Property Maintenance and Appeals board.

3. The Committee discussed issuing the Special Events ordinance to the Council and Mayor for comments versus waiting until the Mobile Food Vendor ordinance is completed and issuing both ordinances at the same time for comments. It was decided that both ordinances will be transmitted to Council and the Mayor together. In addition the staff will present both ordinances to Council prior to any action taken regarding enacting the ordinances.

March 2018 General Ledger Report  
 Ephrata Pioneer Fire Company March 2018 Report  
 Lincoln Fire Company March 2018 Report  
 Ephrata Community Ambulance Association March 2018 Report  
 Ephrata Emergency Management March 2018 Report  
 Shade Tree Commission March 2018 Meeting Minutes  
 Ephrata Alliance March 2018 Meeting Minutes

## **NEW BUSINESS ITEMS**

### **Consent Agenda**

Mr. Reinhold advised the items on tonight's consent agenda have been discussed in detail at their respective committee meetings and were brought forward for additional discussion at last week's Work Session. These items are considered routine in nature and voted upon under one umbrella. These items are not open for discussion unless an individual or Council member wishes to have the item removed from the consent agenda. If an item is removed, it will be handed over to the Committee under which it was originally discussed during the standing committee recommendations.

### **Development Activities Committee**

1. That Borough Council authorize the release of \$217,327.00 escrowed by Julie Hocking for the land development improvements associated with the construction of two new apartment buildings located along Tom Avenue.
2. That Borough Council authorize the release of \$14,178.45 escrowed by the Ephrata Re-Uzit Stores for a 2008 land development plan that was never undertaken.

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

## **STANDING COMMITTEE RECOMMENDATIONS**

### **Budget & Finance Committee**

It was moved by Mr. Reinhold, seconded by Mr. Weiler, and unanimously passed by a roll call vote that Borough Council authorize the President of Council and the Secretary of the Borough to execute the EPAC agreement. This agreement waives the EPAC audit requirement for 2016 and 2017. It includes detailed internal controls that must be implemented and continue in effect until the guaranteed debt has been paid in full. The current balance is \$317,000 and the debt will

be paid in full December 2022.

### **Development Activities Committee**

It was moved by Mr. Weiler, seconded by Mr. Zimmerman, and unanimously passed that Borough Council grant the request from the Ephrata Alliance to use Whistle Stop Plaza for the Whistle Stop Night Market every third Saturday from May to October from 4:30 pm to 8:30 pm with the area blocked off between 9:00 am to 9:00 pm to allow for setup and tear down subject to the receipt of a certificate of insurance naming the Borough as an additional insured, an incident action plan approved by the Police Chief and receipt of a copy of the VFW's PLCB special occasion permit.

It was moved by Mr. Weiler, seconded by Mr. Zimmerman, and unanimously passed that Borough Council grant a request for an extension of time to record the land development plan for the Ephrata Re-Uzit Stores to May 15, 2018.

It was moved by Mr. Weiler, seconded by Mr. Zimmerman, and unanimously passed by a roll call vote that Borough Council authorize the President of Borough Council and the Secretary of the Borough to execute a lease with the Ephrata Development Organization subject to it being in a form acceptable to the Borough solicitor.

It was moved by Mr. Weiler, seconded by Mr. Zimmerman, and unanimously passed by a roll call vote that Borough Council authorize sending the solicitor to attend any Ephrata Township meetings for the Ephrata Crossings/Lakeside Villas subdivision land development plan to address improvements at the Bethany Road intersection of Route 322.

It was moved by Mr. Weiler, seconded by Mr. Zimmerman, and unanimously passed by a roll call vote that Borough Council authorize the solicitor to attend any Zoning Hearing Board meetings to oppose the application of 138 East Chestnut Street.

### **Highway Committee**

It was moved by Mr. Richard, seconded by Mr. Ressler, and unanimously passed by a roll call vote that Borough Council authorize the purchase of a new 2019 International 4300 SBA 4X2 Truck with hydraulic Digger/Derrick through the Pennsylvania Department of General Services COSTARS cooperative purchasing program from Altec Industries, Inc. of Birmingham, Alabama in the total amount of \$236,946 which includes an emergency radio and laptop PC support. The budgeted amount for this purchase is \$250,000.

It was moved by Mr. Richard, seconded by Mr. Ressler, and unanimously passed that Borough Council authorize a disposition of assets regarding a 2002 Chevrolet Digger/Derrick Truck #22, VIN #1GBP7H1C12J512160. This vehicle will be sold at public auction or via public bid following anticipated delivery of the new replacement vehicle in early 2019.

It was moved by Mr. Richard, seconded by Mr. Ressler, and unanimously passed that Borough Council conditionally approve the February 28, 2018 email request from Chief Harvey for the Ephrata Farmers Day Association, Inc. to use the parking lot adjacent to the Winters Leadership Memorial and a section of Railroad Avenue for VIP and emergency vehicle parking to conduct a Military Appreciation Ceremony in conjunction with the 100<sup>th</sup> anniversary of the Ephrata Fair on Sunday, September 23, 2018 beginning at 2:00 PM subject to Borough receipt of a satisfactory certificate of insurance naming the Borough as additional insured.

**Municipal Enterprises Committee**

It was moved by Mr. Richard, seconded by Ms. Martin, and unanimously passed by a roll call vote that Borough Council award Bid #18-3 for construction of the CARA and Basin Retrofit Project to Flyway Excavating, Inc. of Lititz, PA in the amount of \$87,600.

It was moved by Mr. Richard, seconded by Ms. Martin, and unanimously passed by a roll call vote that Borough Council approve change order #1 in the amount of \$8,000 for construction management services related to the CARA and Basin Retrofit Project to Land Studies of Lititz, PA.

**Community Services Committee**

It was moved by Ms. Martin, seconded by Mr. Richard, and unanimously passed that Borough Council conditionally award RFP #EB-18-2 Operation of Food Concession for the Ephrata Community Pool to Kimberly & William Porter, d/b/a Happy Dog Kettle & Grill, at their April meeting, subject to entering into an Agreement with the Borough, executing the required Indemnification Agreement, providing the required \$500.00 security deposit, and providing the required certificate of insurance naming the Borough of Ephrata as additional insured.

**APPROVAL OF CHECKS 33349 THROUGH 33627 AND THE ACH REGISTER DATED MARCH 29, 2018**

It was moved by Mr. Richard, seconded by Mr. Zimmerman, 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 \$885,894.56.

**OPPORTUNITY FOR CITIZENS TO BE HEARD**

There were no comments or remarks from attendees.

**DISCUSSION/ANNOUNCEMENTS**

Mr. Richard advised the Ephrata Fair is celebrating its 100<sup>th</sup> Anniversary this year and special events are being planned.

Mr. Zimmerman inquired as to the missing Gateway Sign structure expressing his desire to see the sign in place prior to the Ephrata Fair. Mr. Mowen expressed sightline concerns regarding the placement of the sign and suggested it be placed at the Musselman's Lumber location. Mr. Zimmerman questioned if the sign could be resized to possibly fit in its original location and Ms. Rowe requested the topic be added to Special Projects Committee's Meeting Agenda for further discussion and resolution.

Mayor Mowen advised the Hibshman Scholarship interviews are being held May 1-3, 2018, and he would like to have participants from Borough Council serve in what he feels is a rewarding experience with the youth within our community. Various Borough Council members advised they will check their schedules and be in contact with Mayor Mowen regarding their availability.

Additionally, Mayor Mowen advised that Ephrata Cares, along with Ephrata Main Theatre, is sponsoring the viewing of "Anonymous People" on April 21, 2018; after which, a panel discussion will be held regarding the issues in our area.

Mr. Thompson advised that Senator Aument's Town Hall meeting will be held on Tuesday, April 10, 2018, at 6:30 p.m. – 7:30 p.m.

Ms. Rowe provided copies of a letter from the Ephrata Fair Association extending an invitation for Council Members to attend the opening ceremony of the 100<sup>th</sup> Anniversary of the Ephrata Fair.

Ms. Rowe asked for a volunteer from Borough Council to attend the upcoming Comcast meeting to be held on May 5, 2018, at 4:00 p.m. Ms. Martin advised she will be able to attend the meeting.

**ADJOURNMENT**

It was moved by Mr. Richard, seconded by Mr. Ressler, and unanimously passed that Borough Council adjourn. The meeting was adjourned at 7:55 PM.

Respectfully submitted,

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D. Robert Thompson, Secretary