

**EPHRATA BOROUGH COUNCIL  
WORK SESSION MINUTES  
AUGUST 5, 2019**

The Ephrata Borough Council Work Session was called to order by President Susan Rowe on August 5, 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 Timothy Barr, Linda Martin, Ricky Ressler, Victor Richard, Greg Zimmerman and Mayor Ralph Mowen.

Also in attendance were Borough Manager, D. Robert Thompson, Lt. Thomas Shumaker and Borough Solicitor James R. McManus, III, Esq.

The following visitors were present:

Teresa Caruthers, 229 Railroad Avenue, Ephrata  
Tim Auker, 542 N. State Street, Ephrata  
Elizabeth Malarkey, 217 Lincoln Avenue, Ephrata  
Nancy Harris, Municipal Services Manager  
Zach Rineer, Zoning & Codes Administrator

**First Opportunity for Citizens to be Heard**

Ms. Teresa Caruthers, 229 Railroad Avenue, Ephrata, advised she has noticed the architecture throughout Ephrata changing as well as “things are disappearing.” Ms. Caruthers suggested that signs are placed along the Rail Trail advising of past and present historical sites such as the Franklin Street School, the cigar factory, the Mountain Springs Hotel, etc.

Ms. Caruthers additionally inquired as to how frequently the smart meters need to be upgraded as technology is in a state of constant change.

President Rowe thanked Ms. Caruthers for her comments. President Rowe, in referencing the historical markers, advised if the markers are placed on Borough property, they would need the Borough’s permission to do that; however, if the markers are on private property, they would need permission from the property owner. President Rowe encouraged Ms. Caruthers to make contact with the Historical Society to discuss the matter further.

President Rowe, in referencing the smart meters, advised she does not have the answer to that question; however, she will request the topic be added to the Municipal Enterprises Committee’s meeting agenda. Mr. Thompson advised the longevity of the digital meters should be longer than the mechanical meters. Mr. Thompson further advised he will look into the matter and will provide feedback at the upcoming Municipal Enterprises Committee meeting.

Ms. Elizabeth Malarkey, 217 Lincoln Avenue, Ephrata, inquired as to what is the criteria for replacing sidewalks that have a divot in them for water flow. President Rowe advised there is criteria currently in place for the replacement of sidewalks and requested the topic be added to the

Highway Committee's meeting agenda for further discussion. Ms. Harris advised that normally we want the bottom of the pipe an inch off of the ground with an inch and a half of concrete over the pipe; therefore, in the rare situation that the curb is not tall enough, there may not be enough space to put the pipe in. Ms. Malarkey thanked Ms. Harris for the information. President Rowe encouraged Ms. Malarkey to attend the upcoming Highway Committee meeting.

After allotting a brief time for additional citizen comments and/or remarks and with no one in attendance approaching the podium, President Rowe turned to the discussion of Committee Actions.

### **Discussion of Committee Actions**

#### **Budget and Finance Committee**

Vice President Reinhold advised the Ephrata Public Library submitted three applicants for the Library Board, Ephrata Borough openings. The applicants are Casey A. Martin, Joel Horst Nofziger, and Mike Eichenlaub. The Committee will recommend that Borough Council approve these nominees for the Library Board at the Council Voting session on August 12<sup>th</sup>.

Vice President Reinhold advised Staff has recommended changes to the positions of Zoning Officer and Building Code Official. At the August 12<sup>th</sup> Voting Session, the Committee will recommend the following become effective 8/26/19:

- a. Zoning Officer – Zach Rineer
- b. Assistant Zoning Officer – Nancy Harris
- c. Building Code Official – Zach Rineer
- d. Second Building Code Official – Nancy Harris

Vice President Reinhold advised Staff presented Resolution 2019-13 to update the Base Power Supply Cost from 0.07281/kwh to 0.07358/kwh. This change occurred with the first billing in May 2019, which decreased the PCA that was used to bill our residents. Everyone was billed correctly; however, we need to approve the resolution. The Committee will recommend approval of resolution 2019-13 at the Voting Session on August 12<sup>th</sup>.

Vice President Reinhold advised Staff presented details regarding Senate Bill 321 which was signed into law. This allows municipalities to opt-out of allowing video gaming terminals (VGTs) into their truck stops and gas stations. The Committee will recommend approval of Resolution 2019-14 to opt-out of allowing video gaming terminals (VGTs) into Borough truck stops and gas stations at the August 12<sup>th</sup> voting session.

Vice President Reinhold provided an overview of the Discussion Items as listed on the Committee Report.

Mr. Thompson, in referencing the Zoning Officer and Building Code Official action item, sought approval of the Committee to change the verbiage from "Assistant" Zoning Officer to "Alternate" Zoning Officer; in which, committee members approved the request to change the verbiage.

Mr. Barr advised there are a few locations within the Borough that already have the video gaming terminals in place; in which, Vice President Reinhold advised that Borough Council will be taking action at next week's meeting regarding opting out of the VGT's. Mr. Thompson additionally

advised that the Borough is not the enforcement agency of this matter as the licenses are issued by the Commonwealth. President Rowe added there is a chance the state may not renew their license due to Council's potential adoption of Resolution 2019-14.

Mayor Mowen, in referencing the proposed staff changes of Zoning Officer and Building Codes Official, advised that notification needs to be made to the fire companies as situations have occurred after hours where the Codes Official is needed at an emergency situation for structure damage. Ms. Harris advised notifications have already been made and Mr. Rineer has begun to receive the necessary phone calls.

President Rowe, in referencing Item #3 of the Committee Report regarding the discussion of the meeting minutes on the Borough's website, advised navigating through the website on a mobile device can become a difficult task. President Rowe further advised she would appreciate having this matter looked into to see if anything can be done to make the navigation more user friendly; in which, Vice President Reinhold informed President Rowe of an available option located at the top of the screen to change where an individual can select to "View Full Website." Vice President Reinhold concluded his comments by advising by changing the view, the navigation on the phone will be comparable to that of the website. President Rowe tasked Vice President Reinhold to locate last month's Personnel Committee's meeting minutes and report as to how many clicks it took to get to them; in which, Vice President Reinhold agreed to provide an update at the end of the meeting.

President Rowe, in referencing Item #5 of the Committee Report, advised of a revision to the report where it states she "... emailed staff to request information." President Rowe clarified she requested that the information be discussed publicly at the committee meeting; however, she did not request that the answers to her questions be completed in the email itself. Mr. Thompson advised the report will be revised with her requested information.

President Rowe advised Vice President Reinhold will not be in attendance at next week's Voting Session.

#### Development Activities Committee

Mr. Weiler advised Staff reviewed the plans for the Ridge Avenue Tract. An existing property (Weaver) in Ephrata Township is adding property to an adjoining property (Rutt) in Ephrata Township. A portion of the existing Rutt tract is in Ephrata Borough. Since the tract receiving the land lies partially in Ephrata Borough, the County will require Borough signatures on the recorded plan. Because there is no change taking place within the Borough, the applicant has requested a deferral of review and approval to Ephrata Township. The Committee will recommend that Borough Council grant a deferral of review and approval to Ephrata Township for this lot add-on at the August meeting.

Mr. Weiler advised Staff reviewed the progress of the draft Zoning Ordinance Rewrite and Zoning Map. It has been through the required review process which includes two Ephrata Borough Planning Commission meetings, Lancaster County Planning Commission meeting, and a public hearing with Borough Council. At their July 16, 2019 meeting the Ephrata Borough Planning Commission is recommending that Council enact the June 13, 2019 version of Ephrata Borough

Zoning Ordinance Rewrite and revised zoning map. The Committee will recommend that Council enact Ordinance 1550, Ephrata Borough Zoning Ordinance Rewrite and Zoning Map at their August meeting.

Mr. Weiler provided an overview of the Discussion Items as listed on the Committee Report.

Mr. Weiler, in referencing the ongoing issues occurring on the embankment of Mortar Lane properties, advised there will be a meeting with the property owners on August 7, 2019, at 6:00 p.m. and invited members of Borough Council to attend.

Mr. Weiler provided information regarding a concern of a topic that will be discussed at the upcoming Zoning Hearing Board meeting. Mr. Thompson advised at the committee meeting, Staff was asked to have communications with the Solicitor concerning the application for the expansion at 301 W. Main Street (Black Forest Brewery). Mr. Thompson further advised that the applicant, Black Forest Brewery, is asking for a variance for parking. Mr. Thompson advised a discussion occurred and there is concern about the impact of a parking decision the Zoning Hearing Board may make on the neighborhood – having a negative impact as there are a number of properties along North Oak Street that do not have off-street parking. Solicitor McManus advised the consensus of the committee is concerned about parking and they wanted the Zoning Hearing Board to be aware of that concern; however, there was no position taken as to Borough Council saying, "... we oppose this application or we are in favor of it." Solicitor McManus concluded his comments by advising that it would be more cost effective to send a committee member rather than him as a messenger of their concerns.

Mr. Zimmerman advised one of the matters discussed was whether the owner, under the new Zoning Ordinance, could comply with the parking seeking leases for off-street parking near the property to meet the number of parking requirements needed for the expansion. Mr. Zimmerman further advised it is up to the business owner to communicate this matter with his customers and that the owner is going to have to push to have them park where they are intended to and not along the street.

President Rowe sought clarification from the Solicitor as to what he was requesting regarding attendance at the upcoming Zoning Hearing Board meeting; in which, the Solicitor advised he feels it makes sense for one of the committee members to attend the meeting to share the Committee's concerns with the Zoning Hearing Board as no clear guidance has been given to him regarding Council's position on the matter. President Rowe requested that a representative be chosen by next Monday's Borough Council Meeting; in which, Mr. Weiler agreed to advise of the chosen representative at that time.

Ms. Martin, in referencing the Zoning Ordinance rewrite, inquired as to the amount of parking spaces needed for businesses; further stating "... it was her understanding that this would not be an issue." Ms. Martin sought clarification as to how the issues would interface with each other; in which, Ms. Harris advised that the Black Forest Brewery is requesting to expand and their expansion will result in a need for an additional seven parking spaces. Ms. Harris advised Black Forest Brewery advised they were going to provide two additional spaces on site. Ms. Harris further advised under current requirements, they will need 27 parking spaces which includes the bed

and breakfast, employees and the brew pub. Ms. Harris concluded her comments by advising she evaluated the property with the new zoning ordinance which resulted in the business needing 26 parking spaces to be in compliance.

Ms. Martin inquired if a business has an agreement with other private parking lots, does that fall under the category of compliant parking spaces; in which, Ms. Harris advised Black Forest is currently compliant under the existing ordinance. Ms. Harris further advised the facility is located in a residential high-density district; and within a residential district, you cannot use shared parking lots. Additionally, Ms. Harris advised Black Forest has asked for variances regarding parking; however, she does not have a lot of information on that request due to the application being vague. Ms. Harris concluded her comments by advising Black Forest applied under the old ordinance and that ordinance is what their request will be evaluated on.

Ms. Martin inquired if the new ordinance specifically states that shared parking spaces would not be compliant. Ms. Martin further stated an important point for the applicant to know is whether they are denied under the old ordinance, they can re-apply under the new ordinance which could possibly result in a different outcome. At this time, Ms. Harris referred to the proposed zoning ordinance which states, "... method of providing the spaces is guaranteed to be available during all of the years the use is in operation within 300 walking distance from the entrance of the principal use being served." Ms. Martin sought clarification regarding what "300 walking distance" means; in which, Ms. Harris clarified 300 feet walking distance.

Ms. Harris advised the applicant mentioned using a WellSpan parking lot located at the intersection of W. Fulton Street and S. Oak Street which is 585 feet from the front door of the facility. Ms. Harris further advised that long-term parking or employee parking can be up to 600 feet from the front door of the facility; however, the customer base needs to be within 300 feet.

Ms. Martin concluded her comments by advising she wants to make sure that businesses are being supported in terms of economic development.

Mayor Mowen, in referencing the new Zoning Ordinance, inquired if solar panels will continue to be permitted in residential areas; in which, Ms. Harris confirmed that ground-mounted solar panels in residential districts will be prohibited.

Mayor Mowen, in referencing Black Forest's parking requirements due to an expansion, stated he, "... is 100% in favor of supporting our businesses, but we have to remember that those houses were there long before that business was." Ms. Martin advised she agrees with what Mayor Mowen stated; however, her point to asking the question was to see if there was a change under the new ordinance versus the current ordinance because a lot of the time businesses and citizens need to understand that there could be a change and it could be advantageous.

Mayor Mowen further advised that residents have stated to him, "... they do not have a place to park when they come from work on a Thursday or Friday night because the early birds get there to the brew pub and we have to park up in front of Highland School and walk down."

President Rowe inquired about the prepared statement referenced in this discussion; in which, Mr. Thompson clarified the Solicitor will assist in the preparation of the statement to be distributed to Council for review.

President Rowe, in referencing the Ridge Avenue Tract, inquired if there is any chance of any stormwater runoff impacting properties that are within the Borough; in which, Ms. Harris responded, "... no ... because the transfer is going from one property in Ephrata Township to another which happens to have a little bit of it in Ephrata Borough at the top of the mountain."

President Rowe, in referencing the proposed Zoning Ordinance rewrite, advised she made a notation on August 8, 2019, that at the Lancaster County Planning Commission meeting there will be a discussion pertaining to the revised Ordinance. President Rowe inquired if the Commission's comments will be presented to Council prior to the vote. Ms. Harris advised the next Lancaster County Planning Commission meeting will be held on August 12, 2019; however, comments will be available by August 8, 2019. Ms. Harris advised once she receives the comments, she will place that information in the Dropbox.

#### Public Safety Committee

Mr. Ressler advised the 2019 Police Officer Hiring Process was presented by Lt. Shumaker. Currently, the EPD is fully staffed with two (2) projected retirements. One will be in May 2020 and the other is undetermined. The Ephrata Borough Police Civil Service Commission has just approved the new updates to our process (reference their July 2, 2019 report) which was presented along with costs and budgeting information. The Lancaster County Chiefs of Police hiring consortium is underway and is our source for applicant testing. The Committee was requested to approve an open hiring process that will allow us to consider non-certified and Act 120 certified applicants to ensure a broad applicant pool. The hiring process will be contingent upon final determined staffing - Unanimously approved by Committee- Action by Borough Council.

Mr. Ressler advised the 2019 Sergeant of Police Promotional Process and Staff Adjustments was presented by Lt. Shumaker. The Ephrata Borough Police Civil Service Commission has just approved the new updates to our Sergeant promotional process (reference their July 2, 2019 report) which was presented along with costs and budgeting information. The EPD currently has one unfilled Detective Sergeant position open and one forecasted Patrol Sergeant retirement (May 2020). Currently to assist with Patrol supervision and workload, a temporary position of Patrol Administrative Sergeant is being tested and proving extremely valuable. This position can be created by reassigning a police officer position to this with adjustment in staffing table. The project plan will be to promote two (2) to Sergeants starting in January 2020, one (1) in patrol and one (1) in investigations. The third (3) will be to replace a retiring Sergeant in May 2020. This process will **NOT** result in an increase in department staffing levels. Costs with projected twelve (12) candidates will be \$19,630.00 and budgeted in Training & Professional Development 01-20-201-4560 - Unanimously approved by Committee- Action by Borough Council.

Mr. Ressler provided an overview of the Discussion Items as listed on the Committee Report.

#### Highway Committee

Mr. Barr advised the Committee reviewed a June 20, 2019 e-mail from the Ephrata Area Education Foundation (EAEF) requesting to conduct a 5K Purple & Gold Color Run event. The Committee will recommend, as part of the Consent Agenda, that Borough Council conditionally approve the request subject to Chief Harvey's approval and establishment of an Incident Support Plan, Borough receipt of a satisfactory certificate of insurance naming the Borough as additional insured and notification to residents in the Lincoln Heights area impacted by the event at their August 12, 2019 meeting.

Mr. Barr advised the Committee reviewed a July 15, 2019 letter from Kim Stonebraker, representing Wellspan Ephrata Community Hospital, requesting to close Third Street between Ephrata Avenue and Penn Avenue. 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 and notification to residents along Third Street impacted by the road closure at their August 12, 2019 meeting.

Mr. Barr advised the Committee revisited discussions tabled at their June 24, 2019 meeting regarding a June 6, 2019 letter of requests from the Christmas in Ephrata Committee of Mainspring of Ephrata and heard from numerous downtown merchants concerning the events and the requested East Main Street closure time of 3:00 p.m. The Committee will recommend that Borough Council conditionally approve the requests at their August 12, 2019 meeting subject to Chief Harvey's approval and establishment of an Incident Support Plan, Borough receipt of a satisfactory certificate of insurance naming the Borough as additional insured, Borough receipt of a Special Events Permit issued by the Pennsylvania Department of Transportation to close a numbered state route, Mainspring of Ephrata attempt to reach out to Nancy Thompson at Uncle Funky's to help with her concerns alleviating her complaints on the day of the event, and that Ephrata Borough Public Works make new no parking signage that incorporates larger, easier to read text defining parking time restrictions.

Mr. Barr advised the Committee reviewed a July 6, 2019 e-mail from Lori Weaver, representing Boy Scout Troop 38, requesting to use the Ephrata Borough Office parking lot and the Major Winters Memorial Trail parking lot adjacent to East Fulton Street during the 2019 Ephrata Fair to park cars as a fundraiser. Councilperson Richard inquired if other organizations have had an interest in using Borough property for fundraisers during the Fair. No other organizations have made requests in the past. The Committee will recommend that Council conditionally approve the request as part of the Consent Agenda at their August 12, 2019 meeting subject to Borough receipt of a satisfactory certificate of insurance naming the Borough as additional insured.

Mr. Barr advised the Committee reviewed a July 2, 2019 e-mail request, from Curvin Zimmerman representing Pleasant Valley Mennonite Church of Ephrata, PA, to conduct a street meeting. The Committee will recommend that Council conditionally approve the request as part of the Consent Agenda at their August 12, 2019 meeting subject to Borough receipt of a satisfactory certificate of insurance naming the Borough as additional insured and proof of appropriate license to play music, produced by others, within a public right-of-way.

Mr. Barr advised the Committee was advised that two of the four pedestrian signal head replacements planned for 2019 will likely be required for replacement as part of future development

projects completed by others and should be postponed for future budget consideration as necessary. The Committee will recommend that Council defer replacement of pedestrian signal heads at the South Reading Road (SR 0272) & South State Street and East Main Street (SR 0322) & Bethany Road intersections at their August 12, 2019 meeting.

Mr. Barr advised the Committee heard from Project Manager Burkholder regarding previously requested priority installations for Emergency Vehicle Preemption (EVP) by several emergency first-responder agencies. Priority EVP installations are requested at the following intersections:

- West Main Street (SR 0322) & Market Street
- West Main Street (SR 0322) & Academy Drive
- South State Street & Fulton Street

Costs to complete the work are estimated at \$10,000 for engineering, design, permitting, biddable plans and specifications with construction costs estimated at \$40,000.

The Committee will recommend that Borough Council authorize an unbudgeted expenditure in the amount of \$9,825 funded from the unappropriated fund balance for pedestrian signal head replacements and award a professional services contract to Rettew Associates, Inc. of Lancaster, PA in the amount of \$9,825 for Traffic Engineering Services at their August 12, 2019 meeting.

Mr. Barr advised the Committee reviewed and discussed Comcast's plans to install underground cable in conduit within certain sections of Lincoln Heights Avenue and Marie Avenue. This is Comcast's initial submission consisting of 2,845 lineal feet and will be used as a template for future submissions totaling approximately 8.2 miles planned in defined areas throughout the Borough. Staff has reviewed and approved the plans as submitted. The Borough Solicitor has reviewed and approved the Street Opening and Cable System Construction Agreement as submitted. The Committee will recommend that Borough Council conditionally approve Comcast's plans known as Drawing No. 093192019A-1 last revised August 1, 2019 subject to a fully executed Street Opening and Cable System Construction Agreement and Borough receipt of a satisfactory Performance Bond at their August 12, 2019 meeting.

Mr. Ressler, in referencing the Christmas in Ephrata event, advised the 3:00 p.m. street closing time is the same time approved for last year's event. Mr. Ressler further advised the Committee was presented with the reasoning for the 3:00 p.m. start time being necessary.

Mr. Richard advised accommodations are being made for the 3:00 p.m. start time. Additionally, Mr. Richard advised the business owner who was upset about the start time walked out of the meeting choosing not to discuss her concerns any further.

President Rowe advised that one of the stipulations was that Mainspring would attempt to reach out to the business owner that was upset with the 3:00 p.m. street closure. President Rowe inquired if this has already taken place or will take place before the vote occurs; in which, Mr. Richard advised he will follow up on the matter.

Secondly, President Rowe requested to have the font size changed on the "No Parking" signs to alleviate the words "No Parking" being larger than the actual times that the parking restriction is in

effect. In conclusion of her comments, President Rowe inquired if it would be a possibility for the Committee to review a PDF file or a sample of the sign prior to them being posted; in which, Mr. Thompson advised he would ask Mr. Burkholder if he could provide a sample.

Municipal Enterprises Committee

Mr. Richard advised Borough Manager Thompson discussed a letter from McNees Wallace and Nurrick, the Borough's energy attorney, regarding the status of their ongoing review of the American Municipal Power documents related to the RICE Peak Shaving project. The legal review is being shared among the three subscribers, Hatfield Borough, Perkasio Borough and Ephrata Borough based on their percent of the total project output. The percent allocations are 21.77%, 34.68% and 43.55% respectively. The initial legal estimate was between \$10,000 and \$20,000. Due to the complexity of the documents they are estimating that they will require another \$7,500-\$10,000 to complete their review. The Committee will recommend that Borough Council authorize up to an additional \$10,000 to complete the review at the August 12, 2019 meeting. This authorization will cap the Borough's exposure at \$13,064.52.

Mr. Richard advised the Committee discussed amending the Borough Technical Requirements for Customer Owned Generation-Revised February 11, 2019 by replacing the true-up rate for excess energy from the Base Power Supply Cost (currently \$0.07358) to the Energy rate (currently \$0.08). The Committee will recommend that Borough Council approve the change to the technical requirements at their August 12, 2019 council meeting.

Mr. Richard advised PPL has signed off on the solar project. Mr. Richard advised there was a little glitch in the system which caused a brief service interruption resolved by the Borough's Electric Department. Mr. Richard noted that the issue will be taken care of by DEPCOM with the system being up and running by August 23, 2019.

Mr. Richard advised if the Borough is re-elected at AMP's September meeting, we will have an open seat on the AMP Board of Directors. Mr. Richard further advised that Mr. Thompson is recommending Nate Merkel as an alternate board member.

Mayor Mowen advised he went by the solar field today and inquired if there is an issue being working on; in which, Mr. Thompson advised crews are working on replacing some bellows.

President Rowe, in referencing the additional legal fees, advised the project was approved by Borough Council but that it was not a unanimous decision. President Rowe inquired if Council is required to approve these additional fees; in which, Mr. Thompson advised it was stated the maximum exposure was \$10,000-\$20,000 and since they are asking for additional funds to complete the original scope that it would be appropriate for Council to authorize the additional amount. Mr. Thompson advised the Borough's capped exposure is \$13,064.52 and thinks it would be appropriate for Borough Council to take action to authorize the additional amount for the legal review. President Rowe inquired as to what would happen if the majority of Council votes against the expenditure of additional funds; in which, Mr. Thompson advised they would stop at the amount authorized and we would obtain an incomplete review.

President Rowe confirmed with Mr. Thompson that the Committee asked to meet Mr. Merkel at their next meeting and requested that be added as an agenda item.

Community Services Committee

Ms. Martin advised the Committee reviewed a request from the Ephrata Church of the Brethren to use the trail for their annual Crop Walk to End Hunger on Saturday, October 19, 2019 from approximately 8:00 am to 12:00 p.m. There was some confusion on the procedure for approval since the inception of the WRRC. It's been determined that any multi-municipal annual event will be grandfathered in for the non-Sunday events. In addition, the "legacy" events will be reviewed and approved by the local municipality(s); however, the WRRC will need to be notified of the event to check for conflicts and to place it on their calendars. The Crop Walk is planned to walk a 5k loop between Fulton Street in Ephrata and Akron. The Committee will recommend that Borough Council approve the request at their August 12, 2019 meeting subject to the receipt of a Certificate of Insurance naming the Borough as an additional insured, approval from Akron Borough, and if required, an Incident Support Plan approved by the Chief of Police.

Ms. Martin advised the Committee agreed to move the following from a Discussion Item to an Action Item. The Committee reviewed the proposed design and locations for temporary signage along the trail that was presented by Kelly Withum. She suggested the temporary signage to see if it is effective and beneficial before spending a lot of money on permanent signage. Kelly is planning on surveying trail users and meeting up with bikers in the parking lots. The Committee requested that Kelly write up a summary of the discussion from this meeting and identify the locations for the temporary signage to have at the Work Session on August 5, 2019. Mainspring of Ephrata will also have to submit paperwork for a sign permit. The Committee will recommend that Borough Council conditionally approve the request at their August 12, 2019 meeting.

Ms. Martin provided an overview of the Discussion Items as listed on the Committee Report.

Vice President Reinhold, in referencing the 2019-2020 budgeted purchase of 30 additional chairs for the Ephrata Community Pool, advised he would like to see a larger number of chairs purchased as there is always an issue of how quickly the chairs are taken. Ms. Martin advised the topic will be discussed further at an upcoming meeting and she will make note of his request.

Personnel Committee

Vice President Reinhold advised the Borough Manager Evaluation Form and Self-Evaluation Form were discussed. President Rowe explained the rationale for using the simplified version rather than changing to a five-category with seven numerical values as was suggested at the last committee meeting. She explained the rationale would become clearer when the PMP Form (for Personnel Committee use) was discussed. President Rowe also explained to be implemented for 2019, the forms should be approved at the August meeting, mentioning a promise was made to the employees and council that she would attempt to simplify the process. Input was received from the employee whose evaluation would be completed using this form. The committee agreed the form was acceptable and will recommend council approve the Borough Manager Evaluation Form and Borough Manager Self-Evaluation Form at the August 12, 2019 meeting.

Vice President Reinhold advised the Chief of Police Evaluation Form and Self-Evaluation Form were discussed. The same procedure was followed for the first Action Item with input received from the employee whose evaluation would be completed using this form. The committee agreed the form was acceptable and will recommend council approve the Chief of Police Evaluation Form and Chief of Police Self Evaluation Form at the August 12, 2019 meeting.

Vice President Reinhold advised the Performance Management Process (PMP) Form, for use by the Personnel Committee, was discussed. President Rowe noted that the form was revised to reflect three performance levels instead of the seven used previously. After receiving comments and suggestions from the two employees in attendance, the committee determined the form was acceptable as prepared. The committee will recommend council approve the Performance Management Process Form at the August 12, 2019 meeting.

President Rowe, in referencing the PMP Form, advised she would like to propose a slight change to the language; further advising if the Committee is acceptable to it, she would like to request that the form be taken back to Committee for additional review. Vice President Reinhold advised that he is in agreement with President Rowe's request and the matter will be returned to the Committee for further discussion. President Rowe requested that item be removed from the Committee's Recommendations as it will be taken back to the Committee for further review.

President Rowe advised the next Personnel Committee will be held on August 19, 2019, at 7:30 PM.

#### Special Projects Committee

President Rowe advised the Special Projects Committee did not meet in July.

#### **Second Opportunity for Citizens to be Heard**

After allotting a brief time for further citizen comments and/or remarks and with no one in attendance approaching the podium, President Rowe turned to the discussion/announcements portion of the meeting.

#### **Discussion/Announcements**

Mr. Zimmerman advised this past Wednesday, both he and Ms. Martin attended a quarterly Boroughs' meeting in Elizabethtown. Mr. Zimmerman further advised the main presenter shared a lot of valuable information that is "out there for us to make use of." Mr. Zimmerman further advised the presenter highlighted the pros of collaborative efforts in talking with other Boroughs. Mr. Zimmerman concluded his comments by advising Ephrata Borough will be hosting the next quarterly meeting on Wednesday, October 23, 2019.

Mr. Zimmerman, in referencing the gateway signs, requested an update on the project; in which, Mr. Thompson advised that unfortunately there has not been a lot of interest in participation by local service groups. Mr. Thompson further advised only one service group submitted signs to display; however, we were holding off to insure the signs would be put in the right place based on responses from other participants. Mr. Thompson advised it is in the budget to physically replace the three existing signs and it may be a good idea to send another notice in the near future to see if there is new interest in participation.

Ms. Martin, in referencing Mr. Zimmerman's comments regarding the quarterly Borough's meeting, the presenter was Ezra Rothman who is relatively new to the organization. Ms. Martin stated that Mr. Rothman is "... all about the Boroughs and using them to drive economic development in the Commonwealth." Ms. Martin invited members to attend an upcoming luncheon on this subject matter being held on September 17, 2019, from 11:30 a.m. to 1:00 p.m.

Ms. Martin advised that earlier this year, Ms. Withum, Mainspring of Ephrata, reached out to F&M College and completed a project with students regarding their thoughts as to would help Ephrata in our economic development efforts. Ms. Martin further advised that the students put forth a lot of effort and invited members to attend the presentations by the students to be held on Wednesday, August 7, 2019, at 2:00 p.m. at F&M College.

Mr. Richard advised he had the opportunity to attend the Borough's picnic held this past Saturday. Additionally, Mr. Richard advised the Ephrata Cloister Associates held their annual ice cream social which was well attended by both local residents as well as a large number of people from out of town.

Vice President Reinhold extended his appreciation to the Borough for a quick turnaround regarding the street light issue at his residence. Mr. Thompson advised that there are currently 900+ lights within the Borough that have not been changed to LED; however, the goal is for these lights to be changed out within the next 18 months.

Vice President Reinhold inquired if curbs are marked with yellow paint; in which, Mr. Thompson advised they are not and have not been done for approximately 15-20 years. Vice President Reinhold inquired as to how parking is affected due to this not being done; in which, Mr. Thompson advised in the Motor Vehicle Code it identifies the distance to park from a curb which every licensed driver is supposed to know. Vice President Reinhold inquired if people are given notices informing them of that information; in which, Lt. Shumaker advised after an officer looks at the issue at hand, they may or may not issue a written warning to the owner of the vehicle.

Vice President Reinhold concluded his comments by providing information requested by President Rowe regarding the navigation of the Borough's website. Vice President Reinhold advised he was able to locate the Personnel Committee's meeting minutes are on the website. Vice President Reinhold further advised he can view the meeting minutes in the standard mobile app view in four clicks and in the website view in three clicks and offered help to those who need additional assistance in the navigation process. President Rowe extended her appreciation to Vice President Reinhold for his offer of assistance.

Mayor Mowen advised there is currently an ordinance in place that travel trailers can legally be parked on a street for 24 hours. Mayor Mowen further advised he would appreciate additional review of that ordinance as he has knowledge of a resident going through the legal process which ended in a citation being issued; however, the resident continues to remain parked along the street. Mayor Mowen advised it is his belief that the present fine is a lessor amount than what it would cost the resident to place the travel trailer in storage. Mayor Mowen concluded his comments by stating,

“... if that is true, he feels the ordinance needs to be revised.” President Rowe requested that the matter be added to the next Highway Committee’s meeting agenda.

Mayor Mowen advised he received a letter from a Maryland resident who recently spent time in Ephrata. Mayor Mowen read the letter to those in attendance which stated many positives about Ephrata and our residents. Mayor Mowen advised he will respond and thank them for their letter.

Mayor Mowen, in referencing communications received from Josh Collins, Coalition Against Big Trucks (CABT), advised we have been asked to send letters to various leaders (Smucker, Toomey, etc.) in opposition of this proposal. President Rowe advised this matter was previously discussed by the Highway Committee and voted on. Mr. Ressler clarified a general letter of support was sent; however, individual letters were not sent regarding this matter. President Rowe requested this topic be added to the next Highway Committee’s meeting agenda.

Mr. Thompson informed Council that Ms. Harris will be substituting for him at next week’s meeting.

**Adjournment**

It was motioned by Mr. Barr, seconded by Mr. Zimmerman, to adjourn the meeting. The meeting was adjourned at 8:33 p.m.

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D. Robert Thompson, Secretary