

DECEMBER 20, 2017
WAYNESBORO, PA 17268
REGULAR MEETING

Council President C. Harold Mumma called the regular meeting of the Waynesboro Borough Council to order at 7:30 p.m. with the following in attendance:

Council Members – Delmos Oldham, Patrick Fleagle, Niccole Rolls, C. Harold Mumma, Chad Rooney and Michael Cermak

Mayor Richard Starliper

Junior Councilperson – Arianna Taylor and Sophie Van Gilder

Borough Staff – Jason Stains, Borough Manager
Denny Benshoff, Maintenance Superintendent
Dan Sheffler, Zoning-Code Enforcement Officer
Kevin Grubbs, Head of Engineering Services
Sam Wiser, Borough Solicitor (Salzmann Hughes, PC)
S. Leiter Pryor, Director of Borough Utilities
Andy Zeigler, Police Sergeant
Shawn Adolini, Fire Chief

PLEDGE OF ALLEGIANCE: Mayor Starliper led those present in the Pledge of Allegiance.

PRESENTATIONS/PROCLAMATIONS/RECOGNITIONS: Mayor Starliper presented a Proclamation to Tom McCloud, Chairman of the Shade Tree Commission, proclaiming December 20, 2017 as Arbor Day in the Borough of Waynesboro.

EXECUTIVE SESSION: President Mumma noted that Council will hold an executive session at the end of this meeting for the purpose of discussing personnel and code enforcement issues. No action is anticipated to be taken following the executive session.

**COMMITTEE REPORTS AND VOTING ON ITEMS FROM COMMITTEE REPORTS
(AS NEEDED)**

PERSONNEL COMMITTEE: Councilman Cermak acknowledged receipt of favorable performance evaluations for Denny Benshoff, Tyler Grove, Peggy Martin and D'Lynn Scheeler. No action was required.

Councilman Cermak made a motion to approve the extended retirement date for Denny Benshoff to March 1, 2018. Councilman Rooney seconded; the motion passed unanimously.

Councilman Cermak made a motion to approve a step increase for Donald Kaiser to salary level 6D, effective 01/22/2018. Councilman Rooney seconded; the motion passed unanimously.

Councilman Cermak made a motion to approve a step increase for S. Leiter Pryor to salary level 22C, effective 01/02/2018. Councilman Rooney seconded; the motion passed unanimously.

Councilman Cermak made a motion to reappoint Samantha Hepler to the Recreation Board; said term to expire on 12/31/2022. Councilman Rooney seconded; the motion passed unanimously.

Councilman Cermak made a motion to reappoint Lee Layman to the Waynesboro Borough Authority; said term to expire on 01/01/2022. Councilman Rooney seconded; the motion passed unanimously.

Councilman Cermak made a motion to reappoint Jon Dennis Sr. to the Zoning Hearing Board; said term to expire on 01/01/2022. Councilman Rooney seconded; the motion passed unanimously.

Councilman Cermak made a motion to reappoint Jon Fleagle to the ADA Grievance Committee; said term to expire on 01/06/2020. Councilman Rooney seconded; the motion passed unanimously.

Councilman Cermak made a motion to reappoint O. June Mumma to the Vacancy Board; said term to expire on 01/06/2020. Councilman Rooney seconded; the motion passed 5-0 (Councilman Mumma abstained).

PROPERTY AND PUBLIC SAFETY COMMITTEE: No report. Councilman Rooney noted that the next Property Committee meeting will be held on 01/04/2018 at 6:00 p.m.

STREET COMMITTEE: Councilwoman Rolls noted that the Street Committee received a request for removal of the handicapped parking space in front of 231 W. Second Street, as the individual who requested it has passed away. She made a motion for approval. Councilman Cermak seconded; the motion passed unanimously.

The next Street Committee meeting will be held on 12/28 at 6:30 p.m.

INTERGOVERNMENTAL COMMITTEE: Councilman Fleagle noted that he attended the Franklin County Emergency Services Alliance meeting on 12/09, during which discussion centered around box cards (which the Fire Chief will pursue) and possible loss of the 400 MHz band utilization for emergency service radios. In addition, they will

be requesting bids for a comprehensive study of emergency service agencies in Franklin County, in an attempt to improve the issue of volunteerism. Mr. Fleagle noted he also attended a meeting with the Police Chief regarding the Franklin County Hazard Mitigation Plan, which will enable municipalities to have access to certain grants and funding through FEMA and PEMA. This item is on the agenda for Council's action later in the meeting.

DOWNTOWN REVITALIZATION COMMITTEE: No report.

FINANCE COMMITTEE: President Mumma noted he is hopeful that Council will approve the 2018 Final Budget later in this meeting.

RECREATION BOARD: Councilman Rooney noted that the next Recreation Board meeting will be held on 01/24 at 6:30 p.m., at which time they will discuss proposed changes to the Northside Pool Rules and Regulations, the 5K and 10K route options, and Rotary Park enhancements being proposed by the Rotary Club.

MAYOR'S REPORT: Mayor Starliper welcomed Gracie Vaughn, Sarah Sasscer and Chance Eyler, who were in attendance as a requirement of their Civics Class at the high school.

The Mayor's Report was as follows –

- On December 7th, I attended the Burns Hill Cemetery Board meeting.
- On December 8th, I attended the Waynesboro Chamber's Breakfast hosted by the Drew Michael Taylor Foundation.
- On December 12th, along with Chief Sourbier, I attended a meeting hosted by Doug Harman from the FCVB in reference to being in a program entitled "Certified Tourism Ambassadors".
- On December 16th, I attended the Waynesboro Fire Police annual Christmas banquet. We thank them for all that they do.
- On December 20th, a proclamation was presented to Tom McCloud, Virginia Ingels and Harry Morningstar Jr. (members of the Shade Tree Commission) for Tree City USA.

SOLICITOR'S REPORT: No report.

DIRECTOR OF UTILITIES' REPORT: No report.

JUNIOR COUNCILPERSONS' REPORT: Arianna Taylor reported that she and Sophie Van Gilder have been working on an "Adopt a Park" program, similar to PENNDOT's program regarding roads. Different organizations could sign up to adopt a park and would be responsible for various aspects of maintaining the park. Applications would be submitted to the Junior Councilpersons for review and presentation to the Recreation and final approval by Borough Council. She noted that they will meet with the

Recreation Board in the near future to discuss the details. They are hopeful that the program will be implemented by March or April of 2018.

MANAGER'S REPORT: The Manager's Report was as follows –

- I recently spoke with Chambersburg's Borough Manager regarding their rental inspection program and that it was being used by the Downtown Revitalization Committee as a model for Waynesboro. Jeff Stonehill informed me that they have found some issues in their program as well as some potential case law which is going to require some changes to their current program. Mr. Stonehill informed me that Chambersburg is taking all of 2018 to revamp their program and that he will communicate the changes with me as they occur throughout the year. I will communicate those changes to the Downtown Revitalization Committee as they occur.
- Our inter-municipal agreement with Chambersburg to be part of their Board of Health is moving forward and should be voted on in January.
- We have an updated schedule for the Memorial Park Project which is as follows:
 - (a) Early January, plan submission to DCNR for review;
 - (b) End of January, receive comments from Franklin County Conservation District and DCNR;
 - (c) Mid-February, receive formal approval from DCNR to proceed;
 - (d) February 16, 2018, bid project;
 - (e) March 16, 2018, receive bids;
 - (f) March 21, 2018, tentative recommendation to Council;
 - (g) March 26, 2018, Notice of Award to contractor;
 - (h) April – October, construction period.
- Per their request, we have submitted a modified budget to DCED for the Multi-Modal Fund award. We believe that we will be able to complete Phase 1 of the project with the award amount, which will be the lighting on the south side of Main Street between Broad Street and Franklin Street. We are still waiting to hear results from the TAP Set-Aside Program.
- Unfortunately we did not receive funding from the Franklin County Tourism Grant Program for the continuation of the walking trail through Renfrew to connect to Otterbein Park. Renfrew has applied to the Waynesboro Beneficial Fund for assistance with this project. On some days, the Ed Miller Walking Trail is seeing over 100 people using the trail.
- Our DCED consultant is reviewing the possibility of borrowing money for street improvements and will have more information for Council in January. He may request a special Street Committee meeting to weigh several options.

PUBLIC COMMENTS – AGENDA ITEMS: Visitors desiring to comment on a particular agenda item will be recognized by the President to speak when the topic is being discussed.

PUBLIC COMMENTS – NON-AGENDA ITEMS: None.

CONSENT AGENDA: Councilman Fleagle made a motion to approve the Consent Agenda, as follows –

- A. Award of Bids – Sale of Vehicles
- B. Approval of Minutes as Presented – December 6, 2017 (Public Hearing and Regular Meeting)
- C. Pay Bills – Check Details dated 12/12 and 12/18

Councilwoman Rolls seconded; the motion passed unanimously.

UNFINISHED BUSINESS

S. PHILLIPS AVENUE TREES: In conjunction with the Shade Tree Commission, Manager Stains noted that the Borough's engineering staff has reviewed the trees on S. Phillips Avenue and have provided a map to Council indicating the trees that would need to be removed and trimmed. Several options exist for this work –

1. Trimming of the trees - \$1,500
2. Borough Maintenance Department to cut all trees down - \$2,400
3. Bierd's Tree Service to grind stumps - \$1,200
4. Bierd's Tree Service to cut all trees down and grind stumps - \$3,200

Councilman Fleagle made a motion that the trees be removed/trimmed (by Borough employees, with guidance from Tom McCloud), in accordance with the map provided and to the required ordinance heights (8' over sidewalks and 14' over streets). Councilman Oldham seconded. It was noted that the stumps from the trees removed will be dealt with in the spring.

A member of the audience asked when the trees will be trimmed and how often. Tom McCloud noted he would expect that minor trimming would be required again in two (2) years. President Mumma added that, as the trees continue to grow, they will be removed and nothing will be replanted in their place. Solicitor Wisner suggested that the Street Committee review the matter and perhaps make suggestions on what can be planted by residents in the area where the trees are removed.

A vote was called and the motion passed unanimously.

ADOPTION OF 2018 FINAL BUDGET: Mr. Stains noted that Council adopted the 2018 tentative budget at their last meeting. Since then, the budget has been placed on public display and advertised in accordance with the Borough Code for consideration at this meeting. Councilman Oldham made a motion for approval. Councilwoman Rolls seconded. Mr. Stains added that there was late feedback on a particular line item of the tentative budget, that being 01-400-421 (Association Dues and Conventions) in the amount of \$15,000. He has reviewed the line item in depth and suggested that it could

be cut to \$10,000 if Council so desires. If items arise later that would necessitate additional funds, it could be modified at that time. He clarified that the tentative budget would not have to be re-advertised, as this is a de minimis change. Councilman Oldham then made a motion to approve the 2018 Final Budget with a reduction in line item 01-400-421 to \$10,000. Councilwoman Rolls seconded; the motion passed unanimously.

ADOPTION OF 2018 TAX ORDINANCE: Mr. Stains presented the proposed 2018 Tax Ordinance for Council's action. Councilman Oldham made a motion to adopt the proposed 2018 Tax Ordinance, as presented. Councilman Cermak seconded; the motion passed unanimously.

ORDINANCE NO.

AN ORDINANCE OF THE BOROUGH OF WAYNESBORO, COMMONWEALTH OF PENNSYLVANIA, fixing the tax rate for the fiscal year 2018.

Complete copy on file at Borough Hall.

NEW BUSINESS

ENDORSEMENT OF MAYOR TO RUN FOR OFFICE OF SECOND VICE-PRESIDENT OF THE PENNSYLVANIA STATE ASSOCIATION OF BOROUGHES (PSAB): Council members received a copy of proposed correspondence from Mayor Starliper to PSAB. Mr. Stains noted that Mr. Starliper has been active in the organization since 2005 and is interested in submitting his name to run for election as Second Vice-President of PSAB this summer. He explained that anyone seeking election must obtain approval from Borough Council. Councilwoman Rolls made a motion for approval. Councilman Rooney seconded; the motion passed unanimously.

APPROVE PURCHASE OF TWO (2) AED'S FOR WATER AND WASTEWATER TREATMENT PLANTS: Mr. Stains noted that all Borough facilities, with the exception of the Water Treatment Plant and the Wastewater Treatment Plant, currently have AED's. (The Water Treatment Plant shares one with Northside Pool.) This deficiency was discussed at the last Safety Committee meeting, and a price of \$1795 each has been received to purchase equipment like the other facilities have. Mr. Stains added that employees receive training on the AED's as part of their CPR training. Councilman Oldham made a motion for approval to purchase the needed equipment. Councilman Cermak seconded; the motion passed unanimously.

APPROVE RESOLUTION NO. 2017-25 (2018 FEE SCHEDULE): Mr. Stains presented proposed Resolution No. 2017-25 to establish the 2018 Fee Schedule for Borough services. Councilwoman Rolls made a motion for approval. Councilman Oldham seconded; the motion passed unanimously.

RESOLUTION NO. 2017-25

WHEREAS, the Borough of Waynesboro, from time to time, may adopt new fees and/or change fees charged for Borough services, and

WHEREAS, many of the enabling Ordinances permit the adoption of fees by Resolution,

Complete copy on file at Borough Hall.

APPROVE RESOLUTION NO. 2017-26 (FRANKLIN COUNTY HAZARD MITIGATION PLAN MUNICIPAL ADOPTION): Mr. Stains noted that Councilman Fleagle briefly mentioned the Franklin County Hazard Mitigation Plan earlier in the meeting. All municipalities in Franklin County are requested to vote in favor of the Mitigation Plan established by Franklin County in 2014, to assist the County in receiving funding from FEMA and PEMA when necessary. Councilman Fleagle made a motion for approval. Councilman Rooney seconded; the motion passed unanimously.

RESOLUTION NO. 2017-26
FRANKLIN COUNTY 2014 HAZARD MITIGATION PLAN

Complete copy on file at Borough Hall.

TIME EXTENSION REQUEST (GREATFUL STATE PARTNERSHIP, LLC): Kevin Grubbs advised that Byers & Runyon Surveying, LLC are working with Greatful State Partnership, LLC on their proposed subdivision E. Third Street. They plan to seek a variance from the Zoning Hearing Board, and are requesting a 90-day time extension in order to make application. Councilman Rooney made a motion for approval. Councilman Fleagle seconded; the motion passed unanimously.

FOR INFORMATION ONLY

CHRISTMAS TREE COLLECTION: Mr. Stains announced that Waste Management will be collecting Christmas trees at curbside during the week of 01/22 thru 01/26 on residents' normal trash collection day.

PRESS QUESTIONS: None.

COUNCIL AND STAFF COMMENTS: Councilman Rooney thanked the high school students for their attendance at this meeting, and advised that he will be looking to replace both Junior Councilpersons for the next school year. Information and applications are available at the high school. In addition, Mr. Rooney noted that he and Councilman Cermak intend to hold public information forums for constituents of the first ward at several locations in 2018. Additional information will be forthcoming.

In addition to many wishes for a Merry Christmas and Happy New Year voiced from Council members, Councilman Cermak also recognized those individuals who serve in

the emergency services and military who may be celebrating the holidays away from home.

Bill Kohler (Mainstreet Waynesboro, Inc.) gave a reminder of the upcoming "Borough Blast" on New Year's Eve from 5-7 p.m. at the Main Street Park. In addition, he invited Councilmen Rooney and Cermak to use Main Street Park for one of their informational forums mentioned previously.

As this was his last full Council meeting, Councilman Oldham noted appreciation to his constituents for their support over the years.

Mayor Starliper reported that Charles Beal will be retiring from the Waynesboro Fire Police. Councilman Cermak made a motion to accept his resignation. Councilman Oldham seconded; the motion passed unanimously.

Having no further business to discuss, the meeting adjourned to an executive session at 8:13 p.m. to discuss personnel and code enforcement issues. They reconvened to regular session and adjourned the meeting at 8:45 p.m.

Respectfully Submitted,

Melinda S. Knott
Borough Secretary