

FEBRUARY 4, 2015
WAYNESBORO, PA 17268
WORKSHOP MEETING

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

Borough Council Members – Benjamin Greenawalt, Delmos Oldham, Darrel Potts, C. Harold Mumma, Hans Bader and Michael Cermak

Mayor Richard Starliper

Borough Staff – Jason Stains, Borough Manager
Dan Sheffler, Zoning-Code Enforcement Officer
Kevin Grubbs, Head of Engineering Services

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

EXECUTIVE SESSION: Council adjourned to executive session at 7:31 p.m. for the purpose of discussing personnel matters and returned to regular session at 7:52 p.m.

EMPLOYEE DONATION OF SICK LEAVE: Councilman Cermak made a motion to allow non-uniformed employees to donate sick leave to a co-worker in need (this is permitted on a case-by-case basis only). Councilman Greenawalt seconded; the motion passed unanimously.

APPOINTMENT OF OPEN RECORDS OFFICER: In keeping with past practice, Council President Mumma recommended that Jason Stains (Borough Manager) be appointed as the Borough's Open Records Officer. Councilman Cermak made a motion for approval. Councilman Bader seconded; the motion passed unanimously.

TRAFFIC AND PARKING REGULATIONS ORDINANCE: Kevin Grubbs noted that Council members received copies of the proposed ordinance amendment regarding traffic and parking regulations approved in 2014. The document has been reviewed by the Solicitor and Street Committee, and no changes were recommended. Councilman Greenawalt made a motion to authorize advertisement of the proposed ordinance for Council's consideration at their 02/18 meeting. Councilman Cermak seconded; the motion passed unanimously.

BRICK WALL IN FRONT OF BOROUGH HALL: Jason Stains reminded Council that, several months ago, a car had drifted down Main Street and knocked down approximately 1/4 of the brick wall in front of Borough Hall. The previous Borough Manager had discussed the matter with the vehicle owner's insurance company, and

provided them with a bid from GRC. GRC gave three (3) options in their bid – one for repair of the area damaged only, one for the entire wall, and one for the entire wall plus planter. A second price quote, from Michael Benedict Construction, was also discovered recently while cleaning out Mr. Hamberger’s office. Mr. Stains noted that the insurance company was requested to replace the entire wall so the bricks would look similar, but they have not yet given approval for any work to proceed. He asked Council how they would like him to proceed with the matter.

After discussion, Councilman made a motion to direct Mr. Stains to obtain three (3) price quotes from masonry contractors to replace the entire wall. Councilman Cermak seconded; the motion passed unanimously.

2014 END-OF-YEAR (ROUGH) GENERAL FUND: President Mumma suggested that Council not spend a lot of time discussing the figures received, as they are very “rough” and there are issues with the computer system. He suggested deferring the matter until after a software upgrade has been installed. Council concurred.

CONSTRUCTION PARKING IN FRONT OF LIBRARY: Mayor Starliper stated that none of his officers are going to ticket construction vehicles on Main Street doing work for the Borough on Borough property. Mr. Stains noted that GRC is working on the front entrance of the library, which is currently closed to the public; and that is why they are parking along Main Street. The rear entrance to the library is now open and the public is utilizing the parking lot in the rear.

Councilman Oldham noted that GRC’s vehicles (on occasion) have been parked halfway into the handicapped parking space, which is not permitted. Councilman Greenawalt added that it would have been proper for GRC to request permission to park in the metered parking spaces on Main Street. Councilman Cermak commented that the contractors should be able to park on Main Street (where they are working) to allow patrons to utilize the rear entrance, which is the only entrance presently open. President Mumma stated that it is not a problem for the contractors to park out front, because the library’s front entrance is closed and patrons can use the back.

RESOLUTION RE: TRASH/RECYCLING REGULATIONS: Dan Sheffler noted that most of the current resolution pertains to the Borough’s waste collection contractor. He noted that “curbside” should be changed to “public right-of-way” when regulating the placement of trash containers. In addition, the resolution contains no penalty for violations and does not address the time when containers can be placed out for collection. Mr. Sheffler added that some properties may not have sufficient room to pull the trash containers back, which is also a problem.

Councilman Cermak suggested that the matter be tabled until Council’s next meeting to allow everyone time to consider various options. Council concurred.

EMPLOYEE HANDBOOK: Mr. Stains noted that the current Employee Handbook had not been revised since 1999. The Personnel Committee took several hours to review

the policies and procedures contained in the Handbook, and the version Council members received recently was a result of that review. In addition, the Solicitor's office also reviewed the document and suggested several modifications – copies of their marked-up version were provided to Council members at this time. He suggested that Council could either review and discuss the Handbook now, or review it at their leisure and it can be placed on the agenda for the next meeting.

Councilman Greenawalt commented that he doesn't agree with the current practice of increasing an employee to step C of the next level when they have reached the end of their current level. After explanation of the formula within the salary schedule, it was clarified that that increase is only 2% (the same as all other increases from step to step).

Councilman Oldham suggested that Council consider a time clock system for employees, instead of the time cards currently utilized. After discussion on the merits of such an expense, Councilman Cermak commented that it may be more cost-involved than it is worth ... but it is something that could be considered (if necessary) in the future. It was also noted that if an employee is abusing time, the matter should be discussed with their supervisor.

Updated copies of the Employee Handbook will be provided to Council for discussion at the next meeting.

REVIEW OF ZONING ORDINANCE AND SUBDIVISION/LAND DEVELOPMENT

ORDINANCE: President Mumma noted that the Planning Commission has spent two (2) years reviewing these documents; and he suggested that each Councilman read them page-by-page.

Mr. Grubbs noted that the copies provided are “unofficial copies”. He reviewed the time line to be followed for adoption of each, to include numerous meetings and hearings for public comments. Copies of each have been placed on public display in Borough Hall's front lobby, the Alexander Hamilton Memorial Library, the Greater Waynesboro Chamber of Commerce, Washington Township Municipal Office and on the Borough's website. A copy has also been forwarded to the Franklin County Planning Commission for review/comment.

It was suggested that a workshop be held for the sole purpose of reviewing these documents.

COUNCIL AND STAFF COMMENTS: Mr. Stains commented that he likes the workshop format – it is a nice way to converse with the public in a less formal setting, and is a good way to talk through various issues.

Councilman Cermak reported that he is registered to attend an Ethics class the following week, at which time several specific items will be addressed – those include a Council member voting on items that result in money in his pocket and a Council member threatening a Borough employee for doing his job. He will report back to Council on the

information he obtains.

Kevin Grubbs asked that Council keep in mind the longevity of many of the Borough's employees when discussing proposed policies for the Employee Handbook.

Scott Hershberger (Mainstreet Waynesboro, Inc.) reminded Council that the "Night at the Races" event will be held on 02/07, and they have sold 250+ tickets so far. Many local businesses have donated items for prizes. He also noted that they have removed two (2) of the "Welcome to Waynesboro" signs (by Buchanan Automotive and on S. Potomac Street), as they are being renovated and will be replaced. Landscaping, etc. will also be done around the signs in the spring. Mr. Hershberger also noted that Carrie Giauque, the historic preservationist hired to assist with the National Register endeavor, has begun photographing properties throughout the Borough as part of the application process.

Councilman Greenawalt agreed that the workshop format is a good idea.

Councilman Oldham congratulated Jason Stains on his appointment as Open Records Officer for the Borough. He asked that the Police Chief's monthly report be included in each Council member's meeting packet, as that is an Open Record. Mayor Starliper noted that it is available for viewing in his office.

Mayor Starliper noted that he received information from a downtown business owner regarding "perilous crossings" in Orlando, FL, which is the #1 most dangerous city for pedestrians in the United States. The article mentions that "you need to start somewhere" ... he noted that Waynesboro has made that start, and additional equipment will be available when the approved grant money is received.

PRESS QUESTIONS/COMMENTS: None.

Having no further business to discuss, the workshop adjourned at 9:00 p.m. on a Greenawalt/Oldham motion which passed unanimously.

Respectfully Submitted,

Melinda S. Knott
Borough Secretary