

APRIL 1, 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.

PERSONNEL COMMITTEE: Councilman Cermak noted that he received several favorable performance evaluations, as follows --

- Gary Zentmyer – no action was required.
- Chris Eyler – Councilman Cermak made a motion to approve a step increase to salary level 9D. Councilman Greenawalt seconded; the motion passed unanimously.
- Tom Simmers – Councilman Cermak made a motion to approve a step increase to salary level 11E. Councilman Greenawalt seconded; the motion passed unanimously.

REQUEST FROM COMBINED VETERANS COUNCIL FOR MEMORIAL DAY PARADE (MAY 25TH AT 9:00 A.M.): Councilman Greenawalt made a motion for approval. Councilman Cermak seconded; the motion passed unanimously. Mayor Starliper noted that the Fire Police will be assisting with this event.

REQUEST FROM BROTHERS OF THE BRUSH FOR JULY 4TH PARADE (JULY 4TH AT 10:30 A.M.): Councilman Greenawalt made a motion for approval. Councilman Oldham seconded; the motion passed unanimously. Mayor Starliper noted that the Fire Police will also be assisting with this event.

BOND REDUCTION REQUEST #3 - MARTIN'S FOOD: Kevin Grubbs noted that J. C. Bar Properties, developer for the Martin's Food Store, is requesting a bond reduction from the current amount of \$1,164,005.24 to \$997,243.73. All the improvements indicated have been completed; and the request has been reviewed by Solicitor Wisser.

Councilman Greenawalt made a motion for approval. Councilman Bader seconded; the motion passed unanimously.

TRAFFIC SIGNALS FOR MARTIN'S FOOD STORE ENTRANCE: Kevin Grubbs reported that the planned Grand Opening at Martin's Food Store is 06/12. The traffic signals at Sunnyside Avenue and Main Street, however, may not be in place at that time. All PENNDOT requirements have been met; and discussion followed regarding the necessary turn lanes into the shopping center. Mr. Grubbs noted it may be best to wait to paint the turn lanes on the pavement until the traffic signals are in place.

Councilman Cermak asked if the signals are a requirement for an occupancy permit to be issued. Mr. Grubbs noted that the signals are a separate issue ... and as long as the interior improvements are completed, there shouldn't be a problem with issuing an occupancy permit. Mr. Cermak suggested that a temporary occupancy permit (expiring in 30-60 days) be issued until the signals are installed.

MAINTENANCE ASSISTANCE AT RENFREW PARK: Mr. Stains noted that he was contacted by David Hykes (RCI Board member) regarding assistance with this project. He had apparently discussed the matter with former Borough Manager Lloyd Hamberger, but their verbal agreement had not been passed on to Mr. Stains. Accordingly, he asked for Council's direction on the matter.

Mr. Hykes explained their agreement – that RCI would pay for the necessary materials, the Borough's Engineering Department would prepare the project specifications, and the Borough's Maintenance Department would assist with labor and equipment. He described the necessity for the work and outlined details of the project, adding that WTMA has graciously waived the appropriate connection fees. As the property is owned by the Borough, he asked for cooperation.

Councilman Cermak made a motion to approve cooperative efforts as discussed. Councilman Bader seconded; the motion passed unanimously.

GOLF COURSE DIRECTIONAL SIGN: Jason Stains noted that Dan Baker (operator/lessee at the golf course) had obtained authorization from Lloyd Hamberger to replace three (3) directional signs with a new one at the corner of Cemetery Avenue and S. Potomac Street (on cemetery property). Since the new sign has been erected, however, it has created sight distance problems. After investigation, it was determined that the sign is inside the sight triangle required by the Zoning Ordinance and will need to be moved. Mr. Baker was contacted regarding this issue, and is exploring possibilities of relocating the sign to another property. Dan Sheffler suggested that the sign could be moved 6' to the south (still on the cemetery's property), and will work with Mr. Baker to ensure proper relocation. Mr. Sheffler added that this is not considered an off-premise sign because it is Borough-owned property. Council concurred.

DOG ORDINANCES: Jason Stains noted that he reached out to Andy Moats, but he was unable to be in attendance at this meeting. However, discussion should begin on

the Dog Ordinance. He obtained information from other municipalities, which was sent out to Council, and has talked with Gettysburg's Borough Manager regarding their regulations. Their view is that no individual in the Borough may own more than four (4) dogs ... and that is in their Zoning Ordinance. They feel that any more than four (4) is a kennel, which is allowed by right in their Industrial zone and by special exception in their General-Commercial district. In addition, in comparison with other municipalities' fines, Waynesboro's are "light".

Stephen Monn, a member of the audience, suggested utilizing the Borough's current Noise Ordinance which contains fines of not less than \$50 nor more than \$300, or imprisonment of not more than 30 days in lieu of this payment. The ordinance indicates that if a dog makes noise for more than ten (10) minutes without aggravation, violators can be fined accordingly. Dan Sheffler stated that sliding scale fines are determined by the District Magistrate, and he suggested a better solution would be to define specific fines for each offense. Discussion followed regarding whether or not the police officers must be present when the dog(s) bark for 10+ minutes. Mayor Starliper noted he will discuss the matter with the Police Chief and report back.

Nicole Rolls, another member of the audience, noted that the PA Department of Agriculture's website contains a statement that if ownership of any of the "25 dogs" is transferred, that would make it a kennel (which would be a violation in the Borough). Jason Stains reported that this property, in particular, has been fined in the past by the Dog Warden and cited as a kennel because they had puppies.

After further discussion, it was suggested that Mr. Stains discuss the assignment of fines with the Solicitor and prepare a draft amendment to the current Noise Ordinance for further discussion. In addition, Council should decide the maximum number of dogs they want permitted in the Borough - and this can be addressed by a stand-alone ordinance following adoption of the new Zoning Ordinance. Mr. Stains was reminded to keep Andy Moats informed of these actions.

ZONING ORDINANCE AND SUBDIVISION/LAND DEVELOPMENT ORDINANCE (SALDO) REVIEW:

Mr. Stains noted that Council has received copies of these proposed documents for review/discussion, and Kevin Grubbs drafted a timeline for actions (which is currently being reviewed by the Solicitor) -

- 04/01/2015 - Borough Council informal review of revised Zoning and SALDO Ordinances
- 04/15/2015 - Borough Council to formally submit Zoning and SALDO Ordinances to the Waynesboro Planning Commission for final review, and to the Franklin County Planning Commission and Washington Township.
- 05/11/2015 - Waynesboro Planning Commission to review Zoning and SALDO.

- 06/17/2015 - Borough Council to approve advertisement of the public hearing scheduled for 07/15/2015 (ad to run on 06/30 and 07/07)
- 07/15/2015 - Public Hearing (Time TBD); Council could adopt the ordinances at their regular meeting that evening. Copies are then provided to the Franklin County Planning Commission and Law Library for public review before 08/14/2015.

It was noted that the proposed ordinances are currently on display on the Borough's website, in Borough Hall's lobby, at the Alexander Hamilton Memorial Free Library, at the Franklin County Planning Commission Office, at Washington Township's Municipal Office, at the Greater Waynesboro Area Chamber of Commerce Office and at Mainstreet Waynesboro Inc.'s Office.

INVITATION TO UPCOMING CFCBA MEETING: Mr. Stains noted that Council members received an invitation to the upcoming Cumberland-Franklin County Boroughs' Association meeting to be held on 04/30 in New Cumberland.

PRESS QUESTIONS/COMMENTS:

Jennifer Fitch, Herald Mail

Question: With regard to the turning lanes at Martin's Food, was there only one (1) turning lane or one for each direction?

- Mr. Grubbs noted there is a turn-lane, a straight-thru lane and a dedicated right-turn lane on both sides.

Question: They are going to widen Route 16 ... correct?

- Mr. Grubbs stated it will be widened only on the eastbound lane between Enterprise Avenue and the main entrance 12'.

Question: When they are doing the widening and traffic signals, etc., will they maintain the lane of traffic or close Route 16?

- Mr. Grubbs noted they have to maintain and move traffic at all times.

Question: What is the next step on the dog issue?

- Mr. Stains responded that he and Dan Sheffler will work on creating a scale in terms of "fines per occurrence" as well as the amount of dogs permitted; and clarification will be obtained from the Police Department to determine if they need to be present to hear barking for 10+ minutes. A drafted ordinance will be brought before Council for their review/comment. If approved, it will be advertised for adoption in accordance with standard

requirements.

COUNCIL AND STAFF COMMENTS: Scott Hershberger reported that Council should be receiving invitations to Mainstreet Waynesboro Inc.'s annual meeting on 04/15 at 7:30 a.m. at the Parlor House.

Councilman Greenawalt noted he was under the impression that there was a trust fund at M & T Bank to maintain Renfrew's building/grounds. Mr. Stains confirmed there is a trust fund, but he is unaware of the details surrounding it. He has requested financial information from Dade Royer (Executive Director at Renfrew) and will provide that information, along with management agreements on record, to Council for review.

Councilman Oldham asked for an update on the parking meter certification program. Mr. Grubbs reported that the required training was held on 03/17, and the appropriate certification paperwork will be forthcoming shortly. Once received, they can begin doing the inspections (which must be done once every five years). According to the instructor, there are probably only a few of the parking meters which should need to be calibrated (because they are newer and digital). Therefore, the software and calibration equipment will not be purchased until after the inspections are completed. Batteries will also be changed in all the meters at the time of inspection. Logs of the inspections and findings will be kept on file in the Engineering Department and Police Department, and will be provided to Council for review. In light of the time it will take to conduct these inspections, Councilman Oldham suggested that "free parking" could be provided downtown for a month. No comments in favor or opposition were voiced.

Councilman Oldham asked if discussion should be held regarding status of the proposed walking trail. President Mumma noted that, because it involves property owners and possible litigation, the matter should be discussed in executive session with the Solicitor at Council's next meeting.

Councilman Potts thanked Mr. Hershberger for the informative Mainstreet Waynesboro newsletter. He also suggested that sections be included on the workshop agendas for "Committee Reports" and "Voting on Items from Committee Reports", like the regular meeting agendas. As such, he noted that several items in the Street Committee minutes are time-sensitive and should be dealt with at this meeting –

- (1) Councilman Potts made a motion to approve the installation of one (1) street light in the cul-de-sac of Crown Court, as requested. Councilman Oldham seconded; the motion passed unanimously.
- (2) Councilman Potts made a motion to establish a "No Parking" area along the north side of W. Ninth Street beginning 5' west of the driveway in front of 325 W. Ninth Street and continuing 70' to the west (there will be 3 "No Parking Anytime" signs and 1 sign post required). Councilman Bader seconded; the motion passed unanimously.

- (3) Councilman Potts asked Council members to review the list of "Proposed Alleys to be Vacated" provided with the 03/25/2015 Street Committee minutes for discussion at the next meeting.
- (4) Councilman Potts made a motion to approve the installation of a handicapped parking space at 236 Walnut Street. Councilman Oldham seconded; the motion passed unanimously.
- (5) Councilman Potts noted he has received requests regarding the installation of a stop sign on Cleveland Avenue at the intersection of Fairview and W. Fourth Street. The Street Committee is recommending that a traffic study be conducted at this location, and he made a motion to request the Engineering Department to do so. Councilman Cermak seconded; the motion passed unanimously.

Mayor Starliper reported that Chief Sourbier's surgery earlier this morning went well. He requested that the staff look at what can be done to alleviate "junk" on residents' porches and in their yards. He also commented that Council's workshops end up being the same as regular Council meetings.

Mr. Stains reported on the following --

- (1) He is finalizing loan options for the street sweeper and will be moving forward with the purchase. Depending on the amount borrowed, approval from the State may be required.
- (2) The Spring Street Sweeping Schedule has been advertised and will begin on 04/06. "No Parking" signs will be placed on the streets and the Police Department will be issuing citations to those who fail to move their vehicles.
- (3) All the 2015 mandatory State reports have been submitted prior to the 04/01 deadline.
- (4) The first two weeks of the annual financial audits for the Authority and Borough were successful. The auditors plan to return in May or June, with their final audit to be completed by the beginning of September. They will be submitting recommendations to close-out several funds, which will be provided to Council.
- (5) Employee Handbooks have been distributed to all employees (both uniformed and non-uniformed), and we have begun receiving their Receipt Acknowledgments for our record.
- (6) Moved the offices of the Director of Utilities to Lloyd Hamberger's former office; and the Code Enforcement Officer has moved to the former Director

of Utilities' office. This has created additional records storage for the Police Department.

- (7) Organized all of the Community Development Block Grant files from 2000 to the present.
- (8) Will be conducting an inventory of all stored records at the Maintenance Center for secured disposal. Many of those records we no longer need to keep in storage, and a resolution for disposal will be presented for Council's approval in the near future.
- (9) Will finalize updates to the personnel files in the near future.
- (10) To date, there are six (6) "Theme Thursdays" paid for by various local sponsors. We are also awaiting response from another business who may be interested in sponsoring the Grand Opening Weekend at Northside Pool this year.

President Mumma asked the status of the bicycle disposal (from storage in the Borough's garage). Mr. Stains noted they are awaiting a response from the State Treasury Department; and provided that they are not claiming the bicycles, they will be given to a local charity.

Discussion then followed regarding the condition of the garage itself. Because the roof was not repaired in a timely fashion several years ago, the walls are now deteriorating and may eventually collapse into the alley. Even though \$30,000 was budgeted this year for roof repair, it would cost much more than that for all the necessary repairs. The idea of demolishing the building has been discussed and will be pursued.

Having no further business to discuss, the meeting adjourned at 9:04 p.m. on a Greenawalt/Oldham motion which passed unanimously.

Respectfully Submitted,

Melinda S. Knott
Borough Secretary