

JULY 6, 2011
WAYNESBORO, PA 17268
REGULAR MEETING

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

Borough Council Members – Benjamin Greenawalt, Craig Newcomer, Jason Stains, C. Harold Mumma, Wayne Driscoll and Ronald Martin

Mayor Richard Starliper

Borough Staff – Lloyd R. Hamberger, II, Borough Manager
Denny Benschoff, Maintenance Superintendent
Dan Sheffler, Zoning-Code Enforcement Officer
Kevin Grubbs, Head of Engineering Services
Sam Wiser, Borough Solicitor (Salzmann Hughes, PC)
Jason Cohen, Assistant Borough Manager
Mark King, Police Chief

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

APPROVE MINUTES: Councilman Greenawalt made a motion to approve the minutes of the June 15, 2011 meeting, as written. Councilman Stains seconded; the motion passed unanimously.

COMMITTEE REPORTS

PERSONNEL COMMITTEE: Councilman Stains noted that he will present two (2) performance evaluations during the “voting” section of the meeting.

PROPERTY AND PUBLIC SAFETY COMMITTEE: No report.

STREET COMMITTEE: Councilman Martin reported that the staff was requested to consider making traffic pattern changes at the intersection of Alley #1 and N. Church Street. After review, however, they are recommending that nothing be done at this time.

Councilman Martin noted that complaints were received regarding speeding on Fairview Avenue. Steps will be taken to determine if/when the violations are taking place, and the information will be provided to the Police Chief for necessary action.

Councilman Martin asked Kevin Grubbs to provide an update on the pedestrian exclusive phase for the traffic signals at Main/Mickley/Second. Mr. Grubbs explained that PENNDOT is requiring a “full-blown” traffic study, as the previous study was conducted in 1993. He is currently in the process of obtaining price estimates for this work, which could possibly be included as a 2012 budget item. Councilman Martin then recommended that no more time or effort be spent on this situation, stating his opinion that PENNDOT is only interested in getting as many cars through as possible with no concern for pedestrian safety. Mr. Grubbs stated that, even after the traffic study is conducted, PENNDOT could still say it has not been proven that an exclusive pedestrian phase is warranted. He added that the Borough had stressed their desire for a pedestrian exclusive phase at this intersection

even before the new traffic signals were installed. He was instructed to keep all correspondence/files regarding this matter for future reference.

Councilman Martin noted he will present additional items during the “voting” section.

INTERGOVERNMENTAL COMMITTEE: Councilman Stains noted that a new rate structure for select services through Comcast will go into effect on August 1st. He has a complete outline of the new rates for anyone who is interested.

DOWNTOWN REVITALIZATION COMMITTEE: Councilman Newcomer noted “special thanks” to MSI for the hanging baskets, which are a nice addition to the downtown atmosphere. He received correspondence from a gentleman who volunteered to assist in cleaning up graffiti in the downtown area.

Mr. Newcomer reminded Council and the public about the upcoming workshop to discuss the proposed Rental Inspection Program. Councilman Martin suggested that the Borough send representatives to a training meeting being held in Dauphin County on 08/10 prior to implementing the program. Discussion followed regarding the training sessions already attended regarding this matter; and President Mumma suggested moving forward with the planned workshop so there is a better understanding of the proposed program prior to voting at a later date.

FINANCE COMMITTEE: No report.

MAYOR’S REPORT: The Mayor’s Report was as follows –

“On June 22nd, I attended the Mason Dixon Heart and Stroke Walk’s kick-off event. As of this date, the Borough does not have a team to walk, but I will pursue that.

On June 24th, I attended the Greater Waynesboro Chamber of Commerce’s quarterly breakfast. All three (3) speakers were excellent.

On June 24th also, along with Borough Manager Hamberger, I attended the ribbon-cutting ceremony for the New Reflections Salon at the S. Potomac Street Shopping Center.

On June 25th, I was in attendance at the Patriot Federal Credit Union’s annual meeting and breakfast at Green Grove Gardens. Following the meeting I walked Main Street at the car show, judging for the Mayor’s Choice Award.

On July 1st, I had the privilege of uniting in marriage Danielle Ramsay and Douglas Mouer at his residence. We wish Mr. and Mrs. Mouer the very best.

On July 4th, I participated in the Brothers of the Brush annual parade. We thank them and also the Waynesboro Summer Jubilee Committee for all of their hard work and dedication for these events.”

SOLICITOR’S REPORT: No report. Solicitor Wisner requested that Council hold an executive session at the end of the meeting to discuss matters of potential litigation.

PUBLIC COMMENT - ITEMS ON AGENDA: None.

VOTING ON ITEMS FROM COMMITTEE REPORTS: Councilman Stains reported that he received a favorable performance evaluation for Kevin Grubbs, and made a motion to grant him a step increase to salary level 18C. Councilman Greenawalt seconded; the motion passed unanimously.

Councilman Stains reported that he also received a favorable performance evaluation for Melinda Knott, and made a motion to grant her a step increase to salary level 11D. Councilman Martin seconded; the motion passed unanimously.

Councilman Martin noted that Chris Dennis, WASHS principal, attended the most recent Street Committee meeting to request that “No Parking, 7:00 a.m. to 4:00 p.m., Monday thru Friday” signs be erected on S. Enterprise Avenue in an attempt to encourage more students to park at the High School (45 additional parking spaces are being established in their parking lot). This is being done to aid in eliminating smoking and other negative behaviors. After consideration, it was suggested that parking also be eliminated on the east side of Virginia Avenue, which would require a total of approximately 10 signs. The Street Committee has recommended that the School District pay for the signs (approximately \$60.00 each) and the Borough would erect them. Councilman Driscoll spoke in favor of the efforts, and made a motion to approve the erection of the “no parking” signs requested on both sides of Enterprise Avenue and the east side of Virginia Avenue, subject to the WASD paying for the signs. Councilman Martin seconded; the motion passed unanimously.

Councilman Martin noted that Bob Cowdrick, representing the Seventh Day Adventist Church, was at the Street Committee meeting to discuss parking problems at the church with Waynesboro Youth League participants. He explained that the church patrons park parallel with the curb, on the east side of unopened Myrtle Avenue; Youth League participants pull in; and once that happens, cars cannot get through. After consideration, the Street Committee suggested that “no parking” signs be erected on the east side (next to the church) the entire area from State Hill Road to the church’s driveway. He estimated that this would involve four (4) signs, for which he requested the church pay (and the Borough will install). Mr. Cowdrick will take the proposal to the church board for approval; and Councilman Martin made a motion to proceed, provided that the church agrees to bear the costs of the signs. Councilman Greenawalt seconded. As “no parking” requests are presented at almost every meeting, Councilman Newcomer reiterated a suggestion he made previously for permit parking. Mr. Martin agreed that many “no parking” signs have been erected recently, but most were to address sight distance problems. A vote was called and the motion passed unanimously.

UNFINISHED BUSINESS

UPDATE ON JOINT MEETING: Mr. Hamberger announced that the joint meeting between the Borough of Waynesboro, Washington Township, Quincy Township, Waynesboro Area School District and the Borough of Mont Alto has been tentatively scheduled for 08/23 at 6:00 p.m. at the Parlor House. He noted that representatives of each municipality have expressed their interest in attending.

BID FOR CDBG STREETS: Mr. Hamberger commended Kevin Grubbs for his preparation of the Contract Documents for the 2011 CDBG Street Paving Projects for distribution. A pre-bid meeting has been scheduled for 07/19 at 10:00 a.m. and bids will be opened on 07/28 at 4:00 p.m.

NEW BUSINESS

ACCEPTING ELECTRONIC PAYMENTS FOR UTILITY BILLS): Jason Cohen provided correspondence to Council outlining five (5) preliminary recommendations with regard to the acceptance of online and/or credit card payments for utility payments, as follows:

- Xpress Bill Pay be utilized as gateway provider
- Bank of America be utilized as Merchant Service Provider

- Seek to negotiate an initial contract term for a period of one (1) year with Bank of America
- Accept VISA, MasterCard and Discover only
- Convenience fee of \$3.50 per transaction be assessed for all electronic transactions; and re-assess this fee after a six-month period to determine appropriateness with respect to profit and loss, and possibly alter the fee if warranted

Mr. Cohen advised that the Waynesboro Borough Authority considered this matter at their June 21st meeting, at which time they determined they fully concur with and support the implementation of his proposal as presented. He explained that they feel the customers who utilize the online system should bear the costs thereof, not the taxpayers; and it is anticipated that approximately 10-20% of the utility customers will utilize the online bill payment option. Councilman Martin stated he agrees with the fee being charged to customers utilizing a credit card, but doesn't feel it is fair for those who are paying by electronic check to be charged the fee. Mr. Cohen noted, however, that this is deemed discrimination against the credit card companies; and the same fee must be charged to those using a credit card as to those using an electronic check. After further discussion, Councilman Stains made a motion to table the matter for further review at the upcoming workshop. Councilman Martin seconded; the motion passed unanimously.

PUBLIC HEARING FOR SALDO AMENDMENT: Sam Wiser noted that a legal notice has been advertised with regard to a public hearing being held at Council's next meeting on proposed revisions to Section VIII-2 of the Subdivision/Land Development Ordinance. No action is required at this time.

RESIGNATIONS FROM RECREATION BOARD: Mr. Hamberger reported that Tom Ward and Jack Scott have submitted letters of resignation from the Recreation Board. He added that recommendations for replacements will be submitted to Council at their first meeting in August. Councilman Newcomer made a motion to accept the resignations. Councilman Driscoll seconded; the motion passed unanimously.

CLOSE-OUT AUDIT (SIDEWALK GRANT): Mr. Hamberger advised that, due to the large amount of the Sidewalk Grant (\$500,000), the state requires that an audit be completed. He has received a proposal from Smith Elliott Kearns and Company (\$2000 - \$2500) to complete the work. Councilman Greenawalt made a motion to authorize SEK&Co. to prepare the required audit. Councilman Martin seconded; the motion passed unanimously.

FLOODPLAIN MANAGEMENT ORDINANCE: Kevin Grubbs noted that Borough Council members received a copy of a proposed draft ordinance, which will update the current ordinance by including the most recent flood zones. Solicitor Wiser has reviewed the proposal and made several revisions; and the ordinance will be presented to the Waynesboro Planning Commission for review at their next meeting. The proposed ordinance will then go to the Franklin County Planning Commission for review, and on to FEMA. He noted that the entire process will take several months; but Borough Council and the Waynesboro Planning Commission will have an opportunity to review any modifications prior to it being put into final ordinance form.

Solicitor Wiser advised that the Borough currently has floodplain regulations in two (2) separate ordinances, which creates problems. Accordingly, he recommends making the Floodplain Ordinance a stand-alone ordinance which can be referenced in the Zoning Ordinance.

Councilman Newcomer made a motion to authorize the staff to move forward with the process of preparing a stand-alone ordinance, as recommended. Councilman Stains seconded; the motion passed unanimously.

PUBLIC IN ATTENDANCE - NON-AGENDA ITEMS:

Patrick Burns, 14020 Buchanan Trail East - Mr. Burns questioned when the meeting will be held to discuss the proposed Rental Inspection Program. It was clarified that that meeting will be held on 07/20 at 6:00 p.m.

At Council's previous meeting, Mr. Burns mentioned the limited parking spaces available to patrons to the rear of the library. He reported that Councilman Driscoll contacted him earlier this day to meet and view the site. It was discovered that there are numerous parking spaces available to the rear of the Presbyterian Church (as they are only used on Sundays and Wednesdays from 3-9 p.m.). He suggested that the library staff could park behind the church, thereby leaving space open for library patrons. He proceeded to discuss handicapped parking spaces, but was interrupted by Council President Mumma who stated that this issue should be dealt with by the Library Board. Councilman Driscoll noted appreciation for Mr. Burns' concern, but stated the reality of the situation is that the downtown is 150 years old and consists of old buildings and tiny alleys. He added that the staff needs a place to park; and most people who do business in the downtown area park along Main Street. Again, It was noted that these issues should be addressed before the Library Board, as they are an independent/autonomous Board over which Council has no control. Mr. Hamberger added that several "visitor" spaces in Borough Hall's rear parking lot can be used by library patrons; but there are barely enough spaces there for the staff and Borough business during the day. A building was also removed and the area paved in order to improve the parking situation at the rear of the library several years ago. Councilman Newcomer stated that parking issues are included in the Downtown Master Plan for future consideration.

REAL ESTATE TRANSFER TAX INCREASE: Councilman Martin pointed out that the real estate transfer taxes have been increasing. In fact, the most recent check received from the Assessor's Office was 60% higher than the highest transfer check received so far this year.

FOR INFORMATION ONLY

REMINDER OF SPECIAL MEETING FOR RENTAL INSPECTION PROGRAM: Mr. Hamberger reiterated ... the special meeting regarding the proposed Rental Inspection Program will be held on 07/20 at 6:00 p.m.

REMINDER OF TRANSPORTATION MEETING: Mr. Hamberger noted that a Long Range Transportation Plan Initial Planning Meeting will be held on 07/20 at 10:30 a.m. in the Franklin County Administrative Annex. Those who expressed interest in attending were: Lloyd Hamberger, Kevin Grubbs, Ronald Martin, Benjamin Greenwalt, C. Harold Mumma and Wayne Driscoll.

PAY BILLS: Councilman Stains made a motion to approve payment of the Voucher Lists dated 06/23, 06/27 and 07/05. Councilman Greenawalt seconded; the motion passed unanimously. Discussion followed regarding the capability of customers receiving utility bills via email. Jason Cohen noted that that is an option in the new billing system.

ADDITIONAL INFORMATIONAL ITEMS: Mr. Hamberger reported that he received a response to the letter he sent to U.S. Senator Pat Toomey regarding the future of the CDBG program.

Mr. Hamberger noted that Council members received copies of the minutes from the Franklin County Drug Task Force's recent breakfast meeting.

He reported there will be a ribbon-cutting ceremony at 3:00 p.m. on 07/14 at the Waynesboro Meadows and A to Z Auto Parts on N. Church Street.

REQUEST TO CLOSE STREET (FAITH UNITED METHODIST CHURCH): Council members received a request from the Faith United Methodist Church to close N. Potomac Street, from North to Penn Streets, for their music fest to be held on 08/20 from 4-7 p.m. They are requesting the street be closed from 3-8 p.m. to accommodate this event. Councilman Greenawalt made a motion to approve the request. Councilman Martin seconded; the motion passed unanimously. Traffic control arrangements are to be coordinated with the Police Chief.

Mr. Hamberger reminded Council that an executive session will be held at the end of the meeting.

Councilman Driscoll reported that the Summer Jubilee activities went smoothly, there were 600+ runners in this year's 5K, and clean-up from the events was done in a timely manner. He commended members of the planning committee for their efforts, adding that the festivities get "better and better each year". He encouraged Council to continue supporting the race requests, as Waynesboro is becoming well-known in the regional running area.

Kevin Grubbs provided Council with an update on the Cemetery Avenue Stormwater Project, and noted that the project is ahead of schedule. In addition, he noted that reminders will be sent out soon on sidewalk notices.

Jason Cohen reported that the Assistant Manager at Northside Pool will be leaving early in the season. He will meet with the Pool Manager tomorrow and provide a recommendation on a new Assistant Manager by the next Council meeting.

Police Chief Mark King noted his appreciation to members of the Waynesboro Fire Police, who volunteer many hours of their time at various events. He added that Captain Daryl Burns has done a great job of expanding membership in the organization.

Councilman Newcomer noted his appreciation for this year's fireworks display, as he feels it was the best in the area. Mr. Hamberger noted that he saw a promotion in another community where individual fireworks can be "purchased" as a way of increasing contributions toward the display. Councilman Driscoll noted that he will present the concept at the next Summer Jubilee meeting.

Mayor Starliper announced that the Cumberland-Franklin County Boroughs' Association meeting originally scheduled for 09/27 will be held on 09/28 at 6:00 p.m. in Shippensburg. Additional details will be provided later. In addition, Mr. Starliper made flyers available for the National Night Out event to be held this year at Northside Pool on 08/02 from 7-9:30 p.m. Many activities are being planned for that evening, which is free to the public. The Mayor also advised that he received a letter from the St. Mary's Episcopal Church commending Officer Stuart Hannah for his attendance at their student carnival. They noted he was very professional, polite and answered many questions. They feel that the presence of a uniformed officer goes a long way toward a child's positive conception of law enforcement.

President Mumma echoed previous comments about the fireworks display – he felt they were even better than in previous years. The 5K Run was excellent; and in fact, the entire weekend was great. He commended Chief King for his efforts toward security measures; and thanked the Maintenance Department for placing barricades out for traffic control.

Council adjourned to executive session at 9:02 p.m. and reconvened to regular session at 10:04 p.m. Having no further business to discuss, the meeting adjourned at 10:05 p.m. on a Stains/Driscoll motion which passed unanimously.

Respectfully Submitted,

Melinda S. Knott
Administrative Assistant