

OCTOBER 17, 2018  
WAYNESBORO, PA 17268  
REGULAR MEETING

Council President C. Harold Mumma called the regularly scheduled meeting of the Waynesboro Borough Council to order at 6:30 p.m. with the following in attendance:

Borough Council Members – Jarred Knott, Patrick Fleagle, Niccole Rolls, C. Harold Mumma, Dade Royer and Michael Cermak

Junior Councilpersons – Jacob Gearhart

Mayor Richard Starliper

Borough Staff – Jason Stains, Borough Manager  
Matt Schmidt, Zoning/Code Enforcement Officer  
Kevin Grubbs, Head of Engineering Services  
Zachary Rice, Borough Solicitor (Salzmann Hughes, PC)  
S. Leiter Pryor, Director of Borough Utilities  
Jody Sanders, Deputy Fire Chief  
Jim Sourbier, Police Chief

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

**EXECUTIVE SESSION:** President Mumma noted that Council will hold an executive session following this meeting to discuss code enforcement, personnel and litigation matters. No voting is expected afterward.

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

**PERSONNEL COMMITTEE:** Councilman Cermak acknowledged receipt of favorable performance evaluations for John Baumgardner and Darryll Wagaman. No action was required.

Councilman Cermak made a motion to approve a step increase for Tyler Grove to salary level 10B, effective 11/19/2018. Councilwoman Rolls seconded; the motion passed unanimously.

Councilman Cermak made a motion to approve a step increase for Jamie Shindlecker to salary level 11B, effective 11/20/2018. Councilwoman Rolls seconded; the motion passed unanimously.

Councilman Cermak made a motion to approve a step increase for Kerry Smith to salary level 10B, effective 11/10/2018. Councilwoman Rolls seconded; the motion passed unanimously.

Councilman Cermak made a motion to approve the resignation of Michael Bock as a part-time Police Officer, effective 09/25/2018. Councilwoman Rolls seconded; the motion passed unanimously.

**PROPERTY AND PUBLIC SAFETY COMMITTEE:** No report.

**STREET COMMITTEE:** Councilwoman Rolls made a motion to remove the handicapped parking space at 220 Wayne Avenue, as it is no longer needed. Councilman Cermak seconded; the motion passed unanimously.

Councilwoman Rolls made a motion to upgrade signage around the intersection of W. Ninth/Park Streets, as it has faded with age. The total cost for the necessary sign replacements will be approximately \$150. Councilman Cermak seconded; the motion passed unanimously.

Councilwoman Rolls made a motion to approve the following signs:

- (1) “No Parking, Stopping or Standing on School Days 8:00 a.m. to 9:00 a.m. and 3:00 p.m. to 4:00 p.m.” – beginning 40’ west of the west curb line of Fairview Avenue and extending 509’ to the west along the south side of W. Third Street;
- (2) “No Parking Here to Corner” – beginning at the west curb line of Fairview Avenue and extending 40’ to the west along the south side of W. Third Street;
- (3) “No Parking Here to Driveway” – #1, beginning on the east side of the driveway entrance to the Fairview Avenue Elementary School parking lot and extending 37’ to the east along the south side of W. Third Street; and #2, beginning on the west side of the driveway entrance to the Fairview Avenue Elementary School parking lot and extending 76’ to the west along the south side of W. Third Street;
- (4) “School Bus Parking Only” – beginning 76’ west of the west side of the driveway entrance to the Fairview Avenue Elementary School parking lot and extending 173’ to the west along the south side of W. Third Street;
- (5) “No Parking Between Signs” -- beginning at the western end of the School Bus Parking Only zone and extending 45’ to the west along the south side of W. Third Street.

Councilman Cermak seconded the motion, but questioned if the Engineering Department has approved these actions. Kevin Grubbs noted that these are the Engineering Department’s recommendations.

Councilwoman Rolls amended her motion to also include the installation of new crosswalk signs and posts at the intersection of S. Phillips Avenue for the crosswalk on W. Third Street. The total cost for all of these signs would be \$1,022. Councilman Cermak seconded the amended motion; the motion passed unanimously. It was noted that the Borough has been in communication with school district representatives; and when the new traffic patterns are to take effect, information will be provided to the principal, social media and newspapers for publication. Council concurred.

Councilwoman Rolls thanked Kevin Grubbs for his efforts regarding the paving projects on E. Second Street and E. Fifth Street, which will be completed soon.

**ECONOMIC DEVELOPMENT COMMITTEE:** Councilman Fleagle noted that the Economic Development Committee met on 10/02 and discussed the following –

- Design Committee of Mainstreet Waynesboro, Inc. provided an update on various items they are considering for improvements downtown.
- Matt Schmidt, the Borough's new Zoning-Code Enforcement Officer, was present to discuss his plans regarding code enforcement. Mr. Fleagle noted that all parties seem to be "on the same page".
- Vision 2035 will be involved in the planning process for redevelopment of the quadrants in town.
- Brick sidewalk maintenance was discussed – clarifications will be made regarding responsibilities and letters will be sent to affected property owners.
- Rental Inspection Program – The Economic Development Committee requested that the Solicitor be directed to prepare a draft ordinance requiring the inspection of multi-family rental units as a condition of sale. It was noted that the cost of inspection would be borne by the buyer/seller.

Councilman Fleagle also noted that he attended an Emergency Services Alliance meeting recently. Discussion regarding radios and the bandwidth continues. Motorola is going in the direction of having a programmable bandwidth, which could solve a lot of problems, but the radios would cost \$8,500 each. Countywide, there are 1500+ radios, which would equate to \$12,750,000. He suggested that the Property Committee begin considering the matter, and he will keep them updated. President Mumma added that this needs to be coordinated with the Franklin County Commissioners, as the Borough cannot afford to fund this expense.

**FINANCE COMMITTEE:** No report.

**RECREATION BOARD:** Councilman Royer reported that the Recreation Board met on 10/04 and discussed the following –

- Adopt-a-Park – Chad Rooney noted that the program is in its final stages and will be presented to Council in the near future.
- 5K and 10K designated route recommendations will also be presented to Council in the near future.

The next Recreation Board meeting will be held on 01/23 at 6:30 p.m.

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

- On September 20, 2018, along with Manager Stains and Councilman Mumma, I attended the Cumberland-Franklin County Boroughs Association meeting in Chambersburg at their new aquatic park.
- On October 3<sup>rd</sup>, along with Chief Sourbier, I attended the School Safety Program.
- On October 4<sup>th</sup>, I attended the ribbon cutting ceremony for the Family Medical Office at Blue Ridge Summit, PA.
- On October 6<sup>th</sup>, I participated in the OktoberFest at the Main Street Park. Many thanks to Renfrew for their involvement.
- On October 11<sup>th</sup>, I attended the Greencastle-Antrim Chamber of Commerce banquet.
- On October 17<sup>th</sup>, I attended the ribbon cutting ceremony for the Enjoy Every Moment Gift Shop at Wayne Heights.

Chief Sourbier noted that an Active Shooter Training was held recently by the Waynesboro Police Department. Corporal Hannah provided instruction to the 58 individuals in attendance. The two-hour presentation will be offered to the community on an annual basis. Chief Sourbier added that the Police Department is also available at any time to answer questions regarding facility risk assessments or to provide assistance with security networking, etc.

**SOLICITOR'S REPORT:** No report.

**DIRECTOR OF UTILITIES' REPORT:** The Director of Utilities' Report was as follows –

- Water Treatment Plant Upgrade – The WBA reviewed the project design and bid phase schedule provided by Gannett Fleming. We will be receiving preliminary drawings with an opinion of construction costs in late-November. The water supply permit submission will occur in mid-December. Bid-ready plans and specifications will be completed by the end of February 2019, with a PENNVEST funding application submission by May 1, 2019. We will advertise the bid contracts in March of 2019, and award and give notice-to-proceed shortly after the July PENNVEST meeting.
- Antietam Dam Project – The wetland field work has been completed. Preliminary survey work has been completed for the test pits and borings. The driller is to arrive onsite November 5, 2018. Hopefully the Maintenance Department will be able to assist in digging the test pits with our backhoe after the drilling is completed.
- Billing & Accounting Software – The WBA approved proceeding with the Muni-Link billing and QuickBooks accounting software pending Borough Council's concurrence. As the 2019 implementation schedule is filling up fast, I would like to make sure that Borough Council is on board with this so that I can notify the vendor and get us on the schedule for early 2019.

- 2019 Water and Sewer Budgets – The WBA will be holding a special meeting to conduct a detailed review of the proposed 2019 water and sewer budgets on October 23, 2018 at 6:00 p.m.
- Mandatory Sewer Connection Ordinance – I recently met with Sam Wiser and subsequently had a telephone discussion with Jonathan Piper (Borough’s SEO) to discuss the notification process and system inspection process for the Borough residents with on-lot septic systems. Correspondence has been drafted and will be going out in the near future outlining the property owners’ responsibilities pursuant to the provisions of Ordinance No. 1168.

With regard to the billing and accounting software, Councilman Fleagle made a motion to authorize Mr. Pryor to notify Muni-Link that they wish to proceed with their proposal. Councilman Cermak seconded; the motion passed unanimously.

**MANAGER’S REPORT:** Mr. Stains advised that Chad Rooney has secured a \$1,000 grant for safety equipment through the Susquehanna Municipal Trust workmens’ compensation program. This funding will be utilized to fund, in part, the purchase of gas detector equipment for use by the staff.

**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 Contracts

- (1) Rectangular Rapid Flashing Beacon (RRFB) Crosswalk Lights
- (2) Trash/Recycling Collection – Waste Management

Mr. Stains reviewed details of the three (3) year contract, noting that refuse collection rates will most likely increase for residents. The contract will include an annual electronic recycling program, during which residents will be able to recycle two (2) electronic items of any size. In addition, glass containers and aerosol cans will no longer be accepted. The new contract will take effect 01/01/2019.

B. Approve Minutes – August 15, 2018 (regular meeting), September 5, 2018 (regular meeting) and September 19, 2018 (regular meeting)

C. Accept Reports of the Police Chief, Fire Chief and Code Enforcement/Zoning Officer for the month of September, 2018

D. Pay Bills – Check Detail(s) dated 09/25, 10/02, 10/09 and 10/16

Councilwoman Rolls seconded; the motion passed unanimously.

### **UNFINISHED BUSINESS**

**APPROVAL OF FY 2018 CDBG APPLICATION FOR SUBMISSION TO DCED (RESOLUTION NO. 2018-20):** President Mumma stated that no street improvement projects were identified at the last CDBG public hearing, but Council desires to pursue proposed improvements to S. Price Avenue with CDBG funding. He asked if there are any objections or comments regarding this matter. Hearing none, Councilman Cermak made a motion to approve Resolution No. 2018-20, as presented. Councilman Fleagle seconded; the motion passed unanimously.

#### **RESOLUTION NO. 2018-20**

RESOLUTION OF THE BOROUGH COUNCIL OF THE BOROUGH OF WAYNESBORO, FRANKLIN COUNTY, PENNSYLVANIA, AUTHORIZING SUBMITTAL OF AN APPLICATION FOR THE PA COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) FUNDS FOR THE FISCAL YEAR 2018

Complete copy on file at Borough Hall.

### **NEW BUSINESS**

**RESOLUTION NO. 2018-19 (FAIR HOUSING RESOLUTION):** Councilman Royer made a motion to approve Resolution No. 2018-19, as presented. Councilwoman Rolls seconded; the motion passed unanimously.

#### **RESOLUTION NO. 2018-19**

RESOLUTION OF THE BOROUGH COUNCIL OF THE BOROUGH OF WAYNESBORO, FRANKLIN COUNTY, PENNSYLVANIA, NOTIFYING ALL RESIDENTS ABOUT FAIR HOUSING RIGHTS

Complete copy on file at Borough Hall.

**RESOLUTION NO. 2018-21 (RECERTIFYING PROCEDURAL DOCUMENTS FOR USE IN CDBG ADMINISTRATION):** Councilman Cermak made a motion to approve Resolution No. 2018-21, as presented. Councilwoman Rolls seconded; the motion passed unanimously.

#### **RESOLUTION NO. 2018-21**

RESOLUTION OF THE BOROUGH COUNCIL OF THE BOROUGH OF WAYNESBORO, FRANKLIN COUNTY, PENNSYLVANIA,

RECERTIFYING PROCEDURAL DOCUMENTS FOR USE IN THE ADMINISTRATION  
OF THE COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM

Complete copy on file at Borough Hall.

**AUTHORIZE RFP FOR PNEUMATIC CONTROL SYSTEM (BOROUGH HALL):** Mr. Stains noted that it has become increasingly difficult to regulate the temperature in the offices at Borough Hall, and he requested Council's authorization to solicit proposals for a new pneumatic control system. Councilman Royer made a motion for approval. Councilwoman Rolls seconded; the motion passed unanimously.

**AUTHORIZE RFP FOR ECONOMIC DEVELOPMENT STUDY:** Mr. Stains noted that Waynesboro is fortunate to have very active committees including the Economic Development Committee, Mainstreet Waynesboro Inc., Waynesboro Industrial Development Corporation and Vision 2035, but the Borough must also examine itself with regard to long-range planning and financial viability. He requested Council's authorization to solicit proposals from economists to conduct an in-depth study of the Borough; and he is hopeful that funding from DCED may be utilized for this purpose. Councilman Cermak made a motion for approval. Councilman Royer seconded. Councilman Fleagle noted he wholeheartedly endorses this action, as the Borough's tax base needs to adequately support its services. The motion passed unanimously.

**PRESS QUESTIONS:** None.

**COUNCIL AND STAFF COMMENTS:**

Councilman Cermak sent best wishes for improved health to Mya Graves and welcomed to Matt Schmidt.

Matt Schmidt thanked Council and staff members who have been accommodating and helpful as he becomes familiar with his responsibilities. His initial observations/concerns are that there is a general need for organization and a standardization of processes. He has discussed the need for a computerized or digital records management system with Cermak Technologies, and he is hoping to get additional forms, etc. available online (such as complaint forms, which could be submitted electronically). In addition, certain ordinances indicate that a ticket will be issued prior to a citation, however there are currently no tickets available for issuance and he is looking into developing those in the very near future.

Kevin Grubbs advised that the base coat (recycled) on Second Street is in place and traffic is flowing as normal. The Fifth Street project is now progressing and should be completed by early next week. The subcontractor (New Enterprise) will then place the top coat on both later this month.

Jody Sanders invited Council and the public to attend an Open House at the Virginia Avenue Fire Station on 10/20 from 10:00 a.m. to 2:00 p.m.

As Election Day will be before Council meets again, Councilwoman Rolls asked that those in attendance encourage friends, family and neighbors to vote. Absentee ballots must be applied for at the County seat office by 5:00 p.m. on 10/30 and completed/returned by Friday before the election.

Mayor Starliper asked for a status report for new lights at the Memorial Bridge. Mr. Grubbs advised that a quote has been received to electrify them and work is progressing on a fixture that is similar to the original lights on the bridge. In addition, deed information has been received for the proposed right-of-way for access to install the electric line to the pole. He is hopeful that, once that is worked out, they will have a determination on the lights. Although the bridge work is completed, it was noted that PENNDOT is not satisfied with the transition; but a resolution is not expected until spring.

Council then adjourned to an executive session at 7:53 p.m. They reconvened to regular session at 8:50 p.m. and adjourned the meeting with no action.

Respectfully Submitted,

Melinda S. Knott  
Borough Secretary