

FEBRUARY 7, 2018  
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 – Jarred Knott, Patrick Fleagle, Niccole Rolls,  
C. Harold Mumma and Chad Rooney (Michael Cermak was absent)

Mayor Richard Starliper

Borough Staff – Jason Stains, Borough Manager  
Dan Sheffler, Zoning-Code Enforcement Officer  
Kevin Grubbs, Head of Engineering Services  
Sam Wisner, Borough Solicitor (Salzmann Hughes, PC)  
S. Leiter Pryor, Director of Utilities  
Mike Benschhoff, Maintenance Foreman  
Bryan Chappell, Jr., Police Corporal  
Jody Sanders, Deputy Fire Chief  
John Beck, Jr., Assistant Fire Chief  
Craig Myers, Fire Apparatus Driver

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

**PRESENTATIONS/PROCLAMATIONS/RECOGNITIONS:** Dennis Shockey, David Mackley and Rick Mitchell (Advanced Life Support Unit, Inc. - Medic 2) were in attendance to thank the Borough for support of their organization over the years, and provided a report of their operations in 2017.

Mayor Starliper read a proclamation presented to George Maynard Koons on 01/26/2018 in honor of his 100<sup>th</sup> birthday.

**EXECUTIVE SESSION:** President Mumma noted that Council will hold an executive session at the end of this meeting, however there will be no action taken afterward.

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

**PERSONNEL COMMITTEE:** In Councilman Cermak's absence, Councilman Rooney made a motion to approve the hiring of Elvin Robles as Driver/Operator-Laborer at salary level 6A. Councilwoman Rolls seconded; the motion passed unanimously.

Councilman Rooney made a motion to approve the hiring of Kyle Grimes as Driver/Operator-Laborer at salary level 6A. Councilman Knott seconded; the motion passed unanimously.

Councilman Rooney made a motion to approve the hiring of 2018 Northside Pool staff as follows:

LIFEGUARDS – Christine Coon, Michael Coon, Anita Denisenko, Olivia Fogelsonger, Lindsey Frey, Mya Giasomo, Mya Graves, Jenna Harne, Skylar Lambert, Alivia Leggett, Max Roberts, Laken Rouzer and Alexis Shuman

CASHIERS/CONCESSION WORKERS – Nicole Albaugh, Vicki Baker, Abigail Boward, Kimberly Gump, Joe Judge, Gavin Miller and Alex Stoops

CUSTODIAN – Glenn Kaiser

Councilman Knott seconded; the motion passed unanimously.

Councilman Rooney made a motion to approve a revision of the salary level for Gerald Smith from 5A to 6B, effective 02/04/2018. Councilwoman Rolls seconded; the motion passed unanimously.

Councilman Rooney made a motion to approve a revision of the salary level for Robert Luchs from 5A to 6C, effective 02/04/2018. Councilman Fleagle seconded; the motion passed unanimously.

Councilman Rooney made a motion to approve a revision of the salary level for Stacy Stine from 6B to 8A, effective 02/04/2018. Councilman Fleagle seconded; the motion passed unanimously.

Councilman Rooney made a motion to appoint Melanie Graves to an unexpired term on the Recreation Board; said term to expire on 12/31/2020. Councilwoman Rolls seconded; the motion passed unanimously.

Councilman Rooney made a motion to reappoint Lloyd Hamberger to the Civil Service Commission; term to expire on 08/02/2023. Councilman Fleagle seconded; the motion passed unanimously.

Councilman Rooney made a motion to reappoint Harry Morningstar, Jr. to the Shade Tree Commission; term to expire on 03/04/2023. Councilwoman Rolls seconded; the motion passed unanimously.

**PROPERTY AND PUBLIC SAFETY COMMITTEE:** No report. Councilman Rooney noted that the next Property Committee meeting will be held on 04/05 at 6:00 p.m.

**STREET COMMITTEE:** Councilwoman Rolls made a motion to authorize advertisement of amendments to the Traffic and Parking Regulations Ordinance No. 688, which will

include all regulatory signs approved by Borough Council in 2017. Councilman Fleagle seconded; the motion passed unanimously.

Councilwoman Rolls made a motion to approve the request for installation of “No Parking Here to Corner” signs on both sides of Alley No. 1 North and N. Grant Street (20’ to the north and south). Councilman Rooney seconded; the motion passed unanimously.

Councilwoman Rolls noted that the Borough has received notification from PENNDOT that the Federal Highways Administration has terminated the use of Rectangular Rapid Flashing Beacon crosswalk lights. The devices currently installed may remain, however they will need to be replaced with an alternative device if they are damaged or stop functioning. The Borough has a matching grant from the Transportation Alternatives Set Aside Fund for \$188,655, of which there is \$37,731 remaining, which could be used for the alternative devices. Accordingly, Councilwoman Rolls made a motion that Borough Council proceed with the alternative crosswalk devices under the original grant program. Councilman Rooney seconded; the motion passed unanimously.

In response to a request for additional handicapped parking downtown, Councilwoman Rolls made a motion to add a handicapped parking space in the first parking stall along the east side of S. Church Street, just south of Center Square. Councilman Rooney seconded; the motion passed unanimously.

Councilwoman Rolls noted that the next Street Committee meeting will be held on 02/15 (rescheduled from 02/22) at 6:30 p.m. The March meeting will be held as originally scheduled on 03/22.

**ECONOMIC DEVELOPMENT COMMITTEE:** Councilman Fleagle noted that the Economic Development Committee met on 02/06. The following was discussed –

- Bill Kohler (Mainstreet Waynesboro, Inc.) gave an update on 121 E. Main Street – a RACP grant will be sought for that property
- Katherine Gratton is the new Executive Director of the Arts Alliance
- Street light project (to be discussed later in this meeting)
- Potential businesses at BB&T building and Wendy’s tract
- Reviewed plans for Flatiron Commons – questioned if the School District is offered the opportunity to comment on proposed developments with regard to the additional children? Kevin Grubbs commented that the School District, as well as Washington Township, is included when information is mailed out regarding proposed developments.
- Jeffrey Stonehill, Chambersburg Borough Manager, gave an overview of Chambersburg’s Rental Inspection Program and some problems they have experienced. They are now considering other avenues, such as an apartment licensing program. This project will be delayed until Chambersburg has worked through the process and can provide insight.

The next Economic Development Committee meeting will be held on 03/06 at 10:00 a.m.

**FINANCE COMMITTEE:** No report.

**RECREATION BOARD:** Councilman Rooney reported that the Recreation Board met on 01/24 and discussed the following –

- Update of Memorial Park Project and enhancements to Rotary Park
- Eagle Scout and Summit Award projects previously approved by Council
- 5K and 10K race routes
- Changes to Northside Pool Rules and Regulations
- Junior Councilpersons outlined their proposed “Adopt a Park” project and explained how the project will benefit the Borough and provide the community an opportunity to get involved with taking care of the public parks. The concept was well-received by the Recreation Board, and the Junior Councilpersons will continue to work with them on the project before presenting a formal proposal to Council for approval.
- Civitan Club is preparing to secure funding from their regional governing body to place an inclusive or handicapped accessible playset at one of the Borough parks. Additional information will be forthcoming in the future.
- Pool Manager Eli Leggett has planned activities for six (6) Theme Thursday events, of which half have already received sponsorships. Season pool memberships are currently on sale, and pool rentals will begin to be scheduled on March 12<sup>th</sup> at Borough Hall.

In response to a request from the WaynesboroFest Committee (in conjunction with the Waynesboro Volunteer Fire Department and the Monterey Pass ABATE organization, Councilman Rooney made a motion to approve their use of Memorial Park for an Easter Egg Hunt on 03/31 at 3:00 p.m. Councilwoman Rolls seconded; the motion passed unanimously.

The next Recreation Board meeting will be held on 02/28 at 6:30 p.m.

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

- On January 18<sup>th</sup>, I organized a Mayor’s meeting of the Mayors in Franklin County. We will meet every three months.
- On January 23<sup>rd</sup>, I was one of three judges for the Rotary’s Four-Way Speech Contest.
- On January 25<sup>th</sup>, I attended a mixer sponsored by the Chamber at Kim Fit Fitness Studio.
- On January 26<sup>th</sup>, I attended and gave a Birthday Proclamation to George Maynard Koons at Hearthstone Home in honor of his 100<sup>th</sup> birthday.
- On January 27<sup>th</sup>, I attended the Waynesboro Jeopardy Contest, in which our Manager Mr. Staines took first place.

- On January 30<sup>th</sup>, I attended the Franklin County Commissioners' meeting.

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

**DIRECTOR OF UTILITIES' REPORT:** No report.

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

- I have filed our Public Utility Realty Report that is due at the end of March. I anticipate that we will receive funds from this report in September. We typically receive \$3,000 annually from the state for this report.
- I have been corresponding with Chris Metka from PENNDOT'S Transportation Alternatives/Safe Routes to School Coordinator regarding our Pedestrian Safety Project which includes Main Street lighting. Per his request, I have submitted a revised project budget to him and hope to hear soon about our TAP Grant. I will be working with Brinjac Engineering to bring a proposal forward to Council for the February 21<sup>st</sup> meeting. The proposal will move the lighting project forward so that engineering can begin. I believe that we will be able to bid the lighting project by the end of February or early March, with bids being awarded in April. I anticipate that we could have new street lights on the south side of Main Street by the end of this year's construction season. As a reminder, we plan to install cobra-style lights with LED bulbs, placing increased lighting over Main Street. On the back of the poles, there will be decorative LED lights to assist in lighting the sidewalk. A final design has not been selected at this time. The Borough will be responsible for \$112,611, which is approximately 30% of the cost for Phase I. We will use \$50,000 from Administrative Reserve and \$62,611 from the Hospital Road Fund. The Hospital Roads Fund was created when we abandoned streets and alleys for the medical office building next to the Waynesboro Hospital, and Summit Health paid more than \$200,000 for those streets. Phase II of the project, pending the TAP grant, will go toward pedestrian enhancements which include crosswalks, curbs and sidewalk improvements. I anticipate that both phases of this project will cost a total of \$897,611.
- Last week I met with our project engineer for the Memorial Park Project. During our meeting, we discussed finalizing bid documents and demolition. Borough Maintenance will be responsible for demolition of the bathroom to the concrete base, removal of the bituminous playing surface on the tennis courts to the stone base, removal of the fencing and removal of the basketball poles. The basketball poles will be taken down closer to the time of work on the basketball courts. I anticipate that demolition will begin in the next month to month and a half. The Solicitor and I will be meeting with the Conservation District and once we receive approval from the State, demolition may begin. The goal is to have substantial completion of the park project by September, with the focus on the restrooms and tennis courts being completed first. A standalone pickle ball court is also being added adjacent to the tennis courts. We do not know when this project will be completed, due to weather.

- Our annual financial audit for 2017 began earlier this week. I anticipate that the final report will be completed by the end of August, 2018. Smith, Elliott Kearns and Company remain our independent auditors for this report.

**ADDITIONAL COMMITTEE REPORTS:** Councilman Fleagle reported on his attendance at the recent Franklin County Emergency Services Alliance meeting, when discussion was held again regarding the proposed change in radio frequencies in Franklin County. Mr. Fleagle noted that Waynesboro has been well-represented in the Franklin County Hazard Mitigation Plan meetings, and their next meeting is scheduled for 02/16.

Councilman Fleagle also reported on the WaynesboroFest Committee meeting, during which Jason Stains, Bill Kohler and Kim Shockey were thanked for their participation as contestants in the Jeopardy Game. Bill Kohler (Mainstreet Waynesboro, Inc.) informed Council and the public of the showing of the Waynesboro documentary (free of charge) on 02/11 at 2:00 p.m. at the Waynesboro Area Middle School.

**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 Contract – CDBG Consulting Services
- B. Approval of Minutes as Presented – January 17, 2018 (regular meeting)
- C. Pay Bills – Check Details dated 01/23, 01/29 and 02/06

Councilwoman Rolls seconded; the motion passed unanimously.

### **UNFINISHED BUSINESS**

**BOROUGH CODE ADOPTION PROCESS:** Mr. Stains noted that General Code has completed the ordinance codification, and the next step is for advertisement of the ordinance adopting the codification. Councilman Rooney made a motion for approval. Councilman Knott seconded; the motion passed unanimously.

**APPROVAL OF PROPOSED CONTRACT WITH FIRE APPARATUS DRIVERS:** Mr. Stains noted that contract discussions have been held with the Borough's five (5) full-time apparatus drivers', and he highlighted terms and conditions of the proposed contract as a result of those negotiations. The contract will be retroactive to 01/01/2018 and thru 12/31/2021. Councilwoman Rolls made a motion for approval. Councilman Rooney seconded; the motion passed unanimously.

## **NEW BUSINESS**

**APPOINT FLOODPLAIN MANAGEMENT REPRESENTATIVE:** Mr. Stains noted that the State requires each municipality to appoint a Floodplain Management Representative, and he recommended appointing Dan Sheffler, Zoning-Code Enforcement Officer, to this position. Councilwoman Rolls made a motion for approval. Councilman Rooney seconded; the motion passed unanimously.

**CONSIDER CONTRACT WITH BREHM-LEBO ENGINEERING, INC. TO EXAMINE S. POTOMAC STREET FIRE STATION:** Mr. Stains stated that concerns have been raised about the structural integrity of the foundation at the S. Potomac Street Fire Station, and prior to housing a new ladder truck there, it was recommended that an engineering study be conducted. He presented a proposal from Brehm-Lebo Engineering for Council's review. He reviewed the scope of services, for a total maximum cost of \$4,400. Councilman Fleagle made a motion to approve all three (3) phases of the proposal, as presented. Councilwoman Rolls seconded; the motion passed unanimously.

**REQUEST FROM WAYNESBOROFEST RE: MOVIE/SWIM NIGHT AT NORTHSIDE POOL:** Mr. Stains presented a request from the WaynesboroFest Committee to hold a free community swim at Northside Pool at 07/10 (rain date of 07/12), during which they would pay the \$300 rental fee. They are, however, requesting that Council waive the additional fee of \$1.25 per person over the number of 100 in attendance. Councilman Knott made a motion for approval. Councilman Rooney seconded; the motion passed unanimously.

**REQUEST FROM YMCA TO HOLD TRIATHLON:** Mr. Stains noted that the YMCA's request to hold their 4<sup>th</sup> annual triathlon on 06/09 was discussed at the last Street Committee meeting, and Councilwoman Rolls made a motion for approval. Councilman Rooney seconded.

Discussion ensued regarding the need to ensure proper traffic control, and Kevin Grubbs noted that there have been no problems with this event in the past. However, he will need Council's approval in order to apply for the required PENNDOT permits, so he suggested that it be approved conditionally. Accordingly, Councilwoman Rolls modified her motion to include the condition that all items required on the staff's checklist be completed. Councilman Rooney seconded; the motion passed unanimously.

**REQUEST FOR LETTER OF SUPPORT FROM FRANKLIN COUNTY EMERGENCY SERVICES ALLIANCE:** Mr. Stains noted that the Franklin County Emergency Services Alliance has discussed conducting a county-wide study to evaluate the present state of fire and EMS organizations. The study would include current statistics, trends, costs and recommendations to assist in future decision-making. They are requesting a letter of support from each municipality to send to DCED with their grant application. Councilman Fleagle made a motion to authorize the Borough Manager to prepare and send such letter. Councilman Knott seconded; the motion passed unanimously.

**RESOLUTION NO. 2018-02 (AUTHORIZING THE SALE OF MUNICIPAL PROPERTY):** Mr. Stains presented proposed Resolution No. 2018-02 authorizing the sale of two (2) vehicles no longer being used. Councilwoman Rolls made a motion for approval of Resolution No. 2018-02. Councilman Knott seconded; the motion passed unanimously.

**RESOLUTION NO. 2018-02**

**RESOLUTION OF THE BOROUGH OF WAYNESBORO  
AUTHORIZING THE SALE OF MUNICIPAL PROPERTY**

Complete copy on file at Borough Hall.

**FINAL LAND DEVELOPMENT PLAN (FLATIRON COMMONS):** Kevin Grubbs presented Council with the Final Land Development Plan for Flatiron Commons. The Waynesboro Planning Commission reviewed the plans on 01/08 and recommended approval by Borough Council contingent on several minor revisions to the Stormwater Management Plan (which have been made). He advised that the plans meet all requirements of applicable ordinances. Councilman Fleagle made a motion for conditional approval of the Final Land Development Plan for Flatiron Commons, subject to providing the developer's agreement, stormwater agreement and financial security in a form acceptable to the Head of Engineering Services and the Borough Solicitor. Councilman Knott seconded; the motion passed unanimously.

**OFFICIAL WITHDRAWAL OF FRYE LAND DEVELOPMENT PLAN:** Mr. Grubbs presented a request to withdraw the Land Development Plans for Margaret Frye. He stated that there have been numerous time extensions with regard to these plans, and the property owner has decided not to proceed with the Land Development Plan. Councilwoman Rolls made a motion to approve the withdrawal, as requested. Councilman Knott seconded; the motion passed unanimously.

**VERIZON WIRELESS:** Solicitor Wisner noted that Council approved a Master Lease Agreement with Verizon Wireless in April of 2017, which "set the stage" for future submissions by Verizon Wireless regarding various sites within the Borough where they would like to install mini-cells. Council has received a copy of one of the Lease Supplements (there are seven for Council's consideration, however they are all the same with the exception of the location). The proposed locations are:

1. W. Main Street and N. Grant Street
2. E. Main Street and S. Church Street
3. E. Main Street and S. Broad Street
4. E. Main Street and Virginia Avenue
5. 702 E. Second Street
6. W. Main Street and S. Potomac Street
7. W. Third Street and S. Potomac Street

Council also received a rendering of the type of equipment to be installed on the traffic control signals. The leases have an initial term of five (5) years, and there are four (4) five-year automatic renewal terms under the Master Lease Agreement. The initial annual rent is \$3,900/site + \$300/site for electrical costs, which is subject to a 2% annual increase. If Council approves all seven (7) lease supplements, the total rental income for the first year would be \$27,300. Mr. Wisner added that the Lease Agreement is non-exclusive.

Councilwoman Rolls made a motion to authorize the Council President to execute the seven (7) lease supplements for the locations as stated by the Solicitor. Councilman Knott seconded; the motion passed unanimously.

### **FOR INFORMATION ONLY**

**CUMBERLAND-FRANKLIN COUNTY BOROUGH ASSOCIATION (CFCBA) MEETING IN SHIPPENSBURG (FEBRUARY 27, 2018):** Council members received the CFCBA meeting invitation. RSVP's are due to Melinda Knott by 02/16.

**FIRE/POLICE ANNUAL BANQUET/AWARDS CEREMONY (MARCH 3, 2018):** Council members received the Fire/Police Banquet invitation. RSVP's are due to Kim Green by 02/16.

**FRANKLIN COUNTY AREA DEVELOPMENT CORPORATION (FCADC) ANNUAL STATE OF THE ECONOMY BREAKFAST (MARCH 8, 2018):** Council members received the FCADC breakfast invitation. RSVP's are due to Melinda Knott by 02/26.

### **PRESS QUESTIONS:**

Jennifer Fitch, Herald Mail

Question – When did the letter come from the FHA regarding RRFB lights?

- Kevin Grubbs – the letter was dated 12/27 and was shortly after 01/01.

Question to Street Committee Chairperson Rolls - What went through your mind when you saw that letter?

- Councilwoman Rolls – was frustrated, because she thought it was something that was already taken care of. However, she noted she is pleased with the options that have been made available.

Question – How do the signs with the perimeter lights compare (cost) with those you were planning to buy?

- Kevin Grubbs – the signs range from \$950-\$1,200, and the RRF are approximately \$17,000/crosswalk. He noted they are considering the addition of motion sensors on the signs as an option.

Question – Do you have an updated timeline as to when you will be able to get those?

- Kevin Grubbs – will speak with PENNDOT’s project manager for additional information, but the Street Committee still has to decide what style they want to use and how they will be powered.

Question – Are there any nearby locations where the perimeter-lit signs are utilized?

- Kevin Grubbs – in Chambersburg at Stanley and Stouffer Avenues.

Question to Jason Stains – What was the name of the fair-practices act you mentioned with regard to the fire drivers’ contract?

- Jason Stains – Fair Labor Standards Act. It was mentioned that the FLSA has been in existence for many years, but the drivers requested that it be delineated in the contract to preclude any confusion regarding the law.

**COUNCIL AND STAFF COMMENTS:** Councilwoman Rolls thanked members of the Street Committee for taking care of business in her absence at the last meeting.

Mayor Starliper advised that the Fire Police assisted recently with a funeral at the Five Forks Calvary Church.

Manager Stains thanked the Maintenance Department, as they have been very busy over the last several weeks with leak detection work, repairing leaks, and recently with inclement weather. Many times their efforts go unnoticed, but he wanted them to know that they are much appreciated.

Councilman Rooney echoed Mr. Stains’ comments and added many compliments for the jobs well done by the Maintenance Department. He also announced that the first of four (4) informational sessions will be held on 02/08 from 6-8 p.m. at the Waynesboro Industrial Museum with he and Councilman Cermak.

Solicitor Wiser congratulated Mr. Stains for his Jeopardy success and commended the Borough on maintaining operations because “every employee is essential”.

Council adjourned to executive session at 8:50 p.m. They reconvened at 10:14 p.m., took no action, and adjourned at 10:15 p.m.

Respectfully Submitted,

Melinda S. Knott  
Borough Secretary