

DECEMBER 9, 2020
WAYNESBORO, PA 17268
REGULAR MEETING

Council President C. Harold Mumma called the regularly scheduled meeting (telemeeting via the Zoom computer platform) of the Waynesboro Borough Council to order at 6:30 p.m. with the following in attendance:

Borough Council Members -- Jarred Knott, Patrick Fleagle, Jon Fleagle, C. Harold Mumma, Dade Royer and Michael Cermak

Mayor Richard Starliper

Borough Staff – Jason Stains, Borough Manager
Sam Wiser, Borough Solicitor

Public in Attendance –
Becky LaBarre
Nicholas Erickson
Doug Tengler
Stephen Monn
Doug Parks

Solicitor Wiser reviewed the Telemeeting Rules of Decorum for those individuals wishing to participate in the meeting.

EXECUTIVE SESSION: President Mumma noted that an executive session will be held at the end of the meeting regarding personnel, litigation and real estate issues. There may be voting afterward.

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:

Doug Tengler, 20 E. Second Street – Mr. Tengler summarized his written correspondence to Council members, which was provided following his discussion in October and a review of the library's financials. A complete copy of his correspondence follows --

“Thank you for allowing me to speak at the October meeting of Waynesboro Council regarding the operations of the Alexander Hamilton Memorial Free Library (the Library). As discussed during the meeting, I did want to obtain additional information from the

Library to further discuss their operations and make a fair and impartial report to the Borough at your upcoming meeting. I have been able to obtain those documents and look forward to discussing them with you at the December meeting. I have reviewed the financial information from the 2018 and 2019 calendar years, and also through September 30, 2020 and provide the following information:

Review of 2018 Financial Statements

After a review of the 2018 financial statements, there is nothing significant to note. Expenditures were comparable to budget approved, and in some cases actual expenditures were lower than budget.

Review of 2019 Financial Statements

My review of Library's 2019 financial statements and the Budget to Actual comparison shows some of expense accounts that went over budget during the year. They are listed below as follows:

Expense Line Item	Budgeted Expense	Actual Expense	Amount Over Budget
Office Supplies	2,800	5,730	2,930
Computer & Software	5,000	16,257	11,257
Capital Improvements	24,000	72,006	48,006
Advertising	0	4,866	4,866
Remodeling	0	10,126	10,126
Promotion	0	1,614	1,614
Total over Budget			78,799

It should also be noted that the budget line item for Fundraising Income was approved in the amount of \$10,000 for the 2019 year. Actual income on that line item ended up being zero, as there were no fundraising events completed during the year. These items bring the budget shortfall for 2019 to almost \$89,000 for these line items.

Review of 2020 Financial Statements through September 30th

My review of Library's 2020 financial statements and the Budget to Actual comparison shows some of expense accounts that went over budget during the first nine months of the year. Salary Expense through September 30th is \$18,000 over budget, even though the Library was closed to the public for several months.

Expense Line Item	Budgeted Expense	Actual Expense	Amount Over Budget
Salaries and Wages	170,062	188,205	18,143
General Building Expense	3,375	9,056	5,681
Office Equipment	3,750	6,359	2,609
	Total over Budget		26,433

Review of October 2nd Article from The Record Herald

The October 2nd article in The Record Herald discussed the reduced hours of the Library, effective last month. In the article, the Library stated they are seeing far less revenue from copiers, library book fines, room rentals and program fees than in previous years, plus less in state revenue. However, they did receive over \$43,000 from the Paycheck Protection Program (PPP), but stated “that hasn’t been enough”. A fact-check of this information is provided below. All information provided to me has been taken from their internal financial statements.

Expense Line Item	Budget as of September 30	Actual as of September 30	Amount Over (Under) Budget
State Aid	58,500	58,500	0
Copier Revenue	5,625	2,238	(3,387)
Library Book Fines	3,750	994	(2,756)
Room Rentals	0	9	9
Program Fees	225	53	(172)
Paycheck Protection Program (PPP) Funds	0	43,225	43,225
Total over Budget			36,919

Clearly, revenues from copier revenue and library book fines have been negatively impacted by COVID. However, net revenue to the Library as of September 30th is positive by over \$36,000 based on the receipt of the PPP funds. Future revenues to the Library will certainly be impacted by any decreases in State Aid. Also, the Library has also incurred additional expenses with COVID protective equipment and payroll for health screening at the rear entrance. However, the Library did receive a .25 mill increase in 2020, which should provide them with close to \$38,000 of additional revenue per year.

Review of Audited Financial Statements

A brief review of the audited financial statements for the past several years shows total costs spent on Expansion and Renovation Expenses during this time period. Several prior years are very comparable, with the large increase in expenditures shown for the 2019 year.

Year Ending December 31st	Expansion & Renovation Expense
2019	82,133
2018	8,775
2017	15,912
2016	6,067

Conclusion

After my review of the Library’s financial information for the past several years, it is my opinion that the reduced hours were caused by overspending in 2019 and 2020 and not

due to the financial impact of COVID. Although COVID has caused the Library additional expenses for protective gear and additional payroll costs for health screening at the rear entrance, these costs were more than offset by the \$43,225 received from the Paycheck Protection Program. Also, please find attached a copy of Section 602 of the Pennsylvania Public Library Accounting Manual. This manual outlines duties and responsibilities for Board members and discusses the monitoring of monthly expenditures in Section 602.4.

REFERENCED ATTACHMENT:

602.2

Public libraries have a duty to be accountable for expenditures. The majority of library income comes from contributions, grants, and taxes. Therefore, it is important that the library identify the community's needs and develop a budget to meet those needs.

602.3

The budget projects expected results. It serves as a planning tool, which helps the library evaluate its objectives and quantify the sources and uses of funds that are needed to meet these objectives.

602.4

Monitoring actual results of operations and comparing them to budget figures provide timely and meaningful feedback to library decision-makers. The library should compare budget to actual results monthly in order to investigate and explain any expense overages or unusual fluctuations. Monthly comparisons allow libraries to discover monthly fluctuations before they become large. Many accounting programs allow users to input budget amounts and allow generation of reports based on various criteria-comparing budget to actual amounts. The Board should approve all budget expense overages before they occur. There may be a need for revisions to the budget during the year (e.g. a large decrease in donations). The Board should discuss and approve all revisions. The financial policy should define the thresholds and amounts and types of budget revisions that require Board approval.

(Revised August 2018)"

Mr. Tengler stated that, despite COVID, his main goal is to ensure that the Library gets back to normal operating hours as soon as possible in order for them to serve low/moderate income individuals in the community.

CONSENT AGENDA: Councilman P. Fleagle made a motion to approve the Consent Agenda, as follows:

- A. Pay Bills – Check Detail(s) dated 11/24, 12/01 and 12/08
- B. Acknowledge and Approve Personnel Matters – Recommended by the Personnel Committee

C. Acknowledge Receipt of 2019 Borough Audit

Councilman Knott seconded. A roll call vote was as follows: Jarred Knott – yes, Jon Fleagle – yes, Pat Fleagle – yes, Dade Royer – yes, Michael Cermak – yes and C. Harold Mumma – yes. The motion passed unanimously.

UNFINISHED BUSINESS: None.

NEW BUSINESS

ADOPTION OF 2021 FINAL BUDGET: Borough Manager Stains advised that the proposed 2021 budget has been advertised in accordance with the Borough Code, and is before Council for approval at this time.

Councilman Cermak made a motion for approval. Councilman J. Fleagle seconded. A roll call vote was as follows: Jarred Knott – yes, Jon Fleagle – yes, Pat Fleagle – yes, Dade Royer – yes, Michael Cermak – yes and C. Harold Mumma – yes. The motion passed unanimously.

CONSIDER PROPOSED 2021 TAX ORDINANCE FOR ADOPTION: Mr. Stains noted that the proposed 2021 Tax Ordinance has also been advertised for adoption by Council at this time. 2021 tax rates will be as follows –

- 21.18 mills for general Borough purposes
- 1.5 mills for fire purposes
- 0.25 mill for rescue service purposes
- 3.0 mills for street lights
- 5.0 mills for street improvements

Councilman Royer made a motion for approval. Councilman Knott seconded. A roll call vote was as follows: Jarred Knott – yes, Jon Fleagle – yes, Pat Fleagle – yes, Dade Royer – yes, Michael Cermak – yes and C. Harold Mumma – yes. The motion passed unanimously.

ORDINANCE NO.

AN ORDINANCE OF THE BOROUGH OF WAYNESBORO,
COMMONWEALTH OF PENNSYLVANIA, fixing the tax rate for the fiscal
year 2021.

Complete copy on file at Borough Hall.

APPROVAL OF PROPOSED RESOLUTION NO. 2020-21 (2021 Schedule of Fees): Mr. Stains presented proposed Resolution No. 2020-21, establishing and/or modifying fees for the 2021 year. He noted that only minor changes have been made.

Councilman Knott made a motion for approval. Councilman J. Fleagle seconded. A roll call vote was as follows: Jarred Knott – yes, Jon Fleagle – yes, Pat Fleagle – yes, Dade Royer – yes, Michael Cermak – yes and C. Harold Mumma – yes. The motion passed unanimously.

RESOLUTION NO. 2020-21

WHEREAS, the Borough of Waynesboro, from time to time, may adopt new fees and/or change fees charged for Borough services, and

WHEREAS, many of the enabling Ordinances permit the adoption of fees by Resolution,

NOW, THEREFORE BE IT RESOLVED, that the following fee schedule is hereby established and/or modified:

Complete copy on file at Borough Hall.

APPROVAL OF PROPOSED RESOLUTION NO. 2020-22 (Setting Miscellaneous Compensation for Borough Part-Time, Seasonal and Contract Employees, and Other Miscellaneous Expenses, to be effective January 1, 2021): Mr. Stains presented proposed Resolution No. 2020-22, an annual resolution delineating various compensation and expenses for certain employees of the Borough.

Councilman Knott made a motion for approval. Councilman Royer seconded. A roll call vote was as follows: Jarred Knott – yes, Jon Fleagle – yes, Pat Fleagle – yes, Dade Royer – yes, Michael Cermak – yes and C. Harold Mumma – yes. The motion passed unanimously.

RESOLUTION NO. 2020-22

RESOLUTION OF THE BOROUGH OF WAYNESBORO
SETTING THE MISCELLANEOUS COMPENSATION FOR BOROUGH PART-TIME,
SEASONAL, AND CONTRACT EMPLOYEES, AND OTHER MISCELLANEOUS
EXPENSES, TO BE EFFECTIVE JANUARY 1, 2021

Complete copy on file at Borough Hall.

ADOPT BOROUGH OF WAYNESBORO EMPLOYEE FACE COVERING POLICY: Mr. Stains presented a proposed Employee Face Covering Policy mirroring (in substantial and relevant part) the Universal Face Covering Order promulgated by the PA Secretary of Health on 11/17/2020. He reviewed specific requirements and permitted exemptions. Discussion followed regarding implications for employees refusing to adhere to the policy, and Mr. Stains noted that department heads will be relied on to enforce the policy and report any infractions thereof to management.

Councilman P. Fleagle made a motion for approval. Councilman Knott seconded. A roll call vote was as follows: Jarred Knott – yes, Jon Fleagle – yes, Pat Fleagle – yes, Dade Royer – yes, Michael Cermak – yes and C. Harold Mumma – yes. The motion passed unanimously.

APPROVAL OF USE AGREEMENT WITH WAYNESBORO AREA SCHOOL DISTRICT (FOR KAJEET MOBILE HOTSPOTS): Mr. Stains noted that the Waynesboro Area School District has requested that Council allow the District to install, repair and maintain mobile hotspots for use by students to access the School District's database at the following locations –

- Memorial Park
- Northside Pool
- Rotary Park
- Mt. Airy Park

Nic Erickson, Director of Technology for the School District, was in attendance to answer any questions. He noted that they have applied (and been approved) for a grant for these devices, which will be used only by students (not for the general public) who do not have internet access at home. The equipment requires very low voltage power, so there would be minimal cost to the Borough for electricity (estimated at a maximum of \$150/year).

The hotspot equipment will be attached to buildings at these locations. It was noted that the Waynesboro Borough Authority owns the property at the Mt. Airy Park, so another agreement with them will be required. Mr. Erickson added that the School District will be responsible for any damage to the equipment caused by vandalism, etc.

Solicitor Wisner recommended that Council approve the proposed Use Agreement in substance form, but he would suggest a modification to the section describing the property/premises to include "locations as may be agreeable to the School District" in a form acceptable to the Borough Manager and Solicitor.

Councilman P. Fleagle made a motion for approval. Councilman Royer seconded. A roll call vote was as follows: Jarred Knott – yes, Jon Fleagle – yes, Pat Fleagle – yes, Dade Royer – yes, Michael Cermak – yes and C. Harold Mumma – yes. The motion passed unanimously.

FOR INFORMATION ONLY

NOTICE OF 2021 MEETINGS: Council members were provided with a list of proposed Board and Committee meetings for the 2021 year. These meetings will be advertised in accordance with provisions of Pennsylvania's Sunshine Act (65 Pa. C.S. §§ 701-716). Council concurred.

2021 HOLIDAY SCHEDULE: Council members were provided with a list of the employees' proposed holidays for 2021, which follow the dates observed by the federal government.

CHRISTMAS TREE COLLECTION: Council members were provided with a copy of the 2021 Recycling Schedule and information regarding Christmas Tree pick-up (which will take place on residents' normal trash collection day during the week of January 19th thru January 23rd, 2021).

COUNCIL AND STAFF COMMENTS: Mr. Stains noted that he received word earlier today that the scope of work for the street light project from Broad to Franklin Streets has been approved to include the addition of cobra lights and new light heads for the existing light poles downtown. The lights will be ordered the following day, but will take 6-8 weeks for delivery.

Mr. Stains also noted that the Franklin County Commissioners were expected to vote this afternoon on the CARES Act funding request for disinfection supplies, legal services with regard to the COVID situation and Fire Department overtime expenses. If this funding is received, the request through FEMA will be withdrawn. Mr. Stains added that he is hopeful that they receive the County funding, as the FEMA funding doesn't consider the FD overtime costs as eligible.

Mayor Starliper commented that he was unhappy with the cuts required in the Police Department's 2021 budget, as compared to some of the other departments. However, he added that they will continue to serve and protect the community with whatever funding they are provided with.

Council then adjourned to executive session at 7:20 p.m. They reconvened to regular session at 8:36 p.m. and adjourned the meeting (with no further action) at 8:38 p.m. on a Knott/P. Fleagle motion which passed unanimously.

Respectfully Submitted,

Melinda S. Knott
Borough Secretary