

FEBRUARY 3, 2016
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 – Delmos Oldham, Patrick Fleagle, Niccole Rolls, C. Harold Mumma, Chad Rooney and Michael Cermak

Mayor Richard Starliper

Borough Staff – Jason Stains, Borough Manager
Denny Benshoff, Maintenance Superintendent
Dan Sheffler, Zoning-Code Enforcement Officer
Kevin Grubbs, Head of Engineering Services
Sam Wiser, Borough Solicitor (Salzmann Hughes, PC)
Jim Sourbier, Police Chief

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

PRESENTATIONS/PROCLAMATIONS/RECOGNITIONS: Representatives from Enterprise Fleet Management were present to give an overview to “new Council” of the presentation given previously to the former Council. They explained their program and how they have helped municipalities throughout PA to save money and replace their older vehicles with newer and safer models. Various questions were asked regarding debt authorization through the Local Government Unit Debt Act, liquidation of how the existing fleet is liquidated, maintenance and insurance costs for the existing and proposed vehicles, and lease termination procedures. In addition, Council made a request for contacts/references from municipalities who have been in the program for 4-5 years. Mr. Gilbert (Enterprise) noted he will forward the information to the Borough Manager for consideration at the Property Committee meeting scheduled for 02/18 at 6:00 p.m.

EXECUTIVE SESSION: Council members adjourned to an executive session at 8:15 p.m. to discuss personnel, code enforcement and litigation matters. They reconvened to regular session at 9:25 p.m.

COMMITTEE REPORTS

PERSONNEL COMMITTEE: No report.

PROPERTY AND PUBLIC SAFETY COMMITTEE: No report. Councilman Rooney noted that the Property Committee will hold a meeting on 02/18 at 6:00 p.m., and meetings thereafter will be held on the third Thursday of each month.

STREET COMMITTEE: Councilwoman Rolls reported that the Street Committee met on 01/27. The following items were discussed –

- SNOW REMOVAL - The Borough's maintenance, water and sewer staff (and contractors who helped with snow removal) were thanked. Streets in town looked great.
- DOWNTOWN STREET LIGHTS - Will proceed with LED lighting conversion and implementing a test of two (2) different styles and three (3) different lighting levels of LED lights (6 cobra-style lights at 22,000 lumens on S. Potomac Street between Sixth and Ninth Streets, and 6 cobra-style lights at 11,000 lumens on Grant Street between Main and King Streets); and additionally, 6 lights in decorative style (3 at Main/Franklin Streets and 3 at Main/Walnut Streets). There will be no charge to the Borough for these lights, and any lights out of contract will be replaced by West Penn Power. Feedback from the public will be requested.
- STREET SIGN REPLACEMENTS – Denny Benshoff provided a list of street signs throughout the Borough that are faded and in need of replacement (total cost of \$3,191 plus labor). Liquid Fuels funding will be pursued for this work, which will be done over the next several months.
- MULTI-MODAL TRANSPORTATION PROJECT – Kevin Grubbs is currently working on contract documents to bid the reconstruction of Fairview Avenue and Welty Road. The work is anticipated to begin when school is out and will be completed by August. The cold-in-place recycling method will be utilized.
- TRANSPORTATION ALTERNATIVES PROJECT (TAP) PROGRAMS – The Borough has received funding through PENNDOT's TAP program to install rapid flashing beacon crosswalk lights at eight (8) additional crosswalk locations. Mr. Grubbs is awaiting contact from PENNDOT regarding a timetable for this process.
- PARKING ORDINANCE – Mr. Grubbs is currently working on updating the Traffic and Parking Ordinance for modifications made in 2015. A draft will be provided for review at the Street Committee's February meeting.
- LIQUID FUELS STREET MAP – It was reported several months ago that a private portion of Cemetery Avenue (from S. Church Street to the Municipal Golf Course) was on the Liquid Fuels Map, and Council voted to have it removed. The Borough's intern is conducting research to ensure that all the current streets are correctly listed on the map for Liquid Fuels funding.

It was noted that the next Street Committee meeting will be held on 02/24 at 9:00 a.m.

INTERGOVERNMENTAL COMMITTEE: No report.

DOWNTOWN REVITALIZATION COMMITTEE: Councilman Fleagle reported that the Downtown Revitalization Committee met on 02/02. The following items were discussed at the meeting –

- MAINSTREET PLAZA – Scott Hershberger (MSW) reported he is still waiting on information from the architect regarding stormwater efforts.
- DOWNTOWN LIGHTING – Members of the Downtown Revitalization Committee attended the Street Committee meeting to hear discussion and provide input regarding downtown lighting. As reported by the Street Committee chairperson, sample light upgrades will be placed at Main/Franklin Streets and Main/Walnut Streets for evaluation.
- NATIONAL REGISTRY OF HISTORIC PLACES – Carrie Giauque reported on the application for designation on the National Registry of Historic Places and discussed advances of such designation for income-producing properties including Keystone Grants and state/federal tax credits.
- RENTAL INSPECTION/CODE ENFORCEMENT/BLIGHTED PROPERTIES – General discussion was held regarding several properties in town, and the Franklin County Redevelopment Authority will be asked to summarize the Borough's options in using Blighted Property laws.
- DOWNTOWN SNOW REMOVAL – Snow removal efforts were determined to be efficient ... the only suggestion was that Main Street residents' cars could be placed in parking lots to allow more efficient snow removal on Main and Potomac Streets.
- MULBERRY STREET ARCHWAY/LIGHTING - Price quotes for a wrought iron archway on S. Mulberry Street/Main Street walkway have been received. Bob Correll will coordinate with Borough staff, solicitor and MSW Design Committee.
- EXPANSION OF LERTA ZONE – In conjunction with incentives included in the Historical District designation, the Design Review Committee is requesting that Borough staff re-open the possibility of expansion of the LERTA zone with the Waynesboro School District. Carrie Giauque is also investigating the Borough of Chambersburg's Downtown LERTA and Antrim Township's LERTA.

FINANCE COMMITTEE: President Mumma reported that, in the near future, Council will be provided with monthly financial statements to include YTD account balances. He added that several Council members attended a two-day training session in Gettysburg on 01/29-30 regarding Council procedures and responsibilities.

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

“On January 29th, along with Chief Sourbier, Darwyn Benedict, Kelly Rock and Shade Partlow, I was invited and attended Mowrey Elementary School's Career Assembly Program. We spoke about our careers and answered questions.

On February 2nd, along with Sgt. Bock, School Police Officer Matt Gordon, Emerson Powers (VFW) and High School Principal Steve Pappas, information was given to Mr. Pappas about gun safety, and we gave the school gun locks to be handed out. Also, some gun locks were given to the Middle School. Hopefully this information will reach a lot of students and parents.”

In addition, Mayor Starliper noted that members of the Fire Police manned many of the intersections while crews were removing snow. He requested that the Borough consider making a donation to the Fire Police for their assistance.

SOLICITOR’S REPORT: No report.

VOTING ON ITEMS FROM COMMITTEE REPORTS: Councilman Cermak made a motion to appoint Jerry Hartman as the Borough’s Emergency Management Coordinator to replace Hans Bader. Councilwoman Rolls seconded; the motion passed unanimously.

Councilwoman Rolls noted that the Street Committee received a request to remove parking on the east side of Clyde Street between Brown Street and Eden Avenue, as Waste Management has had difficulty accessing Clyde Street when cars are parked on both sides of the street. As emergency vehicles would also have difficulty at this location, Councilwoman Rolls made a motion to install “no parking this side of street” along the east side of Clyde Street between Brown Street and Eden Avenue. Councilman Oldham seconded; the motion passed unanimously.

Councilwoman Rolls also noted that the Borough’s Maintenance Superintendent has recommended that the two-way section of W. North Street between N. Franklin Street and Cumberland Valley Avenue be changed to one-way, as vehicles continually get stuck there during bad weather. Councilwoman Rolls made a motion to change the aforementioned section of W. North Street to one-way going west, effective 03/01. Councilman Rooney seconded; the motion passed unanimously. It was noted that letters will be sent to households on the affected street (and information will be posted on social media) to ensure that the residents are aware of the change.

Lastly, Councilwoman Rolls made a motion to approve the installation of a handicapped parking space at 555 Maple Street. Councilman Rooney seconded; the motion passed unanimously.

ENGAGEMENT OF ACCOUNTING FIRM: Councilwoman Rolls made a motion to authorize the engagement of Cohick & Associates to provide professional services including bookkeeping and other financial services on an as-needed basis as determined by the Borough Manager. Councilman Cermak seconded; the motion passed unanimously.

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, presented as follows. Councilman Oldham seconded; the motion passed unanimously.

Award of Contracts: None.

Routine:

- (1) Approval of Minutes – January 20, 2016 (regular meeting)
- (2) Pay Bills – Voucher List dated 01/22

Previously Discussed Items: None.

UNFINISHED BUSINESS

AMENDMENT TO FIRE DEPARTMENT ORDINANCE RE: RESIDENCY OF CHIEF OFFICERS: Mr. Stains noted that Council discussed this matter at their meeting on 01/04, and decided that residency requirements for the Fire Department should be in-line with those for the Police Department (15 air miles). A draft ordinance has been prepared and authorization to advertise it for consideration at the next meeting is requested. Councilman Rooney made a motion as such. Councilman Cermak seconded; the motion passed unanimously.

BOARD OF HEALTH UPDATE: Mr. Stains noted there have been no more Board of Health meetings since Council's last meeting, however Clem Malot (PA Municipal Code Alliance) was present and Mr. Stains asked if he would address Council. Mr. Malot oversees the health inspections for restaurants and food services within the Borough of Chambersburg through their Board of Health.

Clem Malot, CCO of PA Municipal Code Alliance, 405 Wayne Avenue, Chambersburg, PA – Mr. Malot noted he has managed the health operations for the Borough of Chambersburg since 2006 for 250+ eating establishments (including schools, hospitals, grocery stores, etc.) His organization does work similar to that of the Department of Agriculture and complies with all PA policies and procedures. Municipalities have the opportunity to either administer Health Department regulations within their jurisdiction or defer to the Department of Agriculture if they don't have an established Board of Health and inspection program. With the exception of frozen dessert machines and food manufacturing facilities, for which PA reserves exclusive jurisdiction, inspection fees are collected by the local entity.

Discussion followed regarding the types of services that PMCA offers, and Mr. Malot stated they will provide whatever services are requested by the municipality.

Councilman Cermak noted that PA has no regulations regarding tattoo establishments, but Waynesboro does. Waynesboro's Health Officer resigned in 2004, and Borough Council appointed the duties of licensing tattoo establishments to Accredited Services in 2005. Although they have no experience with public health issues, as a community service, Accredited Services has been ensuring that the tattoo establishments meet requirements of the Borough's ordinance. Accordingly, Councilman Cermak made a motion to turn that responsibility over to PMCA for enforcement. Councilman Rooney seconded.

Councilman Fleagle asked the Solicitor (as he previously mentioned other ordinances that refer to "enforcement by the Health Officer") what other non-food related areas might be covered. Mr. Wisner responded that he can gather that information for discussion at the next Council meeting, if Council so desires. Mr. Fleagle suggested that, if authority is given to another agency, it be done with these other statutes as well. Councilmen Cermak and Rooney agreed and withdrew their motion/second.

Mr. Wisner clarified that, in order to have a Health Officer, a Board of Health is needed. He suggested that Council continue pursuing the possibility of establishing a Joint Board of Health with the Borough of Chambersburg, as that is one step that needs to be accomplished before appointing a local Health Officer.

Councilwoman Rolls made a motion to authorize Salzmann Hughes to draft an intergovernmental cooperation agreement with the Borough of Chambersburg regarding a Joint Board of Health. Councilman Cermak seconded; the motion passed unanimously.

NEW BUSINESS

BOROUGH APPRAISAL (INDUSTRIAL APPRAISAL COMPANY): Mr. Stains presented a proposal from the Industrial Appraisal Company for an appraisal of all buildings owned by the Borough of Waynesboro and Waynesboro Borough Authority. The proposal was for \$18,140 and \$18,000 was budgeted for this work in 2016. Councilman Cermak made a motion to approve the additional expense and proceed with the appraisal. Councilman Rooney seconded; the motion passed unanimously.

FOR INFORMATION ONLY

REMINDER OF JOINT MEETING WITH WASHINGTON TOWNSHIP SUPERVISORS (FEBRUARY 11, 2016 AT 6:00 P.M., PARLOR HOUSE RESTAURANT): Mr. Stains reminded Council of their upcoming joint meeting with Washington Township Supervisors on 02/11 at 6:00 p.m. at the Parlor House. They were asked to provide him with topics for the agenda.

CFCBA MEETING: Mr. Stains reminded Council of the upcoming CFCBA meeting to be held on 02/23 in Carlisle. Those interested in attending were asked to contact Melinda Knott.

SNOW REMOVAL REIMBURSEMENT: Mr. Stains reported that he and Denny Benshoff are compiling costs for snow removal during the recent storm. Information will be submitted to the County in hopes of receiving reimbursement for snow removal costs through PEMA.

ANNUAL CIVIL SERVICE COMMISSION REPORT: Council members received the Civil Service Commission's Annual Report for 2015.

PROPOSAL BY GMS FUNDING SOLUTIONS: Mr. Stains noted that Amy Kaufman of GMS Funding Solutions was present at the last Council to discuss their proposal to provide grant writing services to the Borough. He continues to look for funding options for that service.

LIONESS-LIONS CLUB INVITATION: Council members received an invitation to the Lioness-Lions Club Charter Night on 03/19 at the Waynesboro Country Club. RSVP's should be submitted by 03/01 to Melinda Knott.

INVITATION TO FIRE/POLICE DEPARTMENTS BANQUET: Council members were also invited to the Fire and Police Departments' Annual Banquet on 03/05. RSVP's should be submitted to Melinda Knott.

MID-BLOCK TRAFFIC STUDY: Mr. Stains reported that staff is working to coordinate the mid-block traffic study for the crosswalk at Mulberry Street. Additional information will be forthcoming.

PRESS QUESTIONS: None.

COUNCIL AND STAFF COMMENTS: Councilman Rooney thanked the staff for their efforts during the recent snow storm. He added that information was mentioned at the PSAB conference (and he has since researched the matter further) regarding a Junior Council Person Program. He encouraged Council members to look at information provided on PSAB's website regarding this valuable program, as he may present a request to implement such a program in the future.

Councilman Cermak thanked the public for their attendance and agreed with comments voiced regarding snow clearing.

Dan Sheffler noted that Council members may have received an email from a resident regarding trash cans. He explained that he talked with the property owner, and the trash cans are at the back edge of the sidewalk (which leaves 5' of sidewalk in front of the cans). The Borough's ordinance states that the trash cans cannot be curbside, which they are not. Mr. Sheffler added that the solicitor is currently working on revisions

to the Nuisance Ordinance, and they may be able to include people who place their trash out earlier than permitted. There are still issues with televisions/electronics being placed at the curb ... but he has no information regarding where these items can be disposed of.

Scott Hershberger (MSW) reported on upcoming events: A Night at the Races (02/06 from 7-9 p.m. at Green Grove Gardens) and the Chocolate Extravaganza (03/05 at the American Legion). Also, 01/29 was the deadline for submissions to the banner contest.

Councilman Oldham echoed sentiments regarding clearing of the streets.

Mayor Starliper requested that the Street Committee review and consider eliminating left turns at Walnut/Main Streets. In addition, he requested the Borough look into purchasing flags for the fire hydrants to aid the Fire Department in locating them during the winter.

President Mumma thanked the public for their attendance and thanked the maintenance staff for their efforts during the recent storm.

Having no further business to discuss, the meeting adjourned at 10:24 p.m. on a Fleagle/Rooney motion which passed unanimously.

Respectfully Submitted,

Melinda S. Knott
Borough Secretary