

JANUARY 21, 2015
WAYNESBORO, PA 17268
REGULAR MEETING

Council President C. Harold Mumma called the regularly scheduled meeting of the Waynesboro Borough Council to order at 7:35 p.m. with the following in attendance:

Borough Council Members – Benjamin Greenawalt, Delmos Oldham, Darrel Potts, C. Harold Mumma, Hans Bader and Michael Cermak

Mayor Richard Starliper

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

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

COMMITTEE REPORTS

PERSONNEL COMMITTEE: Councilman Cermak noted that he will present one (1) item during the “voting section” of the meeting.

PROPERTY AND PUBLIC SAFETY COMMITTEE: Councilman Bader noted that the Property Committee will meet the following afternoon.

STREET COMMITTEE: No report. Councilman Potts noted that the next Street Committee meeting will be held on 01/28 at 9:00 a.m.

INTERGOVERNMENTAL COMMITTEE: No report.

DOWNTOWN REVITALIZATION COMMITTEE: No report.

FINANCE COMMITTEE: No report.

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

“On January 15th, I attended the meeting in Chambersburg in reference to a Community Conversation about Public School Funding in Franklin

County.

On January 19th, along with Assistant Manager Stains, we had a meeting with our new State Representative Paul Schemel. It was a get-to-know-you meeting of advice and information.

On January 19th, I attended the WABEC meeting in conjunction with their fundraiser for the new stadium renovations.

On January 20th, along with Assistant Manager Stains and Washington Township Manager Christopher, I attended the COG meeting in Chambersburg.”

SOLICITOR’S REPORT: President Mumma noted that the Solicitor was running late, due to the weather, and this matter will be delayed until his arrival.

VOTING ON ITEMS FROM COMMITTEE REPORTS: Councilman Cermak noted that he received correspondence from the Waynesboro Fire Police advising that Cliff Campbell is no longer a member. He made a motion to remove Mr. Campbell from the Fire Police roster. Councilman Greenawalt seconded; the motion passed unanimously.

CONSIDER APPROVAL OF CONSENT AGENDA: Councilman Greenawalt made a motion to approve the Consent Agenda, as presented. Councilman Bader seconded; the motion passed 5-0 (Councilman Cermak abstained).

RESOLUTION FOR
COUNCIL MEETING OF January 21, 2015
“CONSENT AGENDA”

WHEREAS, the Mayor and Borough Council have either previously discussed or considers certain agenda items to be of a routine nature; and

WHEREAS, items of the nature noted in the paragraph above generally meet with the consensus approval of the Mayor and Borough Council.

NOW, THEREFORE, on motion of Councilman _____, seconded by Councilman _____, by a vote of _____, it was resolved that the following items are approved by the Mayor and Borough Council:

Award of Contracts:

1. Random Curb and Sidewalk
2. Stone
3. Sodium Hypochlorite (Northside Pool)
4. Ductile Iron Pipe

*Mr. Hamberger pointed out that the contract for paving materials was not awarded at this time,

because certification is required that the low bidder's product meets PENNDOT specifications.

Routine:

1. Approval of minutes - November 19, 2014 (regular meeting) and December 3, 2014 (regular meeting)
2. Accept reports of the Code Enforcement Officer and Fire Chief - December, 2014
3. Pay Bills - Voucher List dated 01/09 (and any others presented following preparation of this agenda)

Previously Discussed: N/A.

UNFINISHED BUSINESS

YMCA TRIATHLON: Mr. Stains noted this matter was on the agenda several months ago, however at that time, YMCA representatives had not yet met with the Mayor, Fire Police and Police Chief. The event is planned for May, in conjunction with the YMCA's 100th Anniversary. Ashley Gardner, the YMCA's swim director, was in attendance to answer any questions.

Mayor Starliper noted that the running portion of the event will be in the Borough and the bicycling portion will cross Main Street, but everything else will be in Washington Township (they have also been contacted). Mr. Starliper noted the YMCA will have their own volunteers assist with traffic control (and they plan to send them to school for the appropriate training). Mr. Stains defined the route of the 5K portion which will begin at the YMCA and proceed down Second Street to Myrtle Avenue, turning left on Myrtle Avenue to Third Street, left on Clayton Avenue and down to Ninth Street/Old Mill Road and then circling back. Mayor Starliper confirmed that there will be a minimal obstruction of traffic. Because this crosses multiple jurisdictions, Chief Sourbier requested that Mr. Bader (the Borough's Emergency Management Coordinator) ensure that the appropriate NIMS, etc. forms and format are followed.

Councilman Cermak made a motion to approve the event. Councilman Oldham seconded; the motion passed unanimously.

SOLICITOR'S REPORT: Solicitor Wisner requested that an executive session be held to discuss several items regarding potential litigation and code enforcement matters.

EXECUTIVE SESSION: Council adjourned to executive session at 7:37 p.m. and returned to regular session at 8:22 p.m.

NEW BUSINESS

PRESENTATION TO LLOYD HAMBERGER: President Mumma presented an engraved "Academy of Music" plate to Mr. Hamberger, on behalf of the Borough of Waynesboro, for a job well done.

COLD SPRING ESTATES SUBDIVISION PLAN (PHASE 7A): Kevin Grubbs presented the Subdivision Plan for Cold Spring Estates (Phase 7A), which was reviewed and recommended for approval by the Waynesboro Planning Commission contingent upon several required revisions. Mr. Grubbs stated that those revisions have been completed. Councilman Greenawalt made a motion to approve the Subdivision Plan for Cold Spring Estates Phase 7A, as presented. Councilman Cermak seconded; the motion passed unanimously.

ESTABLISH NEW CIVIL SERVICE LIST FOR POLICE DEPARTMENT: Jason Stains noted that this was discussed previously during budget meetings. A civil service list had been established last year for non-certified candidates for the position of Police Officer; and in November, Council authorized hiring a police officer. At that time, it was anticipated that the State would reimburse the fees for attending the Academy; however that may not be the case. After discussion with the Police Chief, it is recommended that a list of Act 120 certified candidates be established.

Chief Sourbier explained the rationale of having Act 120 pre-requisite criteria, as many other municipalities have also done. He requested that Council authorize the Civil Service Commission to re-offer the civil service examination and that they consult with the Mayor, Police Chief and Mr. Stains regarding that criteria before the examination is issued. Councilman Greenawalt made a motion as such. Councilman Cermak seconded.

Mr. Hamberger clarified that this will need to be a multi-step process, as the Civil Service Rules and Regulations will first need to be modified to require the Act 120 certification. He anticipated that the entire process will take several months. Accordingly, Councilmen Greenawalt and Cermak rescinded their previous motion/second.

Councilman Greenawalt then made a motion to authorize and direct the Civil Service Commission to vacate the existing list for Police Officer. Councilman Cermak seconded; the motion passed unanimously.

Further, Councilman Greenawalt made a motion to authorize and direct the Mayor, Police Chief and Borough Manager to work with the Civil Service Commission to develop criteria for the vacancy that needs to be filled (which will be brought before Council to authorize any necessary modifications to the regulations). Councilman Cermak seconded; the motion passed unanimously.

MERGE FRANKLIN COUNTY TAX COLLECTION COMMITTEE INTO THE FRANKLIN COUNTY AREA TAX BOARD: Mr. Stains noted that the Franklin County Tax Collection Committee and the Franklin County Area Tax Board have asked that all the participating municipalities in the County bring this to their governing body for a vote, so their representatives can cast votes regarding a merger at the next meeting of the two bodies. They feel there is a redundancy in the two boards and that it would be

more efficient to have one meeting than two when the same topics are being addressed. Councilman Oldham added that they are also attempting to remove the “weighted vote” system currently in effect.

Mr. Hamberger discussed his concern about the potential merger, as the Tax Collection Committee’s purpose was to make recommendations regarding the hiring of a Tax Collector. Councilman Oldham noted he sees no problem with the potential merger. Councilman Greenawalt made a motion to authorize a vote in favor of the merger. Councilman Bader seconded; the motion passed unanimously.

REQUEST FOR LETTER OF SUPPORT FROM VALLEY COMMUNITY HOUSING CORPORATION FOR APPLICATION TO THE PENNSYLVANIA HOUSING FINANCE AGENCY FOR MAJOR RENOVATION OF THE MOUNT VERNON TERRACE DEVELOPMENT:

Mr. Stains noted that the Borough has provided letters of support in the past in favor of renovations to be made at Mount Vernon Terrace, and Valley Community Housing Corporation is once again asking for a letter of support for their application to the Pennsylvania Housing Finance Agency for major renovations at that location. Councilman Bader made a motion to authorize that a letter of support be provided. Councilman Oldham seconded; the motion passed 5-0 (Councilman Cermak abstained).

ADDITIONAL PRESENTATION TO LLOYD HAMBERGER: State Representative Paul Schemel presented Mr. Hamberger with a State Citation from the Pennsylvania House of Representatives in appreciation for his service to the Waynesboro community.

FOR INFORMATION ONLY

GOLF COURSE YARDAGE MARKERS: Mr. Stains noted that the gentlemen operating the golf course have provided information to both the Waynesboro Borough Authority and Borough Council regarding the opportunity to purchase yardage markers for the golf course. The cost is \$200 and the markers would last for 10 years. Councilman Cermak stated that he doesn’t feel this is something that the Borough should pursue with taxpayers’ money, however it may be something that councilmen could pursue individually.

COUNCIL COMMITTEES: President Mumma provided Council members with an updated list of Council Committee assignments.

ZONING AND SUBDIVISION/LAND DEVELOPMENT ORDINANCE REVIEW: Kevin Grubbs noted that Council members were provided with copies of the DRAFT Zoning and Subdivision/Land Development Ordinances, as well as the proposed zoning map. These documents are on display in the lobby of Borough Hall, at the offices of Mainstreet Waynesboro Inc. and the Chamber of Commerce, and will be posted on the Borough’s website for public view. They have also been sent to Washington Township and the Franklin County Planning Commission for review and comments. Prior to scheduling public hearings on the matter, Council should review and discuss the

proposed changes. President Mumma noted they can begin that review during their workshop on 02/04.

Mr. Hamberger noted that the Planning Commission and various committees should be thanked for the time they spent in reviewing these documents, as they have a major impact on everyone in the community (in particular, small businesses and industrial concerns). He stressed the need for public input.

REQUEST FOR TIME EXTENSION FOR FRYE SUBDIVISION/LAND

DEVELOPMENT PLAN: Kevin Grubbs presented a request for a time extension from Lee Royer for the Frye Subdivision/Land Development Plan at the end of W. Sixth and W. Seventh Streets. The plan was recommended for approval by the Waynesboro Planning Commission and came before Council in December. During that time, it came to light that there were possibly deed restrictions to be considered; and water/sewer issues need to be discussed with the Waynesboro Borough Authority. Accordingly, they are requesting a time extension until 08/05/2015. Councilman Cermak made a motion to grant the time extension request. Councilman Oldham seconded; the motion passed unanimously.

REQUEST FROM WAYNESBORO AREA SCHOOL DISTRICT:

Kevin Grubbs noted that he was contacted by the School District's Maintenance Superintendent regarding a request in conjunction with their planned renovations at the football field/track. He reminded Council that the Borough entered into a maintenance agreement with the School District several years ago regarding the E. Third Street Extension; and they would like to proceed with the installation of three (3) street lights on the north side of the E. Third Street Extension, and replacement of the sidewalk on the south side (after receiving permission from the property owner to do so). The cost for the three (3) street lights and transformer would be approximately \$4,000, which the School District would bear. Mr. Grubbs added that the existing maintenance agreement with the School District would need to be revised; and he suggested that Council may wish to discuss this matter further at their upcoming workshop.

EMPLOYEE HANDBOOK:

President Mumma noted that Council members each received a copy of the proposed revisions to the current Employee Handbook. He requested that they review it and be prepared for discussion at the upcoming workshop.

PRESS QUESTIONS/COMMENTS:

Jennifer Fitch, Morning Herald

Question: What is the date of the YMCA's proposed Triathlon?

- Mayor Starliper responded that it is May 24th.

Question: Is the Borough planning to hire a police officer in 2015?

- Mayor Starliper noted that is "up to Council".

Question: Did you budget to hire an additional police officer in 2015?

- Mr. Hamberger noted there were no funds allocated to hire one based on my assumption that that individual would come on-board around October. President Mumma noted it is a possibility that one will be hired in 2015.

Question: Has it been a long-standing practice that candidates do not need to be Act 120 certified?

- Mr. Hamberger replied that, for a long time, they didn't have to be certified. Then the Borough tried requiring certification and had very little turnout for the examination, so they changed back to the practice of not requiring certification.

Question: How big is the police complement now?

- Chief Sourbier noted there are 17 full-time officers at present.

Question: When the state reimburses for expenses at the Academy, what do they reimburse for?

- Mr. Hamberger responded that the legislation says that they will reimburse a portion of the individual's salary and tuition.

Dustin Haluska, Record Herald

Question: What is the first step that needs to be taken to modify the process?

- Mr. Hamberger replied that the Civil Service Commission will have to meet and modify the Civil Service Rules and Regulations; then they propose those to Council and both boards sign-off.

COUNCIL AND STAFF COMMENTS: Mr. Hamberger noted that he has worked with some great people and has had excellent relationships with many Council members. He further commented that the Borough has one of the best staffs an organization could have.

Councilman Cermak thanked Mr. Hamberger for his years of service.

Denny Benshoff reported that a gate has been installed on Cemetery Avenue at S. Church Street, as the road is closed to both the golf course and Sewer Treatment Plant after dark. He added that the appropriate emergency personnel have been provided with keys.

Dan Sheffler reminded residents that they need to clear their sidewalks of snow/ice within 24 hours.

Kevin Grubbs noted it was a pleasure working with Mr. Hamberger and he will be missed.

Sam Wisner congratulated Mr. Hamberger on his retirement.

Jason Stains also congratulated Mr. Hamberger, adding he has provided a wealth of knowledge since he (Mr. Stains) was first elected to Borough Council and in his current position as Assistant Manager.

Mr. Stains noted that he has received several telephone calls from individuals who purchased golf course memberships from the Borough which indicated an expiration of March 31, 2015. He has confirmed with Dan Baker (at the golf course) that they will continue to honor those memberships until that date.

Mr. Stains advised that Mayor Starliper will be attending the PSAB Annual Conference in April; and it has been a tradition that the Mayor is the Borough's official voting delegate at that conference. Accordingly, he asked for a motion from Council to authorize the Mayor to cast votes on behalf of the Borough at that time. Councilman Greenawalt made a motion as such. Councilman Oldham seconded; the motion passed unanimously.

Mr. Stains noted that Council members received an invitation from the Chamber of Commerce to attend a ribbon-cutting ceremony at "The Vape House" on 01/22 at 4:00 p.m.

Mr. Stains reminded Council members that their next meeting (to be held on 02/04 at 7:30 p.m.) will be a workshop. He noted that there are many items on the agenda for discussion.

Mr. Stains noted that an application was received from Michael Rohrer for a vacant position on the Zoning Hearing Board. Councilman Greenawalt made a motion to appoint Mr. Rohrer to the Zoning Hearing Board; said term will expire on 01/01/2020. Councilman Cermak seconded; the motion passed unanimously. It was noted that Mr. Rohrer will be provided with the necessary paperwork regarding his appointment, and Dan Sheffler will ensure that he receives information regarding the upcoming meeting in February.

Mr. Stains noted that, with Mr. Hamberger's departure, the Personnel Committee has recommended the following appointments -

- Treasurer - He (Mr. Stains) will remain the Borough Treasurer.
- Assistant Treasurer - Councilman Greenawalt made a motion to appoint D'Lynn Scheeler as Assistant Borough Treasurer, effective February 1, 2015. Councilman Cermak seconded; the motion passed 5-0 (Councilman Potts abstained).
- Secretary - Councilman Cermak made a motion to appoint Melinda Knott as Borough Secretary, effective February 1, 2015. Councilman Greenawalt seconded; the motion passed unanimously.

It was clarified that, at the request of the auditors, these appointments

were made to protect two (2) family members from being signatories on the Borough's accounts.

Mr. Stains reported on his disappointment with the local business which produced the polo shirts purchased recently for Council members (and over the years by Borough employees). It was discovered that the organization had misspelled "Waynesboro" on all the shirts, but they are not going to "stand behind their work" ... and their only offer was for free embroidery if new shirts are purchased. Mr. Stains added that the Borough has also, in the past, purchased all safety shirts and pool staff shirts from this organization, averaging approximately \$3,000/year. He is currently seeking price quotes from other organizations and will report back to Council at a later date.

Scott Hershberger (Waynesboro Mainstreet, Inc.) reported on their upcoming new event "A Nice at the Races" to be held on 02/07 at Green Grove Gardens. Tickets are on sale in their office for this event, as well as the upcoming Chocolate Extravaganza to be held on 03/06 at the Country Club. He also reported that they recently placed the first order for "Hometown Heroes" banners to be displayed for Memorial Day, and they will continue to order more as they are sold. In addition, the historic preservationist hired to survey properties in the Borough for the National Register has begun her work.

Police Chief Sourbier mentioned that the Police Department's Sergeant is currently several years past his retirement date; and although he hasn't given indication of his planned retirement, Mr. Sourbier suggested the Borough should pre-plan for the health of the Department. He asked if the Civil Service Commission could advertise for an internal supervisor's examination while they are advertising for the upcoming patrolman's examination. Solicitor Wisner mentioned that it might be prudent for the Mayor, Chief and Borough Manager to review the Civil Service Regulations to see if there are any desired updates to the promotional portion of those regulations before such an examination is advertised. Councilman Cermak made a motion to grant the Chief's request, as outlined. Councilman Greenawalt seconded; the motion passed unanimously.

Councilman Oldham thanked Representative Schemel for his presentation to Mr. Hamberger, and he thanked Mr. Hamberger for his years of service.

Councilman Potts also thanked Mr. Hamberger for a "job well done", and he echoed Mr. Hamberger's comments regarding the Borough's staff being "second to none".

Mayor Starliper commented that he and Councilman Potts were on Council when Mr. Hamberger began his employment, and he appreciates the work he has done for the Borough over the past 34 years.

Mayor Starliper noted that the Police Department has a number of bicycles, which are currently being stored in the Borough's garage and are in need of disposal. Chief Sourbier noted that Scott Hershberger has discussed a charitable organization which may be able to utilize the bicycles, and he will pursue the matter with them and report

back.

Mr. Starliper reported that Franklin County's 2015 Emergency Response and Planning Conference is scheduled for 01/31 from 9:00 a.m. to 3:00 p.m. at Wilson College. There is no fee for participants, but they must register by 01/29. RSVP's should be forwarded to Jason Stains.

Mr. Starliper also reported that Franklin County Human Services will be offered at Waynesboro's Senior Center throughout the winter months, and a schedule is provided on the Borough's website for the next five (5) Wednesdays from 10:00 a.m. to 3:00 p.m.

Mayor Starliper reminded Council members that the next meeting of the Cumberland-Franklin County Boroughs Association will be held on 02/24 in Shippensburg. Information will be forthcoming and interested individuals may RSVP to Melinda Knott.

Mr. Starliper commented that there is always something going on in the Borough, and he reminded citizens to be aware of their surroundings and call the police if they see something out-of-the-ordinary.

President Mumma echoed comments to Mr. Hamberger, adding that he has become "a great friend and a tremendous employee to work with".

Having no further business to discuss, the meeting adjourned at 9:20 p.m. on a Greenawalt/Oldham motion which passed unanimously.

Respectfully Submitted,

Melinda S. Knott
Administrative Assistant