

FEBRUARY 18, 2015
WAYNESBORO, PA 17268
REGULAR MEETING

Council President C. Harold Mumma called the regularly scheduled meeting of the Waynesboro Borough Council to order at 7:30 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 – 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)
Mike Bock, Police Sergeant
Shawn Adolini, Fire Chief
Jody Sanders, Deputy Fire Chief

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

ACCESS TO PUBLIC MEETINGS: President Mumma noted that, upon recommendation of the Borough's Safety Committee and following discussions with the Borough Manager and Police Chief, effective immediately, only the front entrance to the elevator in the administrative offices and the rear stairwell from the parking lot (closest to the library) will be unlocked for public meetings. All other accesses will serve as emergency exits only.

COMMITTEE REPORTS

PERSONNEL COMMITTEE: Councilman Cermak noted that he will present one (1) item regarding Northside Pool staff during the "voting section" of the meeting.

PROPERTY AND PUBLIC SAFETY COMMITTEE: Because of the brutal cold weather coming, Councilman Bader cautioned everyone to be careful and watch their neighbors. He added that he has not yet had any requests for any warming shelters, but those may be forthcoming.

STREET COMMITTEE: No report. Councilman Potts noted that the next Street Committee meeting will be held on 02/25 at 9:00 a.m.

INTERGOVERNMENTAL COMMITTEE: No report.

DOWNTOWN REVITALIZATION COMMITTEE: Councilman Bader noted that

discussion continues regarding pedestrian safety and traffic downtown.

FINANCE COMMITTEE: No report.

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

“On January 22nd, I was with United Way members at the Chamber for a discussion on service to the area.

Also on the 22nd, along with Assistant Manager Stains, I attended the ribbon-cutting for The Vape House on E. Main Street.

On January 26th, along with staff and friends, I celebrated retiring Borough Manager Hamberger's service to the community and Borough. We wish him all of the best.

On January 28th, as a member of the Board for Horizon Goodwill, I attended their meeting in Hagerstown.

On January 30th, I attended the Chamber's TGIF Breakfast at the Country Club.

On February 3rd, I attended the Commissioners' meeting, thanking them for the walking trail grant and for recognizing Lloyd's service to the Borough.

On February 10th, I met with Fire Chief Adolini to discuss some internal and external situations at the Department.

Also on the 10th, I was one of the judges for the Waynesboro Rotary Club's 4-Way Test Speech Contest.

On February 13th, I had the privilege of uniting in marriage Tina Wingert and Jeff Stone. Wish them the very best.”

SOLICITOR'S REPORT: No report. Mr. Wiser requested that Council hold an executive session at the end of this meeting.

PUBLIC COMMENT - ITEMS ON AGENDA: None.

VOTING ON ITEMS FROM COMMITTEE REPORTS: Councilman Cermak made a motion to re-hire Jared Mummert as Pool Manager at a salary of \$8,500/year, Morgan Brandes as Assistant Pool Manager at \$9.35/hour, and Adam Heebner at \$10.10/hour. 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 Potts seconded; the motion passed 4-0 (Councilmen Cermak and Oldham abstained).

RESOLUTION FOR
COUNCIL MEETING OF February 18, 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. Paving Materials

Routine:

1. Approval of minutes - December 12, 2014 (special meeting), December 17, 2014 (regular meeting), January 7, 2015 (public hearing and regular meeting), January 21, 2015 (regular meeting) and February 4, 2015 (workshop)
2. Accept reports of the Code Enforcement Officer and Fire Chief - January, 2015
3. Pay Bills - Voucher Lists dated 01/23 and 02/11 (and any others presented following preparation of this agenda)

Previously Discussed: N/A.

UNFINISHED BUSINESS

APPROVAL OF RESOLUTION NO. 2015-02 RE: ACCESS TO PUBLIC RECORDS

POLICY: Jason Stains stated that Council appointed him as the Borough's Right-to-Know Officer at their recent workshop, and all notifications were updated immediately. In addition, the language in this resolution needs to be updated – instead of Borough Secretary, it now states Borough Manager. Councilman Greenawalt made a motion to approve Resolution No. 2015-02, as presented. Councilman Cermak seconded; the motion passed unanimously.

RESOLUTION NO. 2015-02

A RESOLUTION OF THE BOROUGH OF WAYNESBORO ESTABLISHING AN
ACCESS TO PUBLIC RECORDS POLICY IMPLEMENTING THE PENNSYLVANIA
RIGHT-TO-KNOW LAW

Complete copy on file at Borough Hall.

BRICK WALL IN FRONT OF BOROUGH HALL: Jason Stains provided Council members with an update on the status of repairs to the brick wall in front of Borough Hall (which was damaged by a “runaway” vehicle several months ago). Jim Rock (GRC) had informed him that he was contacted by the insurance company and told to proceed with the work, but they would not provide documentation of the same. Mr. Stains then contacted the insurance company (USAA) and discovered that a third party contractor (ASI Claims) had contacted GRC, but ASI noted they would not give approval at this point in time because they thought the wall had been patched previously. Mr. Stains checked the Borough’s records and talked with some of the employees, and there was no indication that the wall had ever been patched or repaired. He advised ASI of such and that Council had directed that the entire wall be replaced, but he has not had a return call from ASI to date.

EMPLOYEE HANDBOOK: Mr. Stains noted that Council members received an updated draft of the Employee Handbook, which includes all recommended corrections. The only comment he has heard was regarding the addition of work hours for employees of the various departments. This will be discussed more in-depth at the upcoming workshop scheduled for 03/04.

NEW BUSINESS

RESOLUTION NO. 2015-03 RE: AUTHORIZATION FOR POLICE CHIEF TO DISPOSE OF UNCLAIMED PROPERTY: Mr. Stains noted that there are currently 68 bicycles being stored in the Borough’s garage, and the Police Chief would like to pursue disposing of them. Accordingly to state law, Borough Council must approve a resolution authorizing the Police Chief to contact the State Treasurer to determine if they are interested in claiming the property. If declined by the State Treasurer, the Chief would be authorized to distribute the unclaimed bicycles to charitable/non-profit organizations in the community. Councilman Greenawalt made a motion to approve Resolution No. 2015-03, as presented. Councilman Oldham seconded; the motion passed unanimously.

RESOLUTION NO. 2015-03

A RESOLUTION OF THE BOROUGH OF WAYNESBORO, FRANKLIN COUNTY,
PENNSYLVANIA, AUTHORIZING THE WAYNESBORO POLICE DEPARTMENT, IN
ACCORDANCE WITH, PENNSYLVANIA LAW REGARDING THE DISPOSAL OF
UNCLAIMED PROPERTY

Complete copy on file at Borough Hall.

CONSIDER PROPOSED ORDINANCE RE: TRAFFIC AND PARKING REGULATIONS FOR ADOPTION: Kevin Grubbs noted that this proposed ordinance amendment includes all traffic and parking regulations put in place during 2014. It was duly

advertised in *The Record Herald* and is available for Council's consideration at this meeting. Councilman Bader made a motion to adopt the ordinance, as presented. Councilman Oldham seconded; the motion passed unanimously.

ORDINANCE NO. _____

AN ORDINANCE AMENDING ORDINANCE NO. 688 OF THE BOROUGH OF WAYNESBORO, AS AMENDED, PRESCRIBING TRAFFIC AND PARKING REGULATIONS IN THE BOROUGH OF WAYNESBORO, PRESCRIBING PENALTIES FOR VIOLATION AND REPEALING CERTAIN PRIOR ORDINANCES.

Complete copy on file at Borough Hall.

POLICE DEPARTMENT 2014 ANNUAL REPORT: Mayor Starliper noted that Council members received copies of the Police Department's 2014 Annual Report, which includes statistical information from 2012, 2013 and 2014. He asked if there were any questions, and there were none.

FRANKLIN COUNTY DRUG TASK FORCE 2015 CONTRIBUTION COMMITMENT: Mr. Stains noted that Council approved a request from the District Attorney's Office to support the Drug Task Force at the end of 2014 (for the 2014 year, as there was not a Waynesboro officer currently dedicated to the program). This request is for 2015 ... and they are requesting a contribution commitment from the Borough. Councilman Greenawalt made a motion to approve the expenditure. Councilman Potts seconded, for discussion purposes. Councilman Cermak suggested that the payment be made later in the year. Councilman Greenawalt amended his motion to indicate that the contribution will be made during the third quarter of 2015. Councilman Potts seconded; the amended motion passed unanimously.

REQUEST FOR FINANCIAL SUPPORT FOR THE FRANKLIN COUNTY PUBLIC SAFETY TRAINING CENTER FOR 2015: Mr. Stains reported that he received a request from the Franklin County Public Safety Training Center for support of their program, based on a population per capita (\$1,585.20). This has historically not been paid, but the Police Chief indicated he has seen an increased usefulness and utilization of the facility by various agencies. As the Borough's Emergency Management Coordinator, Hans Bader advised that he is in favor of the request.

Fire Chief Adolini was asked for an opinion, and he noted that the Fire Department does not utilize the training center because they are able to get training cheaper elsewhere. Police Sergeant Bock noted that the Police Department has utilized their training classes in the past on a sporadic basis. Councilman Greenawalt made a motion to table the request for future discussion. Councilman Bader seconded; the motion passed unanimously.

LAND DEVELOPMENT PLAN (WAYNESBORO AREA SCHOOL DISTRICT): Kevin

Grubbs noted that Council members received information on the Land Development Plan for the Waynesboro Area High School (football field improvements and resurfacing of the track). The Waynesboro Planning Commission reviewed the plans on 02/09, and recommended approval contingent upon four (4) revisions being completed (which have been done). Accordingly, he noted that the plans meet all requirements of the Zoning Ordinance, the Subdivision/Land Development Ordinance, and the Stormwater Management Ordinance. The only remaining condition of approval is execution of the Developer's Agreement and the Operation/Maintenance of Stormwater Facilities Agreement by the School District and the Borough. Mr. Grubbs noted that bonding in the amount of \$401,568.20 is required, as well as a stormwater maintenance bond in the amount of \$8,500 for a 10-year period. There will also be an escrow account, in the amount of \$5,000, to cover all legal and administrative fees. He added that these are the standard agreements required of all developers. The staff recommends approval of the plans provided that the appropriate bonding and agreements are obtained. Councilman Oldham made a motion to approve the Land Development Plan for the Waynesboro Area School District, subject to conditions as outlined by the Head of Engineering Services. Councilman Greenawalt seconded; the motion passed 5-0 (Councilman Cermak abstained).

PARKING METER SOFTWARE: Kevin Grubbs reported it was brought to the Borough's attention that there may be a problem with the timing of some of the parking meters. As they have not been inspected or calibrated since their installation, he contacted the PA Department of Agriculture's Weights & Measures Division and received information on various options.

Several staff members could attend a three (3) hour training course through the Department of Agriculture for certification as parking meter inspectors. The certification is valid as long as one (1) inspection per year is done. There is no cost for the training, which takes approximately three (3) hours. It was suggested that Kevin Grubbs, Scott Crum, Denny Benshoff, Bobby Cole and Jamie Shindledecker attend. Prior to the training, stopwatches are required to be purchased and calibrated by the Department, at a total cost of approximately \$200.

Duncan Solutions can then do the calibrations, at a cost of \$99/meter plus shipping costs. The total cost for this option is unknown, however, because they won't know how many meters need to be calibrated until the staff members receive training on the inspections.

Another option is to purchase a calibration unit from Duncan Solutions for a cost of \$2,233. Once the training is received, every meter will be inspected (and re-inspected every 5 years). There are currently 73 parking meters in the Borough. The meter plan will be updated to record meter numbers/locations, inspection results and calibration required. A sticker could then be placed on the meter to indicate the inspection/calibration date.

Mr. Grubbs noted he feels it would be beneficial for the Borough to do this work in-house

instead of sending the parking meters out. Councilman Bader made a motion to purchase the calibration equipment and register the aforementioned staff for the appropriate training. Councilman Cermak seconded; the motion passed unanimously.

REQUEST FOR WAIVER REGARDING STORMWATER FACILITIES - MARSH RUN PROPERTIES: Kevin Grubbs noted that the Land Development Plan for Marsh Run Properties for two (2) single-family units on Clyde Street was approved, contingent upon the execution of a Developer's Agreement and Operations/Maintenance of Stormwater Facilities Agreement. He explained that the stormwater facilities at this site consist of only one (1) inlet that needs to be maintained, and Craig McCleaf is requesting a waiver of the ten-year stormwater maintenance bond requirement. Councilman Cermak made a motion to grant the requested waiver. Councilman Potts seconded; the motion passed unanimously.

REQUEST FOR ROAD RACE APPROVAL FROM WAYNESBORO RUNNING, INC. - KIDS' 1-MILE FUN RUN AND FIRECRACKER 5k ON JULY 4, 2015: Mr. Stains presented a request from Waynesboro Running, Inc. for a Kids' 1-Mile Fun Run and Firecracker 5K on July 4th. The streets will already be closed that day for the parade, and a copy of the route was provided for Council's perusal. He noted that the only business this impacts is CVS ... and they have graciously worked with the organizers in the past for these events. Councilman Greenawalt made a motion to approve the requests, contingent upon appropriate arrangements for traffic control being made with Borough personnel. Councilman Bader seconded; the motion passed unanimously. Kevin Grubbs added that a pre-race meeting has been scheduled for 03/06 to discuss plans for the event.

REQUEST FOR ROAD RACE APPROVAL FROM WAYNESBORO RUNNING, INC. - HALF-MARATHON ON SEPTEMBER 12, 2015: Mr. Stains presented a request from Waynesboro Running, Inc. for a half-marathon to be held on 09/12. A meeting will be held with the appropriate parties to discuss final plans prior to the event, which continues to gain popularity over the years. Councilman Bader made a motion to approve the request, contingent upon appropriate arrangements for traffic control being made with Borough personnel. Councilman Cermak seconded; the motion passed unanimously.

TEMPORARY USE OF STATION 4 - CHAMBERSBURG'S TOWER TRUCK: Mr. Stains reported that Tower 2 was damaged during an incident several days ago and will be out-of-service for approximately 6-8 weeks. In the interim, Fire Chief Adolini is requesting Council's permission to borrow Station 4 - Chambersburg's tower truck (at no cost to the Borough). Mr. Stains relayed that Selective Insurance will cover insurance on the borrowed apparatus at no additional cost. Councilman Greenawalt made a motion to grant approval to borrow Chambersburg's tower truck, as requested. Councilman Bader seconded; the motion passed unanimously.

FOR INFORMATION ONLY

WAYNESBOROFEST 2015 EVENTS: Mr. Stains provided information on WaynesboroFest's plans for events to be held later in the year, as follows –

1. "Park Dance" at Memorial Park Tennis Courts on September 4, 2015 - DJ event from 8:00 to 10:00 p.m. - open to all ages. This will be discussed by the Recreation Board at their meeting on 02/25
2. "Celebrate Our Heritage" events on August 28, 2015 - activities with Destination Arts, tailgate events at the WASHS home football game, and fireworks after the game. They would also like approval to hold a shirt-tail parade on Main Street from 11:30 p.m. to 12:30 a.m., and will request detouring traffic and closing a section of Main Street from 11:00 p.m. to 1:00 a.m. As there was concern noted regarding the shirt-tail parade, WaynesboroFest representatives will be requested to meet with maintenance personnel, Mayor, Police Chief, Fire Chief, EMS, Fire Police prior to bringing this to Council for action.

2014 ANNUAL REPORT OF CIVIL SERVICE COMMISSION: Council members received the Civil Service Commission's 2014 Annual Report for review.

INVITATION TO FRANKLIN COUNTY AREA DEVELOPMENT CORPORATION BREAKFAST (MARCH 12, 2015): Council members were invited to attend the FCADC's annual breakfast meeting on 03/12. Those interested in attending were asked to contact Melinda Knott by 03/06.

REMINDER OF CUMBERLAND-FRANKLIN COUNTY BOROUGH ASSOCIATION MEETING: Mr. Stains reminded Council of the upcoming CFCBA meeting to be held on 02/24 in Shippensburg.

PUBLIC COMMENT - NON-AGENDA ITEMS: None.

PRESS QUESTIONS/COMMENTS: None.

EXECUTIVE SESSION: At the Solicitor's request, Council adjourned to executive session at 8:25 p.m. for the purpose of discussing personnel issues. They returned to regular session at 10:33 p.m.

A motion was made by Councilman Oldham and seconded by Councilman Bader to have the Borough Manager execute documents provided to the Borough by the Department of Labor. The motion passed unanimously.

Having no further business to discuss, the meeting adjourned at 10:35 p.m.

Respectfully Submitted,

Melinda S. Knott
Borough Secretary