

MAY 16, 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, Dade Royer (arrived late) and Michael Cermak

Mayor Richard Starliper

Junior Councilpersons – Arianna Taylor and Sophie Van Gilder

Borough Staff – Jason Stains, Borough Manager  
Chad Rooney, Administrative Services Coordinator  
Dan Sheffler, Zoning-Code Enforcement Officer  
Kevin Grubbs, Head of Engineering Services  
Sam Wiser, Borough Solicitor (Salzmann Hughes, PC)  
Jody Sanders, Deputy Fire Chief  
Bryan Chappell, Police Corporal

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

**PRESENTATIONS/PROCLAMATIONS/RECOGNITIONS:** Mayor Starliper and Chad Rooney presented Proclamations and Letters of Acknowledgment from the Pennsylvania State Association of Boroughs, Franklin County Commissioners, Senator Rich Alloway and Governor Tom Wolf to Arianna Taylor and Sophie Van Gilder for their roles as Junior Councilperson and Alternate Junior Councilperson (respectively) for the past two (2) years.

Mayor Starliper presented Corporal Bryan Chappell with a Proclamation proclaiming the week of May 15<sup>th</sup> thru May 21<sup>st</sup> as Peace Officers Memorial Day and Police Week.

Mayor Starliper presented representatives of the Waynesboro Ambulance Squad and Medic 2 proclaiming the week of May 20<sup>th</sup> thru May 26<sup>th</sup> to be Emergency Medical Services Week, and urging all residents of the Borough to recognize the value and accomplishments of emergency medical providers and observe this week in their home.

Mayor Starliper also issued a Proclamation proclaiming May 11, 2018 as Provider Appreciation Day and urging all citizens to recognize child care providers for their important week.

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

**PERSONNEL COMMITTEE:** Councilman Cermak acknowledged a favorable performance evaluation for Jody Sanders. No action was required.

Councilman Cermak made a motion to approve the hiring of additional Northside Pool staff, per the updated list provided. Councilman Knott seconded; the motion passed unanimously.

**PROPERTY AND PUBLIC SAFETY COMMITTEE:** No report.

**STREET COMMITTEE:** No report.

**ECONOMIC DEVELOPMENT COMMITTEE:** No report.

**FINANCE COMMITTEE:** No report.

**RECREATION BOARD:** A report will be given later in the meeting.

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

- On May 2<sup>nd</sup>, I presented a Proclamation in honor of the Governor's request for National Motorcycle Month to the A.B.A.T.E. of PA Monterey Pass Chapter 52.
- On May 7<sup>th</sup>, along with community and Borough officials, I attended the ribbon cutting for the Eagle Scout project of Jake Kauffman for the bridge at Rotary Park. Many thanks.
- On May 9<sup>th</sup>, I attended the Horizon Goodwill Industries' 63<sup>rd</sup> annual awards banquet. I am a past Board member.
- On May 11<sup>th</sup>, along with Chief Sourbier and Borough officials, I attended the Franklin County Drug Task Force breakfast at Whitetail.
- On May 11<sup>th</sup>, I presented a Proclamation to the Waynesboro Area School District in reference to the child care provider organizations in the community.
- On May 12<sup>th</sup>, I attended the open house for the Franklin County Public Safety Training Center.
- On May 15<sup>th</sup>, I attended the Waynesboro Area Senior High School dinner honoring those seniors who are going into the military.
- On May 16<sup>th</sup>, I attended a meeting as a board member of the Waynesboro Beneficial Fund Association.
- On May 16<sup>th</sup>, I attended the Council of Governments meeting.

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

**DIRECTOR OF UTILITIES' REPORT:** In Mr. Pryor's absence, Council President Mumma read his written report –

- System-wide Leak Detection – Authorized Aqua-Tech to perform a system-wide water leak detection survey in late spring or early summer as scheduling allows.
- Antietam Dam Emergency Spillway – Representatives from the WBA and their consulting engineer will be meeting with DEP on May 25, 2018 to discuss the conceptual design of the rock-cut emergency spillway and permitting requirements for the project prior to performing any additional field work. Pending the outcome of the meeting, we will proceed with exploratory sub-surface borings to hopefully support the findings of the test pits that were excavated late last fall.
- 2017 Audits – I have been working with the auditors for both the Borough and Authority 2017 annual audits.
- Engineering Services Proposal – WTP Upgrade – The WBA will be reviewing the final draft and cost estimate for the preliminary design, permitting, construction management, and PENNVEST support for the Water Plant Upgrade project. The tentative schedule for this project as of now indicates that the project should go to bid in early January 2019, with a bid award and notice-to-proceed in early spring.
- Billing Software – I am currently researching several options for upgrading the utility billing software system. Muni-Link Systems appears to be the best fit for our needs. This system is a “cloud based” system that will allow our customers the option to access their account information via any device connected to the internet. Muni-Link also has the capability for ACH transactions as well as e-billing and credit card processing. These features alone will hopefully save both time and money (less customer account inquiries by telephone and reduced postage costs). This software will also take care of miscellaneous cash receipts over the counter and will interface directly with Quick Books. My thought is to set up our general ledger in Quick Books utilizing the GL account codes established by Cohick and Associates. They will be granted access to this information on the cloud, thus eliminating the need for our staff to generate A/R reports and sending them for manual input into the GL. Quick Books also has a very robust invoicing capability that should reduce the effort in manually creating invoices which we currently do. More to come on this topic!

**JUNIOR COUNCILPERSONS’ REPORT:** Arianna and Sophie thanked Council for the opportunity to serve their community.

**MANAGER’S REPORT:** Mr. Stains reported the following –

- Right-to-Know requests were completed for the following:
  - (a) Tiffany Moon/Oliver Technologies, Hohenwald, TN - Requested “all building permit applications issued from July 1, 2016 – June 30, 2017 for manufactured homes, single/double/triple wides (including the date the permit was issued, the contractor that installed the home, if it was new or used, and the size.” The request was granted. Building Permit #16304 and Borough Land Use Permit #2016-0082. Permits were issued on

10/24/16 for Meadowbreeze, LLC. The plan indicated it was for a new manufactured home measuring 27'x64'.

- (b) Nicole Mijares/American Transparency, Boca Raton, FL – Requested “an electronic copy of any and all employees for years 2017 (fiscal or calendar year). Each employee record should contain the employer name, employer zip code, year of compensation, first name, middle initial, last name, hire date (mm-dd-yyyy), base salary amount, bonus amount, overtime amount, gross annual wages and position title. This data should be broken down by employer, employee and year.” The request was denied, as an agenda shall not be required to create a record which does not currently exist or to compile, maintain, format or organize a record in a manner in which the agency does not currently compile, maintain, format or organize the record.”
- The Police Chief and Mayor had requested that we look into drafting an ordinance related to Drug Houses. We are working with the Solicitor to examine legality and if allowed, plan to have a draft for our meeting in June.
  - I received notification from Comcast that they will be changing the appearance of their bills and customers should expect to begin seeing changes after May 28, 2018.
  - I met with DCED today on several topics, one of which was our request for ADA barrier removal at Borough Hall. I am recommending that we withdraw the majority of the request and only focus on the entrances to the Police Department and Administration. I will prepare all necessary resolutions and change order documents for our next meeting.

**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:**

Ronnie Martin, 66 State Hill Road – Mr. Martin noted that he is one of the owners of the former Sheetz store located at 102 E. Main Street. He stated that, although the Borough has been successful in obtaining a grant to install brick sidewalks, they do not want them at that location due to potential damage by delivery trucks, snow plows, etc.

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

- A. Accept Reports of the Code Enforcement Officer, Police Chief and Fire Chief for the month of April, 2018
- B. Update from Accredited Services on Building Permit Fees
- C. Pay Bills – Check Detail(s) dated 05/07

Councilman Knott seconded; the motion passed unanimously.

## **UNFINISHED BUSINESS**

**AWARD OF CONTRACT(S) (MEMORIAL PARK REHABILITATION PROJECT):** Mr. Stains reported that the staff will be meeting with the apparent low bidder next week to discuss a proposed change order before awarding the bid. The matter should be concluded with the contractors next week, however a special meeting may be required in order to award the contract (because of Council's summer meeting schedule).

\*Councilman Royer arrived.

**AUTHORIZE ADVERTISEMENT OF STREET RECONSTRUCTION PROJECTS AND NORTHSIDE POOL PARKING LOT:** Kevin Grubbs noted that the contract documents are completed, but they are currently waiting on PENNDOT's review/approval of the street reconstruction contract documents. The projects will be advertised as "Part 1 & Part 2", as they are from different funding sources. The bids will be advertised on 05/22 and 05/29, opened on 06/19 and submitted to Council for award on 06/20. Councilman Cermak made a motion to authorize advertisement of the bids. Councilwoman Rolls seconded; the motion passed unanimously.

**AUTHORIZE ADVERTISEMENT OF BIDS FOR ROOF REPAIRS TO BOROUGH HALL:** Mr. Stains noted that, at the time of the American Legion fire when the roof of Borough Hall sustained damage, the roofing contractor who normally does work there was contacted to do the repair work. The insurance company, however, would not directly contract with them at that time; and now (5+ months past the event), it is no longer considered an emergency repair and the project will need to be bid out. Mr. Stains explained that the insurance company has paid toward the project and will provide more funding as necessary when a total cost is determined. Councilman Cermak made a motion to authorize advertisement of the bids for roof repairs to Borough Hall. Councilwoman Rolls seconded; the motion passed unanimously.

**HOMETOWN HERO BANNERS:** Mr. Stains noted that, each year when the Hometown Heroes banners are placed in town, comments are received from the public that they are not up long enough (typically three weeks). Accordingly, he suggested that Council establish a policy to allow the banners to remain longer as a more fitting tribute to their sacrifice. Councilman Royer made a motion to allow the banners to be on display each year from 05/15 to 07/15. Councilman Cermak seconded; the motion passed unanimously.

## **NEW BUSINESS**

**PLANNING COMMISSION ITEMS:** Kevin Grubbs noted that the Waynesboro Planning Commission reviewed the Final Subdivision Plan for Waynesboro Real Estate Ventures, located on the corner of W. Fifth and S. Church Streets, at their meeting on 05/14. This is for subdivision of a 2+ acre lot. The plans meet requirements of all applicable

ordinances, and the Planning Commission recommended approval. He added that the Borough would request a deed of dedication for the portion of the property that encroaches along S. Church Street and Sixth Street. Councilman Fleagle made a motion for approval, with the stipulation that a deed of dedication be provided. Councilman Knott seconded.

Ronald Martin commented that he will not provide a deed of dedication, as that was not part of the Planning Commission's approval. Mr. Grubbs stated that the encroachment was discussed during the meeting and, after conferring with the Solicitor, a deed of dedication was recommended. Mr. Wisner explained that there are many portions of the Subdivision/Land Development Ordinance that require a property that abuts a street to show the lot abutting the street and not running across or thru the street ... so it does need to be addressed. He recommended that Council's approval be conditioned on offering of deed of dedications for the portions that encroach on the public right-of-way. A vote was called and the motion passed unanimously.

**PROPOSED RESOLUTION NO. 2018-13 RE: AUTHORIZATION FOR EMERGENCY MANAGEMENT COORDINATOR TO OPERATE AN UNMANNED AIRCRAFT SYSTEM (DRONE) FOR EMERGENCY MANAGEMENT EVENTS:** Mr. Stains noted that the Borough's Emergency Management Coordinator has purchased an unmanned aircraft system (drone) and would like to use it for emergency management operations as well as special events within the Borough that would be under his purview. He is currently working with the FAA to obtain a license for this purpose, and the FAA requires that the Borough acknowledge his use of the aircraft. A proposed resolution was prepared for Council's consideration, which states that (1) UAS operations will be limited to all prevailing FAA rules and regulations; and (2) UAS operations will strictly be authorized only for Aerial Mapping, Recording and/or Documenting Events (Public and/or Emergency), Augmenting Internal Operations, Educational Purposes, Law Enforcement Related Activities and Assisting Other Agencies (missing person searches, police manhunts, etc.) Councilwoman Rolls made a motion for approval. Councilman Fleagle seconded.

Discussion followed regarding potential liability and/or costs to the Borough, and Councilman Fleagle made a motion to table the matter for further discussion. Council concurred.

**PRESS QUESTIONS:** None.

**COUNCIL AND STAFF COMMENTS:**

Mr. Stains and Council members noted appreciation to Arianna Taylor and Sophie Van Gilder (Jr. Councilpersons) for their work and dedication, and luck in their future endeavors. Both young ladies thanked Council for the opportunity and learning experience over the past two (2) years.

Councilman Cermak also thanked the public for their attendance.

Chad Rooney sent an email to Council earlier this week on behalf of the Keystone Marker Trust. He presented pictures of a marker (before and after reconditioning) that sits on westbound Route 16 on the east side of the Borough. He explained that the Trust is a non-profit organization that identifies and offers to recondition these types of markers for municipalities at a very low cost. The cost for this work was only \$10 for the paint for the post, and the work was done by the auto collision students at the Franklin County Career and Technical Center. He requested Council's authorization to provide them with a letter of support which would allow them to seek funding from the state to continue this work. Councilman Cermak made a motion for approval. Councilman Fleagle seconded; the motion passed unanimously.

Dan Sheffler reported that he is working on grass and weed violations.

Mayor Starliper reported that the Waynesboro Fire Police will be assisting the Greencastle Police Department on 05/28, the Greencastle "God Bless America" motorcycle run on 06/03, the Brothers of the Brush's July 4<sup>th</sup> parade, Fairfield's Pippinfest on 09/29 and 09/30, the Mont Alto tractor pull on 05/12, the Mont Alto carnival on 06/15-06/23, the Mont Alto mega gun drawing on 08/18 and the Mont Alto tractor pull on 09/08.

Having no further business to discuss, Council adjourned to executive session at 8:27 p.m. to discuss code enforcement and real estate issues. They reconvened and adjourned the Council meeting at 10:34 p.m.

Respectfully Submitted,

Melinda S. Knott  
Borough Secretary