

AUGUST 15, 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 and Michael Cermak

Mayor Richard Starliper

Borough Staff – Jason Stains, Borough Manager  
Chad Rooney, Administrative Services Coordinator  
Kevin Grubbs, Head of Engineering Services  
Sam Wisner, Borough Solicitor (Salzmann Hughes, PC)  
James Sourbier, Police Chief

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

**PRESENTATIONS/PROCLAMATIONS/RECOGNITIONS:** None.

**EXECUTIVE SESSION:** President Mumma noted that an executive session will be held at the end of the meeting to discuss personnel, property, real estate and code enforcement issues.

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

**PERSONNEL COMMITTEE:** Councilman Cermak acknowledged the receipt of favorable performance evaluations for Michael Benshoff, Robert Cole, Kyle Grimes, Elvin Robles and Stacy Stine. No action was required.

Councilman Cermak made a motion to approve a step increase for Richard Doll to salary level 6E, effective 07/31/2018. Councilwoman Rolls seconded; the motion passed unanimously.

Councilman Cermak made a motion to acknowledge receipt of a retirement notice from Richard Doll, effective 12/31/2018. Councilwoman Rolls seconded; the motion passed unanimously.

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

**STREET COMMITTEE:** Councilwoman Rolls reported that the Street Committee meeting held on 07/26 was well attended. The following items were discussed –

- A request was presented by the Class of 1966 and the Waynesboro Historical Society to close Walnut Street from E. Main Street to E. Second Street on 09/15 from 12:00 to 2:00 p.m. for the purpose of holding a dedication for Mike Snively Way. Councilwoman Rolls made a motion for approval. Councilman Cermak seconded; the motion passed unanimously.
- Several property and business owners voiced concerns about the current overnight parking prohibition on Main Street, which causes an inconvenience for residents of the many downtown rental units. Councilwoman Rolls made a motion to establish a 30-day trial period to allow overnight parking on Main Street between Potomac and Streets, and to modify the street sweeping schedule on Main Street to Wednesdays. Councilman Cermak seconded. Discussion ensued regarding the impact (if any) on downtown businesses, that street sweeping and trash collection will be done on the same day, and that access will be more difficult for fire apparatus should the unfortunate need arise. A vote was called and the motion passed unanimously.
- The possibility of allowing back-in parking only around Center Square is being considered in an attempt to make parking there safer. Various studies will need to be conducted for further consideration.

Discussion on parking will continue at the next Street Committee meeting scheduled for 08/23 at 6:30 p.m. They will also discuss proposed “no parking” zones on the east side of N. Potomac Street from Main to King Streets, the possibility of making the street one-way, the posting of 25 mph speed limit signs and/or establishing a multi-way stop at the intersection of W. North Street.

**ECONOMIC DEVELOPMENT COMMITTEE:** Councilman Fleagle reported that the Economic Development Committee meeting on 08/07 was also well attended. Discussion was held on the following –

- Bill Kohler (Mainstreet Waynesboro, Inc.) gave an update on activities and events, including the Civil War re-enactment held recently.
- More aggressive enforcement will be forthcoming with regard to the maintenance of brick sidewalks.
- Concern was expressed about tree management along Main Street (causing the brick sidewalk to buckle). It was suggested that the Borough work with Tom McCloud (Chairman of the Shade Tree Commission) before any trees are removed to ensure that is the last resort.
- Discussion was held regarding the LERTA program and a meeting is scheduled in October with the School District’s Superintendent to discuss the matter.
- Designs for the downtown street light project were reviewed.
- WIDC has funding available, which the Committee is hoping could be used for economic development in downtown Waynesboro. It was suggested that

concentration be focused in each quadrant, with the initial focus on the quadrant around the Main Street Park. Kevin Grubbs provided some conceptual overlays.

- The property inspection issue has resurfaced and a committee will be created to pursue a draft sale ordinance for multiple dwelling units.

Discussion was held regarding the requirement for NIMS training for elected officials. Mr. Stains noted that he and Mike Bock (Emergency Management Coordinator) are looking into the matter.

**FINANCE COMMITTEE:** No report.

**RECREATION BOARD:** Councilman Royer reported that the Recreation Board met on 07/25 and discussed the following –

- 5K and 10K race routes were provided by Melanie Graves for review.
- Voting will be held at the next meeting regarding a new Chairperson.
- Northside Pool operations were discussed, including proposed changes and recommendations for next year.

The next Recreation Board meeting is scheduled for 08/22 at 6:30 p.m. at Rotary Park.

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

- From July 19<sup>th</sup> to the 22<sup>nd</sup>, I attended the PA State Mayors' Association conference in Lancaster. They had some very good speakers.
- On July 25<sup>th</sup>, I attended the ribbon cutting for the Active Lifestyle Company.
- On July 26<sup>th</sup>, I hosted the Franklin County Mayors' meeting.
- On July 29<sup>th</sup>, I was a speaker for WaynesboroFest at Pen Mar Park.
- On August 1<sup>st</sup>, I attended the ribbon cutting for the Crown Beauty Salon in Zullinger.
- On August 14<sup>th</sup>, along with Chief Sourbier, I attended the Waynesboro Area School District Opening Day program.
- On August 14<sup>th</sup>, the Police Department (with Kim Green's expert help) held the National Night Out at Memorial Park. Thank you Kim.

Mr. Starliper asked when Borough Hall's roof will be repaired. President Mumma stated that it will be (hopefully) next week. In addition, Mr. Starliper asked about repair of the manhole cover at the intersection of Potomac and Main Streets. Mr. Stains advised that that is the property of the United Telephone Company. They have been contacted and asked to repair it as soon as possible.

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

**DIRECTOR OF UTILITIES' REPORT:** Mr. Pryor reported the following –

- Sewer Collection System – Manhole restoration and TV inspection of the sewer collection system is complete. We will be reviewing the video documentation collected and will utilize this information to formulate a main line rehabilitation plan to be incorporated into the 2019 sewer budget.
- DEP AWOP Award – The Waynesboro Water Filtration Plant has again received an award from the DEP. This award recognizes outstanding plant performance above and beyond the required operational parameters. It should be noted that this award places Waynesboro’s plant in the top 15% of large filter plants in the 23 states that participate in the program. Our plant has received this award seven (7) times. This award is a testament to the dedication of our staff to provide the highest quality water possible to our customers every day! Two representatives from our staff will be attending the WWOAP conference on September 23<sup>rd</sup> in State College to receive the award.
- Draft NPDES Permit – The revised draft NPDES permit for the Sewer Treatment Plant was received on July 30<sup>th</sup> and was recently published in the PA Bulletin. Our appeal and additional sampling efforts were successful. Both the Aluminum and Cyanide monitoring requirements have been removed from the revised permit. This will result in a \$17,760 savings in contract laboratory costs over a five (5) year period.
- Billing Software – D’Lynn Scheeler and I visited the Gettysburg Municipal Authority (GMA) on July 24<sup>th</sup> to get a “live look” at the Muni-Link billing system. The Gettysburg staff had very positive comments regarding the software program. They indicated that the transition was fairly smooth from their previous system, and the customer service provided is top notch. GMA utilities Quickbooks for their accounting needs, and their bookkeeper is pleased with the interface between Muni-Link and their accounting package. Gettysburg utility customers comment regularly to the billing staff that they really like the online customer portal, the ability to access their account information and the option to pay online. It appears that this package will be a good fit for our billing and accounting needs and will provide our customers with online access to their account information. The online access feature will reduce the number of telephone inquiries in the front office. Muni-Link also provides CASS certification – a bar code printed on the bills to aid the post office in automated sorting. This alone will save approximately 5-cents per bill in postage costs. We currently send out 6,300 bills per quarter, which equates to an annual savings of \$1,260. Also, customers may opt-in for electronic billing that would eliminate the need for sending a paper bill. The estimated cost associated with mailing a bill, including our processing, is 65-cents. GMA indicated that they currently have 15% of their customers receiving electronic bills. If 15% of our customer base would enroll in e-billing, the potential savings would be approximately \$2,500 annually. When factoring in the cost savings on postage and reduced telephone customer interaction, the cost of Muni-Link is in line with other systems (including our current system) and potentially could save some money in the long run. Also, there are no limitations on computer hardware and a server is not required, as this system is cloud-based. After carefully weighing our options and reviewing several other systems, I would like to make a recommendation to the WBA

during their August 21, 2018 meeting to proceed with the Muni-Link billing package.

- SEK & Co. Seminar – I attended a seminar in Gettysburg on August 2, 2018 presented by Smith Elliott Kearns & Company. This seminar provided some great information on internal control, preventing audit deficiencies, new GASB standards and cybersecurity.

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

**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:**

Pam Ebersole, 115 C. V. Avenue – Ms. Ebersole noted her concern regarding flooding on C. V. Avenue during heavy downpours. This matter has been addressed to the Borough numerous times over the past several years, and she asked what steps are going to be taken to resolve the problem.

Mr. Stains advised that the Borough's Engineering Department has been working with a stormwater engineer to develop a plan for the transfer of stormwater in this vicinity, and staff monitors the situation each time there is a lot of rain. He assured Ms. Ebersole and residents of the area that this issue has not been forgotten and will be discussed during the upcoming 2019 budget process.

Deborah Hoff, 125 Clayton Avenue – Ms. Hoff was present to explain her email to Council regarding traffic and congestion issues because of the additional vehicles parking in the vicinity of the High School with the upcoming onset of school. Discussion ensued regarding the required sight distance (if any) that must be maintained at private driveway entrances, and Mr. Grubbs noted that it is a minimum of 20'. Police Chief Sourbier commented that the Vehicle Code indicates it is "unlawful to block public or private access" but gives no further clarification.

It was noted that concern has been raised by other individuals as well, and the matter is on the Street Committee's agenda for discussion at their next meeting. A representative from the School District will also be in attendance to join in the discussion regarding this matter.

Mark George, 16 N. Price Avenue – Mr. George stated that Redneck Outlaws has been made aware that the municipal golf course might be looking for new management, and went on record as being interested in the prospect. President Mumma noted that Council will hold an executive session following this meeting to discuss the matter. Another party has also indicated their interest, and he suggested that they submit a proposed operation plan to the Borough Manager for Council's consideration.

Tom McCloud, 527 Green Street – Following PENNDOT’s completion of the Memorial Bridge project, Mr. McCloud asked if any consideration had been given to a formal dedication of the bridge honoring veterans in the area. Secondly, he suggested that the lights installed by PENNDOT were “out of proportion” and he requested that Council consider replacing the lights with more appropriately scaled fixtures.

Kathy Shaffer, Combined Veterans Council – Ms. Shaffer was present and expressed willingness of the Combined Veterans Council to assist in coordinating a dedication ceremony in conjunction with the Memorial Day services in May of 2019. In addition, she offered to solicit donations from various organizations to fund alternate lighting, if Council so desired. Councilman Fleagle also suggested that Mainstreet Waynesboro, Inc.’s Design Committee could provide recommendations for designs and costs. Kevin Grubbs added that he will check first with PENNDOT regarding any specific light requirements with regard to traffic.

Stephen Monn, 126 W. Main Street – Mr. Monn complimented the Police Department for their National Night Out event the previous evening, as it was very informative and extremely well attended.

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

- A. Approve Minutes – May 16, 2018 (regular meeting), June 20, 2018 (regular meeting) and July 18, 2018 (regular meeting)
- B. Accept Reports of the Police Chief (for the month of July, 2018) and Fire Chief (for the month of June, 2018)
- C. Pay Bills – Check Detail(s) dated 07/23, 07/30, 08/06 and 08/13
- D. Acknowledge Transfer of \$100,000 from Administrative Reserve Account to Edward Jones for 3-month Certificate of Deposit at 2% Interest
- E. Acknowledge Transfer of 139 W. Main Street from First Christian Church to Borough of Waynesboro

Councilwoman Rolls seconded; the motion passed unanimously.

## **UNFINISHED BUSINESS**

**CODE ENFORCEMENT OFFICER JOB DESCRIPTION:** Mr. Stains provided Council members with an updated job description for the position of Code Enforcement/Zoning Officer for approval. Discussion ensued regarding the requirement for this individual to complete certifications as a Property Maintenance and Housing Inspector, Certified Zoning Officer and Certified Floodplain Manager within six (6) months from his/her hire date. It was agreed that an additional ninety (90) days for completion may be approved

by the Borough Manager. Councilman Royer made a motion for approval. Councilwoman Rolls seconded; the motion passed unanimously.

## **NEW BUSINESS**

**POLICY RE: USE OF ELECTRONIC DEVICES AND INFORMATION SYSTEMS AND EQUIPMENT:** Mr. Stains noted it was felt that the section on “Use of Borough Computers” in the current Employee Handbook should be updated, and he presented Council with a proposed revised policy. The proposed policy has been reviewed and approved by the Solicitor. Several typographic errors were mentioned and will be corrected prior to distribution. Councilman Cermak made a motion for approval. Councilman Royer seconded; the motion passed unanimously.

**POLICY RE: CELLULAR PHONE USE POLICY:** Mr. Stains noted that there is currently no policy regarding cell phone use in the workplace, and he provided a proposed policy to Council for approval. The proposed policy has been reviewed and approved by the Solicitor. Councilwoman Rolls made a motion for approval. Councilman Knott seconded; the motion passed unanimously.

**REQUEST FROM ST. ANDREW THE APOSTLE CATHOLIC CHURCH TO DISPLAY BANNER ON THE FENCE IN FRONT OF ST. ANDREW CHURCH:** Mr. Stains presented a request from St. Andrew the Apostle Catholic Church to display a 4' x 8' banner on the fence in front of the St. Andrew School in recognition of their selection as “The Best Private School” in Washington and Franklin Counties by the Record Herald and Echo Pilot readers. The banner will be displayed through December, 2018. Councilman Knott made a motion for approval. Councilwoman Rolls seconded; the motion passed unanimously.

**REQUEST TO HOLD FUNDRAISER YARD/BAKE SALE AT ROTARY PARKING LOT ON SEPTEMBER 15, 2018:** Mr. Stains presented a request from the WASHS Class of 1995 to use the Rotary parking lot for a fundraiser yard/bake sale on 09/15 for their class member, Jamie Stevens, who is experiencing health issues. Councilman Royer made a motion for approval. Councilwoman Rolls seconded; the motion passed unanimously.

**ALEXANDER HAMILTON MEMORIAL FREE LIBRARY REQUEST TO SERVE ALCOHOL AT FUNDRAISER EVENT ON SEPTEMBER 22, 2018:** Mr. Stains presented a request from the Library for an exemption from the ordinance prohibiting alcohol to be served on a Borough-owned property for an upcoming event on 09/22. A special occasion permit for the event has approved by the PA Liquor Control Board. Councilwoman Rolls made a motion for approval. Councilman Knott seconded; the motion passed unanimously.

**REQUEST FROM SPECTRUM GYMNASTICS, INC. TO HOLD 5K FUNDRAISER EVENT ON OCTOBER 6, 2018 BEGINNING AT 10:00 A.M. (KIDS' FUN RUN) AND 11:00 A.M. (5K RACE):** Mr. Stains presented a request from Spectrum Gymnastics to

hold a 5K fundraiser event on 10/06, beginning and ending at Memorial Park. The course incorporates the new walking path to Renfrew and the roads within the Brimington Development, and they are aware that they will need certified flaggers to assist with runners crossing Clayton Avenue. Councilwoman Rolls made a motion for approval. Councilman Knott seconded; the motion passed unanimously.

**RESOLUTION NO. 2018-17 AUTHORIZING THE SALE OF MUNICIPAL PROPERTY:**

Mr. Stains presented proposed Resolution No. 2018-17 to sell the 2006 Ford Explorer formerly used by the Police Department. Councilman Cermak made a motion for approval. Councilwoman Rolls seconded; the motion passed unanimously.

RESOLUTION NO. 2018-17

RESOLUTION OF THE BOROUGH OF WAYNESBORO  
AUTHORIZING THE SALE OF MUNICIPAL PROPERTY

Complete copy on file at Borough Hall.

**NOMINATIONS FOR JUNIOR COUNCILPERSONS:** Chad Rooney explained the Junior Councilperson Program, which was implemented in Waynesboro by Resolution 2016-03. The program is supported by the Pennsylvania State Association of Boroughs, of which Waynesboro is a member. The program accepts letters of interest from students who live within the Waynesboro Area School District boundaries and are enrolled in a home school program, cyber school, or are traditional students at WASHS.

Junior Councilpersons serve a minimum of one (1) year and projects are wide-ranging. Their service allows for Borough Council to hear from a representative group which is highly overlooked and many times mistakenly stereotyped. The Junior Councilpersons represent youth in the borough and provide them a voice to local government officials. They are allowed to attend any regular Borough Council meeting, committee meetings and trainings offered by PSAB. They are not compensated nor allowed to attend executive sessions.

Mr. Rooney recommended the appointment of Jacob Gearhart as Junior Councilperson for the 2018-2019 school year, and he provided a summary of Jacob's background. Councilwoman Rolls made a motion for approval. Councilman Cermak seconded; the motion passed unanimously.

Mr. Rooney also recommended the appointment of Mya Graves as Alternate Junior Councilperson, and provided a summary of Mya's background as well. Councilman Cermak made a motion for approval. Councilwoman Rolls seconded; the motion passed unanimously.

It was noted that Mayor Starliper will conduct a swearing-in ceremony for the Junior Councilpersons at Council's next meeting (09/05).



**RESOLUTION NO. 2018-18 AUTHORIZING THE PREPARATION AND SUBMISSION OF AN APPLICATION FOR GRANT FUNDING THROUGH THE FRANKLIN COUNTY TOURISM AND QUALITY OF LIFE ENHANCEMENT GRANT PROGRAM TO ADVANCE THE RENFREW MUSEUM AND PARK WALKING TRAIL PROJECT:**

Mr. Stains noted that Council authorized GMS at their last meeting to prepare a Franklin County Tourism and Quality of Life Grant application for Renfrew Park and Museum to create a paved connector path between the Ed Miller Walking Trail and Otterbein Park. He presented proposed Resolution No. 2018-18 for Council's approval, which includes additional language providing for the grant request of up to \$100,000 and designating Borough official(s) to execute the appropriate documents. Councilwoman Rolls made a motion for approval. Councilman Knott seconded; the motion passed 5-0 (Councilman Royer abstained).

**RESOLUTION NO. 2018-18**

A RESOLUTION OF THE COUNCIL OF THE BOROUGH OF WAYNESBORO, FRANKLIN COUNTY, PENNSYLVANIA, EXPRESSING ITS SUPPORT FOR THE RENFREW MUSEUM AND PARK WALKING TRAIL PROJECT, AND AUTHORIZING THE PREPARATION AND SUBMISSION OF AN APPLICATION FOR GRANT FUNDING THROUGH THE FRANKLIN COUNTY TOURISM AND QUALITY OF LIFE ENHANCEMENT GRANT PROGRAM, AS THE APPLICANT, AND DESIGNATED OFFICIALS TO EXECUTE ALL GRANT DOCUMENTS.

Complete copy on file at Borough Hall.

**FOR INFORMATION ONLY**

**COMMUNITY SUMMIT MEETING NOTES (MAY 31, 2018):** Community Summit meeting minutes were provided for Council's review in their meeting packets.

**PRESS QUESTIONS:**

Jennifer Fitch, Herald Mail

Question – please re-read modifications to the job description for the position of Code Enforcement/Zoning Officer.

- Jason Stains – “Obtain and maintain Property Maintenance and Housing Inspector, Certified Zoning Officer and Certified Floodplain Manager Program certifications”.

Question – are you advertising the position?

- Jason Stains – Yes, it has been advertised and the position closes on 08/24 at 5:00 p.m.

Question – how many applications have you received to date?

- Jason Stains – Close to 40.

Question – what type of things will you be looking for?

- Jason Stains – We are looking for someone with a code enforcement, law enforcement or military-type background; someone who is well-versed in dealing with hostile individuals; someone who is outgoing and able to address issues in a professional manner, and doing so (hopefully) before the citation process is necessary; and someone who is self-motivated.

**COUNCIL AND STAFF COMMENTS:** Chad Rooney reported that the Franklin County Commissioners held an informational session recently regarding poison hemlock and the spotted lantern fly. Detailed information was made available to Council and the public.

Police Chief Sourbier thanked Council and the public for their positive comments regarding the National Night Out event, and he noted his appreciation for assistance provided by various other first responder agencies that assisted. Mr. Sourbier added that Kim Green and Caitlyn Adolini should be highly credited for the success of this year's event.

Bill Kohler (Mainstreet Waynesboro, Inc.) provided updates on the following activities –

- Farmers' Markets – averaging 500+ visitors each Saturday; there are eight (8) more Saturdays left.
- Civil War Re-enactment – was a very unique and different event.
- Movie Theater – he is encouraged by the new owner, who seems very knowledgeable and informed. The next "Classic Movie Day" will be held on 10/17 at 2:00 p.m.
- Veterans' Banners – 75+ have been sold (today was the deadline). The banners will be displayed in late-October to after Veterans' Day.
- Waynesboro Wizarding Fest – a success again this year, with 3,000 to 4,000 visitors; volunteers were available to assist with crossing Main Street, and all restaurants reported good sales.
- This Saturday (08/18) at 10:30 a.m. at Memorial Park, the Waynesboro Youth League and Mainstreet Waynesboro, Inc. will be honoring Waynesboro's "12 and under" baseball team who participated recently in the Cal Ripken World Series in Alabama.

Councilwoman Rolls welcomed Jacob Gearhart and Mya Graves as Junior Councilpersons, and thanked Chad Rooney for ensuring that the program continues. She also thanked the Police Department for a great National Night Out event.

Having no further business to discuss, Council adjourned to an executive session at 8:59 p.m. They reconvened to regular session at 10:14 p.m. and adjourned the meeting at 10:15 p.m. with no action.

Respectfully Submitted,

Melinda S. Knott  
Borough Secretary