

SEPTEMBER 19, 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, Niccole Rolls, C. Harold Mumma, Dade Royer and Michael Cermak (Patrick Fleagle was absent)

Junior Councilpersons – Mya Graves (alternate)

Mayor Richard Starliper

Borough Staff – Jason Stains, Borough Manager  
Chad Rooney, Administrative Services Coordinator  
Kevin Grubbs, Head of Engineering Services  
Sam Wiser, Borough Solicitor (Salzmann Hughes, PC)  
S. Leiter Pryor, Director of Borough Utilities  
Bryan Chappell, Police Corporal  
Jody Sanders, Deputy Fire Chief

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

**PRESENTATIONS, PROCLAMATIONS AND RECOGNITIONS:** Amy Kronenberg and Shelly Chilcote (GMS Funding Solutions) provided Council with their 2018 Funding and Grants Management Report (a copy of which is included with these minutes as "Attachment 1").

**EXECUTIVE SESSION:** President Mumma noted that Council held an executive session prior to this meeting to discuss real estate and personnel issues. A brief executive session will also be held at the end of this meeting to continue those discussions, with no voting afterward expected.

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

**PERSONNEL COMMITTEE:** Councilman Royer acknowledged receipt of a favorable performance evaluation for Gerald Smith. No action was required.

Councilman Royer made a motion to approve a step increase for Michael Ely to salary level 11C, effective 10/15/2018. Councilman Cermak seconded; the motion passed unanimously.

Councilman Royer made a motion to approve the hiring of Matthew Schmidt as Code Enforcement/Zoning Officer at a salary level of 17B; and to update the job description to reflect salary level 17. Councilman Cermak seconded; the motion passed unanimously.

Councilman Royer made a motion, which was seconded by Councilman Cermak and passed unanimously, to update the Borough of Waynesboro Employee Handbook to provide as follows:

- For all employees hired on or prior to November 4, 2010, the Borough will provide single, two-party, or family coverage at no cost to the employee.
- Any non-uniformed, full-time employee hired after November 4, 2010 through September 30, 2018 will be provided single coverage through the Borough's medical insurance at the Borough's expense. Coverage for dependents (two-party or family) will be provided at a cost to the employee of \$75.00 each bi-weekly pay period.
- Non-uniformed, full-time employees hired after October 1, 2018 shall contribute \$75.00 each bi-weekly pay period for single, two-party or family medical insurance coverage.

Councilman Royer made a motion to reappoint Stephen Monn to the Waynesboro Planning Commission; said term to expire on 10/20/2022. Councilman Cermak seconded; the motion passed unanimously.

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

**STREET COMMITTEE:** No report. Councilwoman Rolls noted that the next Street Committee meeting will be held on 09/27 at 6:30 p.m.

She also advised that street reconstruction on E. Fifth Street, between Clayton Avenue and S. Church Street, will begin on 09/27 at 6:00 a.m. The project will take approximately 10-14 days to complete, and during this time parking will be prohibited. Notices have been provided to the affected residents. In addition, reconstruction on E. Second Street, from the Middle School entrance to E. Main Street, will begin on 09/29.

**ECONOMIC DEVELOPMENT COMMITTEE:** No report.

**FINANCE COMMITTEE:** No report.

**RECREATION BOARD:** No report. Councilman Royer reported that the next Recreation Board meeting will be held on 10/04 at 6:30 p.m. in Borough Hall.

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

- On September 6<sup>th</sup>, I attended the ribbon cutting for the new owners of Sunshine Lanes.

- On September 9<sup>th</sup>, I had the privilege of marrying Brittany Henriksen and Austin Farrar. It was held indoors at the Waynesboro Country Club.
- On September 14<sup>th</sup>, I met with some third graders from Mowrey Elementary School at Renfrew Park.
- On September 15<sup>th</sup>, I attended the memorial dedication for Mike Snively at the Record Herald.
- On September 17<sup>th</sup>, I went to PSAB to finish the interview for the PCN Travel Event held in Waynesboro.
- Also on the 17<sup>th</sup>, I attended the 257<sup>th</sup> Army Band concert held in connection with WaynesboroFest and our 200<sup>th</sup> Anniversary. Great evening.
- On September 19<sup>th</sup>, I attended the Council of Governments meeting.
- Also on September 19<sup>th</sup>, I attended the Chamber's F&M mixer.

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

**DIRECTOR OF UTILITIES' REPORT:** The Director of Utilities' Report was as follows –

- **Final NPDES Permit** – The final NPDES permit for the Sewer Treatment Plant was received on September 14<sup>th</sup> with an effective date of October 1, 2018. 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-year period. There is a requirement for all major treatment facilities to conduct annual WETT testing. Our facility will be required to begin this annual requirement in 2019.
- **DEP AWOP Award** – Gordon Cruickshanks and myself will be traveling to State College next week to accept the AWOP award for the Water Treatment Plant and also pick up some training credits to maintain our water certifications.
- **Water Treatment Plant Upgrade** – Preliminary design is progressing on the WTP upgrade. Some design drawings should be available in the next month or so.
- **Antietam Dam Project** – The engineers will begin the wetland delineation and site survey work in early October. The subsurface exploration and borings should begin in late October or early November.
- **2019 Budget Preparation** – I have been meeting with various staff members regarding the 2019 water and sewer budget item requests.

**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:**

**Paul Gunder, 1814 E. Main Street** – Mr. Gunder addressed the issue of private streets in developments, as the Borough has recently taken the position of not approving private streets. He noted that he is one of the owners of a property off Westview

Avenue/Second Street/Fairview Avenue on which Valley Housing has proposed a 32-unit development plan which would have involved private streets. The plan in its present form, however, cannot move forward unless they revise the plan using public streets. Mr. Gunder mentioned the approximate 124 units that have been built on private streets in other developments in the past, which he speculated would not have been built otherwise, and the fact that the Borough is not responsible for maintaining these private streets. He discussed the potential tax revenue which would be generated from this development, and requested that Council reconsider their position in this regard.

President Mumma stated that many public hearings were held while the Planning Commission was reviewing and modifying the Borough's Subdivision/Land Development Ordinance (SALDO). During those hearings, the negative aspects of private streets were discussed and subsequently, Council agreed with the Planning Commission's recommendations.

Solicitor Wiser commented that a significant amount of discussion went into creating the new standards in the SALDO which states that any new street shall be a public street and that all streets, whether intended to be public or private, shall be to standards set forth for streets in this chapter (requiring that even private streets be constructed to the width that a public street would be). Councilwoman Rolls added this requirement is to ensure that all residents who purchase houses in the Borough (whether the streets are public or private) can enjoy safe streets. Ms. Rolls also noted that she is in favor of this development, as it is much needed in the community, but they need to be held to the same standards.

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

- A. Accept Reports of the Police Chief and Fire Chief for the month of August, 2018
- B. Pay Bills – Check Detail(s) dated 09/04 and 09/10
- C. Acknowledge Transfer of \$45,098.61 from Capital Reserve Account
- D. Award Bids – Sale of Municipal Vehicles

Councilman Knott seconded; the motion passed unanimously.

### **UNFINISHED BUSINESS**

**CONSIDER ORDINANCE RE: ADOPTION OF 2015 INTERNATIONAL PROPERTY MAINTENANCE CODE (IPMC):** Manager Stains advised that the proposed ordinance has been duly advertised for Council's consideration at this meeting. The ordinance will reaffirm continued use of the 2015 International Property Maintenance Code (IPMC).

Councilman Cermak made a motion for approval. Councilman Knott seconded; the motion passed unanimously.

#### ORDINANCE NO.

AN ORDINANCE OF THE BOROUGH OF WAYNESBORO, FRANKLIN COUNTY, PENNSYLVANIA, AMENDING CHAPTER 201, ARTICLE I OF THE CODE OF THE BOROUGH OF WAYNESBORO, FRANKLIN COUNTY, PENNSYLVANIA, TO ADOPT THE 2015 EDITION OF *INTERNATIONAL PROPERTY MAINTENANCE CODE* IN ITS ENTIRETY TO ENSURE THAT STRUCTURES ARE SAFE, SANITARY AND FIT FOR OCCUPATION AND USE, AND THE PENALTY PROVISIONS FOR VIOLATIONS OF SAID ORDINANCE.

Complete copy on file at Borough Hall.

#### NEW BUSINESS

**REQUEST TO ESTABLISH NEW CIVIL SERVICE LISTS FOR POLICE OFFICERS AND FIRE APPARATUS DRIVERS:** Mr. Stains stated that the civil service eligibility lists for Police Officer and Fire Apparatus Drivers have both expired. Although there are currently no vacancies in those departments, it would be advantageous to have a current list for both positions. Councilwoman Rolls made a motion to authorize the Civil Service Commission to conduct the appropriate examinations. Councilman Cermak seconded; the motion passed unanimously.

**APPROVE INSTALLATION OF A FLAG POLE AND LIGHTS ADJACENT TO THE COMMUNITY BULLETIN BOARD SIGN AT THE INTERSECTION OF ROADSIDE AVENUE AND MAIN STREET:** Mr. Stains noted that a collaborative effort between the Rotary Club, Shade Tree Commission, Chamber of Commerce and the Borough to install a flag pole adjacent to the "message board" at the intersection of Roadside Avenue and Main Street for an American flag and the Tree City USA flag to be flown. They are looking to install lights as well, so that the flags can remain 24/7, and are seeking grant money for the project. Councilman Cermak made a motion for approval. Councilman Royer seconded.

Discussion ensued regarding the height of the flag pole, which Kevin Grubbs stated would be 20', as well as responsibility for maintaining the lighting and raising/lowering the flag when necessary. Mr. Stains stated that the Chamber of Commerce pays for electricity at the site, but no discussion was held regarding maintenance or operation of the flags.

Councilmen Cermak and Royer amended their motion and second to authorize installation of the flag pole and lights, subject to the parties entering into an agreement regarding maintenance and ongoing operation of the facilities. A vote was called and the motion passed unanimously.

**FINAL SUBDIVISION & LAND DEVELOPMENT PLAN (PHASE 2 – SOUTH END VILLAS):** Mr. Grubbs noted that Council received the final Land Development Plan for South End Villas' final phase (now under new ownership), located at the triangular area between Ninth Street, Old Mill Road and S. Church Street. The Waynesboro Planning Commission reviewed the plans on 09/10 for Lots 7-14 along S. Church Street and recommended approval of the plans as submitted, subject to the developer providing the appropriate financial security and execution of a developer's agreement. Councilwoman Rolls made a motion for approval. Councilman Knott seconded; the motion passed unanimously.

**REQUEST FOR STREET CLOSURES FOR MAINSTREET WAYNESBORO, INC. 2018 EVENTS:** Mr. Grubbs presented a request from Mainstreet Waynesboro, Inc. for their final three (3) events in 2018 to be held on Main Street: Market Day, Tree Lighting Ceremony and Holiday Parade. These will be reviewed by the Street Committee at their next meeting, however Market Day is coming quickly and permit applications will need to be submitted to PENNDOT. The events have been held annually for many years, and there are no changes to the plans for this year. Councilman Royer made a motion for approval. Councilman Cermak seconded; the motion passed unanimously.

Discussion followed regarding the need for volunteers to be certified flaggers for traffic control during street closures, as it was noted that the Waynesboro Fire Police will no longer be able to assist with events other than parades.

**SPECTRUM GYMNASTICS' RUN:** Kevin Grubbs advised that Spectrum Gymnastics has changed the date of their planned run from 10/06 to 11/10. A meeting will be held with them in the near future to discuss traffic control.

**REQUEST FOR STREET CLOSURE FROM WAYNESBORO AREA SENIOR HIGH SCHOOL FOR HOMECOMING PARADE (OCTOBER 12, 2018 FROM 5:30 TO 6:30 P.M.):** Mr. Stains presented a request from WASHS to close Second Street at the Summitview parking lot to WASHS D-wing on 10/12 from 5:30-6:00 p.m. for their annual Homecoming Parade. Councilwoman Rolls made a motion for approval. Councilman Knott seconded; the motion passed unanimously. Mayor Starliper advised that the Fire Police will be assisting.

**REQUEST FOR STREET CLOSURE FROM WAYNESBORO VOLUNTEER FIRE DEPARTMENT FOR PUBLIC OPEN HOUSE (OCTOBER 20, 2018):** Mr. Stains presented a request from the Waynesboro Volunteer Fire Department to close Virginia Avenue from the alley beside the Fire Station to Second Street on 10/20 from 8:00 a.m. to 5:00 p.m. for a public open house to celebrate placing Truck 2 in service and recognizing National Fire Prevention Week. Councilwoman Rolls made a motion for approval. Councilman Knott seconded; the motion passed unanimously.

**FOR INFORMATION ONLY**

**ACKNOWLEDGE MINIMUM MUNICIPAL OBLIGATION:** Mr. Stains presented the Minimum Municipal Obligation (MMO) calculations for 2019 as follows -- \$334,084 (\$103,998.57 for Non-Uniformed Employees' Pension and \$230,085.43 for Police Pension), adding that he anticipates receiving state funding to cover the total amount.

**ACKNOWLEDGE ST. ANDREW THE APOSTLE CATHOLIC CHURCH'S PARTICIPATION IN THE ANNUAL NATIONAL LIFE CHAIN IN CENTER SQUARE (OCTOBER 7, 2018 FROM 2-3 P.M.):** Mr. Stains acknowledged receipt of correspondence from St. Andrew the Apostle Church indicating that they will be participating in the National Life Chain on 10/07 from 2:00 to 3:00 p.m. No action is required of Council, as they are aware that they must remain on the sidewalk and allow pedestrians to pass in the public right-of-way.

**PRESS QUESTIONS:**

Jennifer Fitch, Herald Mail

Question – what is the date for Trick-or-Treat?

- Mayor Starliper - Thursday, October 25<sup>th</sup>, from 6:00 to 8:00 p.m. Residents participating should turn their porch lights on and motorists should be cautious of children/pedestrians.

Question – how many applications did you receive for the Code Enforcement Officer's position and what is the salary?

- Jason Stains – 70 applications received; the salary level is 17B (\$61,609.60/year).

Question – how many proposals were received by the stated deadline for the golf course and what is the status?

- Jason Stains – Two (2) proposals were received, and a third requesting profit/loss information from when the Borough operated the golf course. In addition, one organization sent an addendum prior to the deadline. Council is actively reviewing the proposals and considering the options, and will make a decision at some time in the future.

Question – do you have any idea when or when it might be on the agenda?

- Jason Stains – no idea.

Question – have you heard anything more from The Morning Tee Box about memberships or how they will be handled?

- Jason Stains – they provided us with keys to the property and we have heard nothing more.

### **COUNCIL AND STAFF COMMENTS:**

Councilman Cermak requested that Leiter Pryor pass his congratulations on to the Water Plant staff for receiving the AWOP award. He noted that he recently had the pleasure of touring the facility, which was very well maintained, and he thanked the staff for doing a great job.

Bill Kohler (Mainstreet Waynesboro, Inc.) – Mr. Kohler provided an update on events as follows:

- Puppies in the Park will be held on 09/22 from 1:00-3:00 p.m.
- Farmers' Markets – 3 more left this year; 16 vendors scheduled for this week.
- Bike Night with ABATE (Monterey Pass Chapter) to be held on 09/28 with free live music.
- Market Day will be held on 10/06 from 9:00 a.m. to 4:00 p.m.

Councilman Royer added that Renfrew will hold their annual Oktoberfest dinner/auction fundraising event at the Main Street Park following Market Day on 10/06.

Councilwoman Rolls thanked Chad Rooney for his work on the Borough's newsletter. Interested individuals can sign-up to receive the monthly newsletter via the Borough's website, [www.waynesboropa.org](http://www.waynesboropa.org).

Councilman Cermak congratulated and welcomed Mya Graves as a Junior Councilperson.

Having no further business to discuss, Council adjourned to an executive session at 8:30 p.m. They reconvened to regular session at 9:48 and adjourned the meeting with no action.

Respectfully Submitted,

Melinda S. Knott  
Borough Secretary



# BOROUGH OF WAYNESBORO

## 2018 FUNDING & GRANTS MANAGEMENT REPORT

---

### 1. Downtown Pedestrian Safety Project – Phase I

- a. Pennsylvania Department of Transportation (PennDOT) TA – Set Aside Program (formerly known as the Transportation Alternatives Program)
  - i. Grant Request Amount - \$500,000
  - ii. Awarded - \$475,000

### 2. Renfrew Trail System Improvement Project

- a. Franklin County Tourism & Quality of Life Enhancement Grant Program
- b. 75% Grant / 25% Match, in the grant application, the Borough & Renfrew proposed a 39% match.
  - i. Grant Request Amount - \$100,000
  - ii. Awarded – to be determined
  - iii. Total Project Cost - \$163,396, match \$63,396

### 3. 21 East Main Street Redevelopment Project (for Mainstreet Waynesboro)

- a. Pennsylvania Department of Community & Economic Development (DCED) Keystone Communities Program (KCP)
- b. 30% grant/70% match requirement
  - i. Grant Request Amount - \$385,060
  - ii. Awarded – to be determined
  - iii. Total Project Cost - \$1,283,536, match \$898,476

### 4. Waynesboro Fire Department Supply Hose

- a. Firefighters Support Foundation Equipment Grant
  - i. No matching funds required
  - ii. Grant Request Amount - \$10,000
  - iii. Awarded – to be determined
  - iv. Total cost - \$24,000 (Need 40, 100' sections of hose)

### 5. Grants Management Assistance

- a. Downtown Pedestrian Safety Project – Phase I
  - i. DCED Multimodal Transportation Fund (MTF) Grant - \$300,000
  - ii. PennDOT TA-Set Aside Grant - \$475,000
- b. Memorial Park Rehabilitation
  - i. DCED Greenways, Trails & Recreation Program (GTRP) Grant - \$205,000
  - ii. Pennsylvania Department of Conservation & Natural Resources (DCNR) Community Conservation Partnerships Program (C2P2) Grant - \$150,000

**Total public funding secured by GMS for the Borough in 2018 - \$475,000**

**Total public funding secured by GMS for the Borough to date - \$1,848,000**

**Total public funding requests currently pending - \$495,060**

**Top priority for 2019 – Redevelopment of 21 East Main Street and management and drawdown of the Downtown Pedestrian Safety and Memorial Park projects**

---

For questions, please contact Amy Kronenberg at (717) 552-2639, Ext. 201

[akronenberg@gmsfundingsolutions.com](mailto:akronenberg@gmsfundingsolutions.com)