

JANUARY 17, 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 and Michael Cermak (Councilman Rooney was absent)

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
Mary Beth Shank, Borough Solicitor (Salzmann Hughes, PC)
S. Leiter Pryor, Director of Utilities
Jim Sourbier, Police Chief
Jody Sanders, Deputy Fire Chief
John Beck, Jr., Assistant Fire Chief

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

EXECUTIVE SESSION: President Mumma noted that Council met in executive session prior to this meeting. Several items reviewed at that time are on the agenda and will be discussed later in the meeting.

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

PERSONNEL COMMITTEE: Councilman Cermak noted that a favorable performance evaluation was received for Matthew Rosenberry, and he made a motion to remove Mr. Rosenberry from probationary status. Councilman Fleagle seconded; the motion passed unanimously.

Councilman Cermak made a motion to approve the hiring of Eli Leggett as Pool Manager, at a salary of \$7,501/season. Councilman Knott seconded; the motion passed unanimously.

Councilman Cermak made a motion to appoint Chad Rooney to the Civil Service Commission as an Alternate Member. Councilwoman Rolls seconded; the motion passed unanimously.

Councilman Cermak made a motion to appoint Denise Blake to the Recreation Board; said term to expire on 12/31/2022. Councilwoman Rolls seconded; the motion passed unanimously.

PROPERTY AND PUBLIC SAFETY COMMITTEE: Councilman Rooney was absent from this meeting. Manager Stains presented his report as follows –

- Held on January 4th; those in attendance included Police Chief Sourbier, Fire Chief Adolini, Deputy Fire Chief Sanders, Assistant Fire Chief Beck Jr., then member and now President of the Waynesboro Volunteer Fire Department Kris Martin, the Borough Manager and myself.
- There was no Old Business to discuss.
- New Business included:
 - Review of the response to the American Legion fire by the Fire Chief, to include a brief report of the damage to Borough Hall. Currently, that damage totals \$20,000, but that may increase when the roof is assessed and repaired.
 - Plans for a structural report of the Potomac Street Fire Station were presented by the Borough Manager. We would like to be certain that the facility is sound prior to placing new apparatus in it.
 - Report of progress related to the acquisition of Automated External Defibrillators by the Borough Manager; at this time, the Borough Manager is seeking a required prescription to order two (2) units.
 - We are still awaiting information regarding the Board of Health.
 - The Borough Manager explained that a party may be interested in taking over the lease for the Trinity Parking Lot.
 - The Borough Manager presented concerns about a surge in patients at local hospitals due to the flu.
 - The Police Chief brought several ordinances up for discussion at my request. The ordinances specified will be further evaluated through conversations with the Chief and will be brought to Council when appropriate.
- Public Comment
 - No public comment was offered.

STREET COMMITTEE: No report. Councilwoman Rolls noted that the next Street Committee meeting will be held on 01/25 at 6:30 p.m.

INTERGOVERNMENTAL COMMITTEE: No report.

ECONOMIC DEVELOPMENT COMMITTEE: No report.

FINANCE COMMITTEE: No report.

RECREATION BOARD: No report. Borough Manager Stains noted that the next Recreation Board meeting will be held on 01/24 at 6:30 p.m.

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

- On January 3, 2018, I attended the Franklin County Commissioners' presentation on the new Court Facility Improvement.
- On January 10, 2018, I was one of four panel members who participated in the Leadership Franklin County Community Session that is to inspire leaders in Franklin County.
- On January 11, 2018, I attended Mowrey Elementary School to speak to all of the third grade classes, as they were studying local government.

SOLICITOR'S REPORT: No report.

DIRECTOR OF UTILITIES' REPORT: Leiter Pryor reported as follows –

- The WBA met last evening and they took action on the following items:
 - Adopted a resolution recognizing Authority member Christopher Snively, who recently passed away, for his long-standing service and commitment to the community. Chris served on the WBA for over 25 years. He held the office of Secretary and he will be missed by all.
 - The WBA authorized Gannett Fleming to proceed with drafting the engineering services agreement for the Water Treatment Plant upgrade project.
 - R. Lee Royer presented the utility plan for Flat Iron Commons, located off of W. Fourth Street and Ridge Avenue. This is a 24-unit development consisting of four (4) six-unit apartment buildings. The WBA would like to recommend to Borough Council that they approve the sewer planning module for the requested 24 units, as there is sufficient capacity to serve the proposed development.
 - A comment letter was recently sent to DEP regarding the additional monitoring requirements that were written into the draft NPDES permit for the Sewer Treatment Plant. Specifically, we requested to retest for total aluminum and total cyanide. These substances were identified as having a reasonable potential of impacting the receiving stream. However, there was only one (1) occurrence and it was during the plant upgrade construction phase. DEP will allow us to monitor for total aluminum and total cyanide for four (4) consecutive months and then will re-evaluate the results and revise the NPDES permit accordingly. Also, we are going to conduct a chlorine demand study to determine if a higher chlorine discharge limit is warranted. We are consistently meeting our discharge limit, however it would be nice to have more of a buffer.
 - Authority Chairman Fleagle requested that I collaborate with Niccole Rolls to begin work on incorporating the industrial waste discharge limits, as outlined in the local limits study performed by Gannett Fleming, into the Authority rules and regulations for the sanitary sewer system. There have been some recent inquiries from DEP regarding the status of our industrial waste program, and we need to demonstrate some positive movement on regulating industrial waste discharges and our ability to control industrial users of the system.

MANAGER'S REPORT: Mr. Stains indicated that the Borough will be seeking medical professionals who are interested in serving as a representative on the Board of Health. Interested parties are requested to contact him.

The Borough Manager's Report followed –

- Our inter-municipal agreement with Chambersburg is on the agenda for 01/22/2018. It was moved from their last meeting due to illness.
- I have filed all of the required DCED reports due by the end of this month. Our Liquid Fuels report is due by the end of the month and is in process to be completed. Our Public Utility Realty report will be completed in the next few weeks.
- I am working on bid packets for the new pole lights at Northside Pool and Street Line Painting. I anticipate that they will be mailed out in the next two (2) weeks.
- I have begun to compile information for a Standard Operating Procedure and Continuity of Business Plan, but I do not have a timetable on completion.
- Our codification process is almost complete, and we will have a draft ordinance to complete the process at our February 7th 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:

Charles Barnes, W. Eighth Street – Mr. Barnes asked for clarification on the issuance of building permits and Mr. Stains noted that Accredited Services issues building permits, the Borough's Engineering Department issues sidewalk permits, and the Borough's Code Enforcement Officer issues land use permits. Mr. Barnes then mentioned his past complaints regarding "junk" on a property at the corner of W. Eighth and S. Potomac Streets. Dan Sheffler explained that he sent a letter to the property owner and issued citations when the permitted timeframe was expired. The matter is then entered into the court system if the property owner doesn't comply. In addition, Mr. Barnes complained about bushes which need to be trimmed to prevent sight issues at intersections, and Kevin Grubbs responded that the bushes in question have been trimmed to the required clearance. Mr. Barnes also stated that he has left messages for Councilperson Rolls, but she has not returned his calls. She responded that she will return calls to constituents who leave their names, but not to messages without a name.

Bill Burcher, New Hope Shelter – Mr. Burcher stated his appreciation for the cooperative spirit in which recent violations were handled at the Shelter, although he still disagrees with the architect's opinion and process. In an attempt to move forward to ensure this doesn't happen in the future, he proposed that an informal inspection be conducted once a year (perhaps in the spring), as Franklin County already inspects the facility in the fall of each year. He was instructed to contact the Borough Manager, who will get the appropriate parties involved.

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

- A. Approve of Minutes – January 2, 2018 (regular meeting and re-organization meeting)
- B. Accept Reports of the Code Enforcement Officer, Police Chief and Fire Chief for the month of December, 2017
- C. Pay Bills – Check Details dated 12/29 and 01/08

Councilwoman Rolls seconded; the motion passed unanimously.

UNFINISHED BUSINESS: None.

NEW BUSINESS

RENFREW COMMITTEE, INC. (RCI) BOARD APPOINTMENTS: Mr. Stains presented recommendations for RCI Board appointments. Councilman Cermak made a motion to approve the recommendations presented, as follows –

Representing M&T Bank – Robert Benchoff, Douglas Burkholder and Greg White

Representing the Borough of Waynesboro – Allison Kohler, A. J. Benchoff and Annie Gomez Shockey

Councilwoman Rolls seconded; the motion passed unanimously.

APPOINT REPRESENTATIVES TO FRANKLIN COUNTY COUNCIL OF GOVERNMENTS: Councilwoman Rolls made a motion to reappoint Jason Stains and Mayor Starliper as representatives to the Franklin County Council of Governments. Councilman Cermak seconded; the motion passed unanimously.

AUTHORIZE PURCHASE OF POLICE VEHICLE: Mr. Stains noted that, at the end of 2017, Borough Council voted to authorize the transfer of \$41,000 to the Capital Reserve Fund for the purchase of a police vehicle in 2018. Chief Sourbier provided Council with his recommendation and a proposal for a 2018 F-150 Police Responder Crew Cab truck for their review and consideration. Councilman Cermak made a motion for approval. Councilwoman Rolls seconded; the motion passed 4-1 (Councilman Fleagle opposed).

APPROVE AND ADVERTISE JOB DESCRIPTION FOR ADMINISTRATIVE SERVICES COORDINATOR: Mr. Stains noted that this matter was discussed briefly during the 2018 budget deliberations. Through the ongoing DCED liaison program, a restructuring of various duties has been recommended. He presented a proposed job description for the position of Administrative Services Coordinator, which would be largely funded through the current Maintenance Superintendent's position, at a potential yearly savings of approximately \$20,000. He outlined the duties, responsibilities and

requirements for the position; and Councilman Cermak made a motion for approval to advertise for applicants for the position. Councilman Knott seconded; the motion passed unanimously.

PRESS QUESTIONS:

Jennifer Fitch, Herald Mail

Question – What is the salary range for this position?

- Jason Stains – approximately \$60,000/year.

Question – When is an individual expected to be in place?

- Jason Stains – by the end of the first quarter, 2018. Councilman Cermak added that this will coincide with when the current Maintenance Superintendent retires.

COUNCIL AND STAFF COMMENTS: Kevin Grubbs presented a request for a 60-day plan review extension for the Wendy’s Land Development Plan (from February 3 to April 3, 2018). Councilman Cermak made a motion for approval. Councilwoman Rolls seconded; the motion passed unanimously.

Bill Kohler (Mainstreet Waynesboro, Inc.) reported on their Titanic-themed event to be held at the Hoover House this coming weekend and the Chocolate Extravaganza to be held at the Country Club on 03/03. Tickets are still available for both events. He also thanked the Maintenance Department for assisting with removal of the downtown holiday decorations.

Councilman Fleagle noted that the WaynesboroFest Committee will hold an inaugural event on 01/27 at the Savoy Restaurant, featuring Borough Manager Stains and MSW Director Bill Kohler as contestants. Tickets are still available for anyone interested.

Having no further business to discuss, the meeting adjourned at 8:23 p.m. on a Cermak/Rolls motion which passed unanimously.

Respectfully Submitted,

Melinda S. Knott
Borough Secretary