

JANUARY 15, 2020
WAYNESBORO, PA 17268
REGULAR MEETING

Council President C. Harold Mumma called the regularly scheduled meeting of the Waynesboro Borough Council to order at 6:30 p.m. with the following in attendance:

Borough Council Members – Jarred Knott, Patrick Fleagle, Jon Fleagle, C. Harold Mumma, Dade Royer and Michael Cermak

Junior Councilperson – William Young

Mayor Richard Starliper

Borough Staff – Jason Stains, Borough Manager
Zachary Rice (Salzmann Hughes), Borough Solicitor
Kevin Grubbs, Head of Engineering Services
Chad Rooney, Administrative Services Coordinator
Matthew Schmidt, Zoning-Code Enforcement Officer
James Sourbier, Police Chief
Shawn Adolini, Fire Chief
Jody Sanders, Deputy Fire Chief

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

PRESENTATIONS/PROCLAMATIONS/RECOGNITIONS: None.

EXECUTIVE SESSION: President Mumma noted that Council would hold an executive session at the end of the meeting to discuss litigation and code enforcement issues. No action will be taken afterward.

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

PERSONNEL COMMITTEE: Councilman Royer noted that he received a favorable performance evaluation for Benjamin Gsell; no action was required.

Councilman Royer made a motion to approve a step increase for Kyle Grimes to salary level 6B, effective 02/12/2020. Councilman Cermak seconded; the motion passed unanimously.

Councilman Royer made a motion to approve a step increase for Donald Kaiser to salary level 6E, effective 01/22/2020. Councilman Cermak seconded; the motion passed unanimously.

PROPERTY AND PUBLIC SAFETY COMMITTEE: No report.

STREET COMMITTEE: Councilman Jon Fleagle reported on the Street Committee meeting held on 01/09 as follows –

- Request to Install Loading Zone/15 Minute Parking Space – the owners of Jess and James House of Goods at 37 W. Main Street requested that the handicapped parking space in front of their business be relocated to the front of the Dollar General Store, and the parking space then be changed to either a 15-minute parking space or a loading zone. Additionally, they are requesting that the “No Parking 2:00 a.m. – 6:00 a.m.” sign in front of that parking space be corrected, as it creates confusion to customers who think they can park there outside of those hours.

Councilman Jon Fleagle made a motion to (1) move the handicapped parking space in front of 37 W. Main Street to the Dollar General Store at 51 W. Main Street; and (2) to change the parking space in front of 37 W. Main Street to “15 Minute Parking Only” for a trial period of six (6) months. Councilman Cermak seconded; the motion passed unanimously. Mr. Fleagle added that the Parking Meter Ordinance, which was originally written in the early 1980’s, has been amended numerous times and should be re-visited again in the near future.

- Trinity Church Parking Lot – Councilman Jon Fleagle noted he was informed that the Owls Club again made an annual contribution to the Trinity Church to make the parking lot available for use by downtown patrons.

Street Committee meetings will be held in 2020 on the first Thursday of each month at 9:00 a.m. The next meeting is scheduled for 02/06.

ECONOMIC DEVELOPMENT COMMITTEE: Councilman Pat Fleagle reported on the Economic Development Committee meeting held on 01/07 as follows –

- 21 E. Main/Other Main Street Developments/Façade Grants – Bill Kohler and Greg Duffey advised the parameters of the \$50,000 façade grant Mainstreet received. They are negotiating a Letter of Intent for 23 E. Main Street and Lee Royer is working on finalizing a land development plan for the project.
- Street Light Upgrade (Status from Street Committee) – Change in the bid package is currently with Sam Wiser for revisions.
- LERTA Meeting with Washington Township/School District and Goals – Discussed what the goal of a common LERTA Program would look like in

anticipation of the meeting with Washington Township and the Waynesboro Area School District.

- Historic District Update and Review (conference call) – Telephone conference with David Maher and staff of the PA Historical Review Board on opportunities for economic development with the Historical District Program.
- Trails Initiative/Vision 2035 Update – Dan DeDona advised the Vision 2035 Committee has not yet discussed suggestions for expanding the trail system.

Councilman Pat Fleagle noted that many positive improvements are occurring downtown, and the prospect for additional development is very good.

The next Economic Development Committee meeting will be held on 02/04.

FINANCE COMMITTEE: No report.

RECREATION BOARD: The next meeting of the Recreation Board will be held on 01/22. Discussion will take place at that time regarding money set aside (approximately \$30,000) for playground upgrades at the Mt. Airy Avenue Park. Representatives from the development have already been consulted and offered input on what type of equipment they would like to have installed.

RENFREW MUSEUM AND PARK: Executive Director Becky LaBarre commended Council for their efforts regarding preserving the historic and architectural resources in Waynesboro. She also provided them with the following report –

- For your reference, please find below a summary of the current activities of Renfrew Museum and Park as of January 15, 2020.

General Operations

Renfrew Committee, Inc. (RCI) last met on Thursday, November 21, 2019. A special presentation was made to RCI by Don Smith of Bushey Feight Morin Architects who summarized the Gristmill Reconstruction Feasibility Study developed in cooperation with Renfrew's Mill Committee. This committee is comprised of representatives from both Renfrew Museum and Park and The Institute at Renfrew, our very generous donor, as well as consultants with archeological and architectural expertise. RCI was pleased with the committee's research and proposed scope of the project, but voted to table a final decision on adopting the feasibility study pending further review and deliberation. When the study is ultimately adopted by RCI, the document will be forwarded to Borough Council for consideration. RCI's next meeting is scheduled for Monday, January 27, 2020.

Following the board meeting, Renfrew Museum and Park hosted its inaugural “Team Meeting” for RCI members, staff, appointed members of Renfrew Executive Committee (REC), and all working committees to cover internal operations, review the strategic plan together, and look forward to the vision for our 2020 season. The group had a very productive time of team-building, brainstorming, and helping to identify areas of growth for Renfrew as we move into our 45th year of operations.

While the Royer and Fahnestock Houses as well as our outbuildings remain closed for tours at this time, the park is open for everyone to enjoy daily from dawn until dusk. We’ve experienced increased attendance on the property during the unseasonably mild weather we’ve been having of late, which is great. When the typical winter weather returns, guests can look for notices of any trail closures on our Facebook page and website calendar. The community is reminded that Renfrew’s Visitors Center remains open during the winter season, Monday through Friday from 9:00 a.m. to 4:00 p.m. Guests are welcome to come in to browse the permanent exhibits including the John Bell pottery cases, longrifle display, and exhibit of historic tradesmen’s tools. The only scheduled closing of the Visitors Center at this time will be on Monday, February 17, 2020 in observance of Presidents Day.

Facilities

Royer House: The Museum House is currently receiving its annual cleaning. Curatorial treatments of artifacts on exhibit as well as general dusting and refreshing of flooring surfaces will ensure the house is ready to receive guests when we re-open for Renfrew’s 45th season in April.

Ed Miller Administration Building: The Washington Township Planning Committee voted on Monday, January 13 to recommend to the Board of Supervisors that language for a new “Multipurpose Historical Zone” be prepared. Township staff has graciously requested input from Renfrew during preparation of ordinance language, and we are more than happy to contribute. Prior to its disbandment, the former Planning Commission had tasked Solicitor Zachary Mills to begin a draft for a possible new zoning district based on the existing language found in the Township’s Agricultural Zone with special consideration being made to defining and including uses associated with historic and cultural resources. The initial draft was circulated internally to Township officials and was shared with Renfrew on Tuesday, January 14. We are now in the process of reviewing and making comment. We anticipate finalization of draft language to be presented at the Planning Committee’s next public meeting with possible recommendation for advertisement being made to the Supervisors at the PC’s February meeting. If passed along as a recommendation to the Supervisors at that time, Borough Council would receive the draft amendment ordinance following official action by the Supervisors to formally advertise in accordance with the Municipalities Planning Code (MPC).

Grist Mill: Please refer to comments on the feasibility study in “General Operations” section above.

Programs and Events

Holiday Programming: Renfrew Museum and Park had a booth at Mainstreet Waynesboro’s Holiday Marketplace in the parklet during the Tree Lighting on Friday, November 22 and parade on Saturday, November 23. We hosted the Greater Waynesboro Chamber of Commerce December Mixer on Thursday, December 5. Christmas on the Farm took place the first weekend of December and offered a return to period decorations and interpretive activities at Renfrew. The program included several living historians representing holiday traditions throughout the nineteenth and early twentieth centuries in the various rooms of the Museum House and Royer Farmstead outbuildings. Volunteers presented stories at a warming circle and guests made several historically-inspired crafts in the Visitors Center. Renfrew is pleased to be able to provide quality holiday programming to our guests and we look forward to building even more unique experiences into Christmas on the Farm for 2020.

Presentation – Ward Hill Lamon Recounts the Life of Abraham Lincoln as President on Saturday, February 8, 2020 at 1:00 p.m.: Author Bob O’Connor will offer a first-person presentation about the life of the sixteenth president through the eyes of Lincoln’s body guard. Cost of the program is \$5 for the general public. Free to Renfrew Museum and Park members. More information can be found at www.renfrewmuseum.org/presentations-and-workshops.

Workshop – Floorcloths on Saturday, February 22, 2020 from 10:00 a.m. to 1:00 p.m.: Historians Steve and Becky LaBarre will share the history of painted canvas floorcloths with participants who will employ period techniques to create their own 18” x 18” folkart floorcloth. \$30 per person/\$15 for Renfrew Museum and Park members. Limit 12 people. Interest is strong – Just three (3) spaces remain! Reservations can be made online or by calling Renfrew at (717) 762-4723.

MAYOR’S REPORT: Mayor Starliper’s Report was as follows –

- On December 19th, I attended the meeting regarding the Waynesboro Historical District.
- On December 20th, I had the privilege of reading to the third grade students at Mowrey Elementary.
- On January 7th, I attended the Franklin County Commissioners’ meeting.
- On January 8th, I attended the Board of Directors’ meeting for the Chamber.
- On January 10th, along with Councilman Jon Fleagle, I attended the breakfast given by Senator Mastriano. The topic was grants and funding.
- On January 13th, I had the privilege of uniting in marriage, Jason Snodgrass and Amanda Brown. We wish them the very best.

- On January 14th, I gave a Proclamation to the Waynesboro Area School District Board in reference to Waynesboro School Choice Week.

SOLICITOR'S REPORT: No report.

DIRECTOR OF UTILITIES' REPORT: No report.

MANAGER'S REPORT: The Borough Manager's Report was as follows –

- Right-to-Know Requests were completed for the following:
 - (a) Priscilla Liguori – ABC27, Harrisburg, PA – Requesting a copy of the street light study for the Main Street Lighting Project. This was approved.
- Staff is currently attempting to establish a date with PENNDOT to continue discussions surrounding the TA Set-Aside Grant for the street light project. Applicable staff and Council members will be contacted when dates are established.
- The deed for the Toll Gate House and Burns Cabin was signed by the Council President and delivered to the Franklin County Courthouse by the Waynesboro Beneficial Fund. Councilman Jon Fleagle and Councilman Royer met with me and representatives from Renew Services, LLC to discuss some preservation needs at the cabin. We are waiting on a quote and this may be a good project to use to apply for additional Franklin County Tourism Grants.
- We have submitted draw requests for additional walking trail reimbursements related to the wetlands study as well as reimbursement for the first part of our economic study. We anticipate those funds will be received by the end of February totaling approximately \$30,000.
- Staff will begin filing the annual state reports later this month.
- I met with the Franklin County representative for the Second Amendment Sanctuary Ordinance. The organization is planning to present their request and will provide a draft ordinance for your review at the February Council meeting.
- We have received our first Transient Vendor License application for the year.
 - (a) Fat Russ BBQ – Waynesboro, PA

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: None.

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

- A. Accept Reports of the Police Chief, Fire Chief, Ambulance Chief and Code Enforcement/Zoning Officer for the month of December, 2019

B. Pay Bills – Check Detail(s) dated 12/31, 12/31(2) and 01/13

Councilman Knott seconded; the motion passed unanimously.

UNFINISHED BUSINESS

CONSIDER ORDINANCE FOR ADOPTION (ESTABLISHING A STORMWATER UTILITY): Mr. Stains noted that the proposed ordinance was authorized for advertisement by Borough Council in December. The ordinance will establish a Stormwater Utility to manage and operate the Borough-owned stormwater collection system. The Stormwater Utility will then be responsible for providing stormwater management services; providing stormwater management systems and facilities; and determining labor, material and administrative fees for operation of the Stormwater Utility in the Borough. Following a lengthy discussion regarding penalties and interest, Councilman Royer made a motion for approval of the ordinance, as advertised. Councilman Knott seconded; the motion passed unanimously.

ORDINANCE NO.

AN ORDINANCE OF THE BOROUGH OF WAYNESBORO, FRANKLIN COUNTY, PENNSYLVANIA, AMENDING CHAPTER 238, "STORMWATER MANAGEMENT", BY ADDING AN ARTICLE X, "STORMWATER UTILITY", TO THE CODE OF THE BOROUGH OF WAYNESBORO

Complete copy on file at Borough Hall.

APPROVAL OF "RULES OF COUNCIL" DOCUMENT: Mr. Stains noted that the "Rules of Council" document was approved by Council in December, however several modifications were recommended by Councilman Jon Fleagle. Those were provided to Council for review. Councilman Jon Fleagle made a motion to approve the revised document, as presented. Councilman Knott seconded; the motion passed unanimously.

NEW BUSINESS

APPROVAL OF PAYMENT ALLOCATION POLICY: Mr. Stains noted that when utility bills are mailed out to customers, they sometimes cross off and refuse to pay certain charges (such as the \$1 charge for Code Red notifications and the \$3.40 charge for e-recycling). This policy will outline the allocation utilized for applying credit to each utility account, as follows:

- A. Penalties
- B. Emergency Notification
- C. Electronic Recycling
- D. Stormwater
- E. Sanitation/Refuse
- F. Sewer

G. Water

Customers must pay their account(s) in full to avoid late fees, penalties or utility termination procedures. Customers not paying their account in full are subject to the following procedure:

- A. A 30-day Past Due Notice will be mailed to the customer. If not paid in full by the due date.
- B. A 10-day Notice will be posted on the property and a \$10.00 Administrative Fee will be assessed to the account. If not paid in full by the due date.
- C. Utilities are disconnected if payment is not received and a \$75.00 Administrative Fee will be assessed to the account.
- D. Notices of Violation under the International Property Maintenance Code will be issued.
- E. Utilities will be reconnected upon receipt of payment in full.

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

ACCEPTANCE OF OFFICIAL CIVIL SERVICE REGISTER FOR THE POSITION OF FIRE APPARATUS DRIVER: Mr. Stains reported that the Civil Service Commission has completed their examination for the position of Fire Apparatus Driver, and they have provided Council with an Official Register of eligible candidates dated January 8, 2020. This listing will expire in one (1) year. Councilman Cermak made a motion to accept the Official Register, as presented. Councilman Knott seconded; the motion passed unanimously.

AUTHORIZE THE HIRING OF TWO (2) FIRE APPARATUS DRIVERS: Mr. Stains recommended the hiring of Cole Bumbaugh and McKenzie Winklbauer to the fill the two (2) vacant Fire Apparatus Driver positions. Councilman Knott made a motion for approval. Councilman Pat Fleagle seconded; the motion passed unanimously.

RESOLUTION NO. 2020-02 (DESIGNATING TRICK-OR-TREAT NIGHT): Mr. Stains presented proposed Resolution No. 2020-02 setting the annual observance of Trick-or-Treat Night in the Borough of Waynesboro as the 31st of October, from 6:00 p.m. until 8:00 p.m. There was no motion regarding this matter.

FOR INFORMATION ONLY

STREET LIGHT PROJECT EXTENSION: Mr. Stains noted that the February agenda will include a request to apply for an extension for funding for the street light project.

PRESS QUESTIONS: None.

COUNCIL AND STAFF COMMENTS: Karen Rock, President of the Waynesboro Ambulance Squad, reported that statistical information regarding their response to calls

has been provided to Council. She noted that there were 192 calls in December and already 100 in January.

Fire Chief Adolini advised that the two (2) new drivers will begin work on 02/26.

Police Chief Sourbier reported that their K-9 (Bushta) continues to do well ... he is healthy, energetic and performed admirably at both levels of obedience training. Generous donations have been made to the K-9 program (for maintenance and upkeep), totaling to date almost \$12,000; and veterinary requirements are being taken care of pro bono.

Chief Sourbier also noted that he provided Council with an annual report from the Franklin County Public Safety Training Center outlining how municipal contributions are being spent and training that is funded for fire and ambulance personnel. He also reported on a newly re-initiated Public Safety Training program, in conjunction with the Career and Technology Center, from which nine (9) students recently graduated. They are hopeful that this program will help to satisfy a critical need in the community, particularly in the fire organizations.

Mayor Starliper advised that the Cumberland-Franklin County Boroughs Association will meet in Waynesboro on the last Tuesday in February.

It was noted that Christmas trees will be collected at curbside in the Borough next week (January 20-24).

PLANNING COMMISSION RECOMMENDATIONS: Kevin Grubbs reported that, at their meeting on January 13th, the Waynesboro Planning Commission recommended proposed changes to the Zoning Ordinance and the Subdivision/Land Development Ordinance with regard to the addition of definitions for “Lot Coverage” and “Planned Town Center Development”. A proposed ordinance has been provided for Council’s review. Solicitor Rice provided input and direction from the Solicitor’s Office regarding these proposed changes, and Council agreed to table the matter for further discussion.

Having no further business to discuss, Council then adjourned to executive session at 8:12 p.m. They reconvened at 9:23 p.m. and adjourned the meeting at 9:24 p.m. with no further action.

Respectfully Submitted,

Melinda S. Knott
Borough Secretary