

NOVEMBER 18, 2020
WAYNESBORO, PA 17268
REGULAR MEETING

Council President C. Harold Mumma called the regularly scheduled meeting (telemeeting via the Zoom computer platform) 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

Mayor Richard Starliper

Borough Staff – Jason Stains, Borough Manager
Shawn Adolini, Fire Chief
Sam Wiser, Borough Solicitor

Others – Shelly Chilcote (GMS Funding Solutions)

Solicitor Wiser reviewed the Telemeeting Rules of Decorum for those individuals wishing to participate in the meeting.

PRESENTATIONS/PROCLAMATIONS/RECOGNITIONS: Mayor Starliper presented proclamations regarding the Renovation of Mt. Airy Park, Arbor Day, Veterans Day and Hunger & Homelessness Awareness Week (11/15-21, 2020).

Shelly Chilcote (GMS Funding Solutions) presented their 2020 Funding & Grants Management Report as follows –

AWARDED PROJECTS

Source Capture Exhaust Systems (SCES) for Fire Department

- FEMA Assistance to Firefighters Grant (AFG) SCES
 - Grant Request Amount - \$50,000
 - Awarded - \$45,353.55

COVID-19 Response Efforts for Fire Department

- Office of the State Fire Commissioner
 - Grant Request Amount - \$40,183.94
 - Awarded - \$11,094
- Franklin County COVID-19 County Block Grant Relief Funds
 - Grant Request Amount - \$33,168
 - Awards anticipated prior to December 30, 2020

SUBMITTED APPLICATIONS

Waynesboro Street Reconstruction Project

- DCED CFA MTF Program
 - Grant Request Amount - \$349,000
 - Awards are anticipated for late Spring 2021
- PennDOT MTF Program
 - Grant Request Amount - \$349,000
 - An award timeline has not yet been provided, but it is anticipated that awards will be made in 2021

APPLICATIONS PENDING SUBMISSION

Police Department Needs (radios, body worn cameras, vehicles)

- USDA Community Facilities Grant/Loan Program
 - Grant/Loan Request - \$300,177
 - Application is in process and an award timeline is not yet available

GRANTS MANAGEMENT ACTIVITIES

Downtown Pedestrian Safety Project – Phase 1

- DCED Commonwealth Financing Authority (CFA) Multimodal Transportation Fund (MTF) Grant - \$300,000
- PennDOT TA Set Aside Grant - \$475,000
- GMS is currently working with Borough staff, engineers, and state agencies to update project scope of work.

Renfrew Trail System Improvement Project

- Franklin County Tourism & Quality of Life Enhancement Grant Program - \$87,824
- Subsequent drawdowns are being prepared as project was delayed.
- A one-year extension was requested for this grant.

Small Business Loan Program - #BOROSTRONG

- CDBG-CV Grant - \$78,310
- GMS is working with Borough staff on program implementation. The Borough has two years beginning in January 2021 to implement this program.

PROPOSED 2021 FUNDING PURSUITS

- Toll Gate House & Burns Hill Cabin
- Grist Mill (Renfrew)
- Blight Remediation
- Pickleball Court & Ultimate Frisbee at Borough-owned Parks

GMS PERFORMANCE SUMMARY

- Total public funding secured for the Borough in 2020 - \$56,447.55

- Total public funding applied for and pending decisions in 2020/2021 - \$760,799
- Total public funding secured for the Borough to date - \$2,164,322.55

EXECUTIVE SESSION: President Mumma noted that an executive session will be held at the end of the meeting regarding collective bargaining, personnel, litigation and code enforcement issues. No voting is expected afterward.

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:

Kristyn Martin, 8020 Hidden Valley Lane – Ms. Martin noted that she recently sold a multi-family property in the Borough of Waynesboro. The property was in good condition and was approved for an FHA loan with no issues. However, when the Borough’s rental inspection was completed, the inspector noted many violations which will be quite burdensome to the new owner; and she felt that many of the items noted (for example, an uneven patio made of 12x12 pavers, a tear in the screen of the storm door and missing gutters off the back porch roof) seemed to overstep the intention of the Rental Inspection Program. She suggested that there should, perhaps, be room for discussion on these items.

Councilman Cermak explained that the Rental Inspection Ordinance states that the inspection will be based on the International Property Maintenance Code (IPMC), and there is a list of items the inspector needs to look for. He noted that the inspector is a third party, and he is simply noting the items as observed. The Borough of Waynesboro is the enforcing agency, and any questions regarding whether the listed items would need to be repaired should be addressed with the Code Enforcement Officer, Matt Schmidt.

Councilman P. Fleagle noted that the Rental Inspection Program is always on the agenda for discussion at the Economic Development Committee meetings, and he requested that Councilman Cermak attend the next meeting to provide additional insight into the matter.

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

- A. Award Contracts
 - (1) Water Treatment Chemicals
 - (2) Fuel Oil
 - (3) Motor Fuels
 - (4) Propane
 - (5) Snow Plowing

(6) Investment Management Firms for Defined Contribution Benefit – CBIZ InR

B. Approve Minutes as Presented – October 21, 2020 (regular meeting) and October 28, 2020 (special meeting)

C. Accept Reports:

- Police Chief – October, 2020
- Ambulance Chief – October, 2020
- Fire Chief – October, 2020
- Code Enforcement/Zoning Officer – October, 2020
- Renfrew Museum & Park Executive Director – November, 2020

D. Pay Bills – Check Detail(s) dated 10/26, 11/02, 11/09 and 11/16

E. Acknowledge and Approve Personnel Matters – Recommended by the Personnel Committee

F. Acknowledge Renfrew Committee, Inc. (RCI) Items

- 1) 2021 Board Terms
- 2) Organization Chart, as Revised 11/16/2020
- 3) Comparative Statement of Financial Position as of 10/31/2020

G. Approve Renfrew Committee, Inc. (RCI) Revised By-laws

Councilman Cermak seconded. A roll call vote was as follows: Jarred Knott (abstained), Jon Fleagle – yes, Pat Fleagle – yes, Dade Royer – yes, Michael Cermak – yes and C. Harold Mumma – yes. The motion passed 5-0.

UNFINISHED BUSINESS

CONSIDER ORDINANCE RE: RESERVATION OF CERTAIN ACCESSIBLE PARKING SPACES FOR ADOPTION: Mr. Stains noted that Council previously authorized advertisement of this proposed ordinance for adoption at this meeting. He explained that the ordinance will define the terms “General Accessible Parking Space” and “Reserved Accessible Parking Space” and replace all references to the term “Handicapped Parking Space” with “General Accessible Parking Space”. The ordinance will also add a section entitled “Reserved Accessible Parking Spaces”, which contains a table of Reserved Accessible Parking Spaces and a section entitled “General or Reserved Accessible Parking Spaces”, which provides for regulations governing the application for, and use of, General and Reserved Accessible Parking Spaces.

Councilman Cermak made a motion for approval. Councilman Knott seconded. A roll call vote was as follows: Jarred Knott – yes, Jon Fleagle – yes, Pat Fleagle – yes, Dade Royer – yes, Michael Cermak – yes and C. Harold Mumma – yes. The motion passed unanimously.

ORDINANCE NO.

AN ORDINANCE OF THE BOROUGH OF WAYNESBORO, FRANKLIN COUNTY, PENNSYLVANIA, AMENDING PART I, ARTICLE III OF CHAPTER 280 OF THE CODE OF THE BOROUGH OF WAYNESBORO, RELATING TO RESERVATION OF CERTAIN ACCESSIBLE PARKING SPACES

Complete copy on file at Borough Hall.

CONSIDER ORDINANCE RE: ELIMINATING THE AMUSEMENT DEVICE TAX FOR ADOPTION: Mr. Stains noted that Council also authorized advertisement of this proposed ordinance for adoption. This ordinance will eliminate the Amusement Device Tax imposed on certain amusement uses and devices within the Borough.

Councilman Knott made a motion for approval. Councilman Royer seconded. A roll call vote was as follows: Jarred Knott – yes, Jon Fleagle – yes, Pat Fleagle – yes, Dade Royer – yes, Michael Cermak – yes and C. Harold Mumma – yes. The motion passed unanimously.

ORDINANCE NO.

AN ORDINANCE OF THE BOROUGH OF WAYNESBORO, FRANKLIN COUNTY, PENNSYLVANIA, REPEALING IN ITS ENTIRETY ARTICLE I OF CHAPTER 265 OF THE CODE OF THE BOROUGH OF WAYNESBORO TO ELIMINATE THE AMUSEMENT DEVICE TAX

Complete copy on file at Borough Hall.

NEW BUSINESS

AUTHORIZE ADVERTISEMENT OF PROPOSED 2021 BUDGET: Mr. Stains noted that Borough Council members have been discussing the proposed 2021 budget since the beginning of October and concluded their meetings last evening. The proposed budget provides for tax increases of one (1) mill for street light purposes and .25 mill for rescue services.

He explained that the rescue service tax will generate approximately \$15,000, to be distributed to the Waynesboro Ambulance Squad, Medic 2 and the Waynesboro Volunteer Fire Department. After the total funds have been received, these organizations will need to provide a profit/loss statement to the Borough demonstrating expenses of \$5,000 (other than salaries) related to rescue services. Once that information is submitted, the funds will be released.

In addition, the proposed 2021 budget provides for a sixth full-time Fire Apparatus Driver and an increase of \$7,000 for part-time Firefighters and Relief Drivers (increasing their hourly salaries from \$10.00 to \$12.00).

The budget also leaves a vacant Patrolman's position in the Police Department (which occurred in 2020), but maintains the existing Corporal positions. He noted they expect a Corporal's examination to be conducted mid-year due to an opening as a result of a retirement.

The proposed 2021 budget will be on display on the Borough's website, www.waynesboropa.org, beginning on 11/20. Final adoption by Borough Council is scheduled for their meeting on 12/09 at 6:30 p.m.

Councilman Royer made a motion for approval of the proposed 2021 budget as presented. Councilman P. Fleagle seconded. A roll call vote was as follows: Jarred Knott – yes, Jon Fleagle – yes, Pat Fleagle – yes, Dade Royer – yes, Michael Cermak – yes and C. Harold Mumma – yes. The motion passed unanimously.

AUTHORIZE ADVERTISEMENT OF PROPOSED 2021 TAX ORDINANCE: Mr. Stains presented the proposed 2021 Tax Ordinance for Council's review. Tax rates for the 2021 year will be as follows –

- 21.18 mills for general Borough purposes
- 1.5 mills for fire purposes
- .25 mill for rescue service purposes
- 3.0 mills for street lights
- 5.0 mills for street improvements

Councilman Knott made a motion authorizing advertisement of the proposed ordinance for adoption at the next Council meeting scheduled for 12/09. Councilman Cermak seconded. A roll call vote was as follows: Jarred Knott – yes, Jon Fleagle – yes, Pat Fleagle – yes, Dade Royer – yes, Michael Cermak – yes and C. Harold Mumma – yes. The motion passed unanimously.

APPROVAL OF THE 2021 FRANKLIN COUNTY AREA TAX BUREAU BUDGET: Council members were presented with the proposed 2021 FCATB budget for review. Mr. Stains explained that the FCATB Board's by-laws state that their budget is automatically adopted once the Executive Director/Board Secretary receives written or electronic notification by a majority plus one (14) of their member jurisdictions that their governing bodies have voted affirmatively on the budget.

Councilman Knott made a motion for approval. Councilman P. Fleagle seconded. A roll call vote was as follows: Jarred Knott – yes, Jon Fleagle – yes, Pat Fleagle – yes, Dade Royer – yes, Michael Cermak – yes and C. Harold Mumma – yes. The motion passed unanimously.

APPOINTMENT OF REPRESENTATIVE AND ALTERNATE TO THE FRANKLIN COUNTY AREA TAX BOARD: Mr. Stains noted that this is an annual appointment ... he is the current representative and Councilman Knott is the alternate. Councilman J. Fleagle made a motion for the appointments to remain the same. Councilman Royer seconded. A roll call vote was as follows: Jarred Knott – yes, Jon Fleagle – yes, Pat Fleagle – yes, Dade Royer – yes, Michael Cermak – yes and C. Harold Mumma – yes. The motion passed unanimously.

AUTHORIZE CIVIL SERVICE COMMISSION TO CONDUCT EXAMINATION FOR POLICE CORPORAL: As mentioned during the budget discussion, it is anticipated that a Police Corporal will be retiring in 2021. Accordingly, Councilman Cermak made a motion to authorize the Civil Service Commission to conduct a promotional examination for the position. Councilman Royer seconded. A roll call vote was as follows: Jarred Knott – yes, Jon Fleagle – yes, Pat Fleagle – yes, Dade Royer – yes, Michael Cermak – yes and C. Harold Mumma – yes. The motion passed unanimously.

AUTHORIZE CIVIL SERVICE COMMISSION TO CONDUCT EXAMINATION FOR POLICE PATROLMAN: Mr. Stains noted that the most recent register of eligible candidates has expired; and since there most likely will be an opening when a Patrolman is promoted to the upcoming vacant Corporal's position, an updated examination is required.

Councilman J. Fleagle made a motion to authorize the Civil Service Commission to conduct an examination for the position of Patrolman. Councilman P. Fleagle seconded. A roll call vote was as follows: Jarred Knott – yes, Jon Fleagle – yes, Pat Fleagle – yes, Dade Royer – yes, Michael Cermak – yes and C. Harold Mumma – yes. The motion passed unanimously.

APPROVAL OF HOLIDAY EVENTS ON THE SIDEWALK NEAR 88 W. MAIN STREET (WARNER'S ICE CREAM & SODA SHOP): Councilman J. Fleagle noted that Whitney Warner, owner of Warner's Ice Cream & Soda Shop, would like to hold sidewalk sales downtown during the holiday season. She has been made aware of the fact that vendors may not block any businesses which may be open during these times and that there needs to be a 5' clearance on the sidewalk for pedestrian travel at all times. The proposed event schedule is as follows –

- Holiday Bazaar (November 21st from 8:00 a.m. to 4:00 p.m.)
- Dickens Christmas Theme (December 5th from 10:00 a.m. to 4:00 p.m.)
- Vendor Event (December 19th from 8:00 a.m. to 4:00 p.m.)

Councilman Knott made a motion for approval. Councilman Cermak seconded. A roll call vote was as follows: Jarred Knott – yes, Jon Fleagle – yes, Pat Fleagle – yes, Dade Royer – yes, Michael Cermak – yes and C. Harold Mumma – yes. The motion passed unanimously.

REQUEST TO INSTALL A “NO PARKING AREA” ON COTTAGE STREET:

Following a request from Triada Chavis of 50 E. North Street to remove some parking on the east side of Cottage Street across from the new off-street parking she recently installed, and review/recommendations from the Engineering Department, Councilman J. Fleagle made a motion to approve the following –

- “No Parking Here to Corner” beginning on the south curb line of E. North Street and extending 25’ to the south along the east curb line of Cottage Street; and
- “No Parking between Signs” beginning 65’ from the south curb line of E. North Street and extending 15’ to the south along the east curb line of Cottage Street.

Councilman Royer seconded. A roll call vote was as follows: Jarred Knott – yes, Jon Fleagle – yes, Pat Fleagle – yes, Dade Royer – yes, Michael Cermak – yes and C. Harold Mumma – yes. The motion passed unanimously.

REDUCE TRUCK PARKING ZONE ON E. NINTH STREET NEAR BECK MANUFACTURING:

Concern was noted by management of Beck Manufacturing that vehicles exiting their parking lot are unable to clearly see oncoming vehicles due to the tractor-trailers parking too close to the entrance/exit. After review/recommendation by the Engineering Department, Councilman J. Fleagle made a motion to approve the following –

- “No Parking Anytime” beginning on the east side of the parking lot entrance to Beck Manufacturing Company and extending 141’ to the east along the south side of E. Ninth Street; and
- Revise the Existing Permitted Parking Area – “Permit Parking for Tractor-Trailers Only/No Drop Trailers” beginning 141’ east of the east side of the driveway entrance to Beck Manufacturing Company parking lot and extending 534’ to the east along the south side of E. Ninth Street. This Special Use Zone is for Borough residents only with a valid permit. Enforcement of this Special Use Zone is 24 hours every day.

Councilman P. Fleagle seconded. A roll call vote was as follows: Jarred Knott – yes, Jon Fleagle – yes, Pat Fleagle – yes, Dade Royer – yes, Michael Cermak – yes and C. Harold Mumma – yes. The motion passed unanimously.

Councilman Royer suggested that, perhaps all the tractor-trailer parking could be moved to Ninth Street (eliminating it on Enterprise Avenue) to improve aesthetics in that location. The Street Committee noted that they will discuss and consider the matter.

APPROVED PLAN TIME EXTENSION REQUEST (SAMUEL CAMPBELL): Mr. Stains noted that a time extension request was received for the Sam Campbell approved land development plans for the construction of five (5) townhouse units on Mt. Airy Avenue. The plans were previously approved by Borough Council, contingent upon the

submission of certain documents, and Mr. Campbell is requesting a 120-day time extension (from November 1, 2020 to February 28, 2021) in order to provide the required documents.

Councilman J. Fleagle made a motion for approval. Councilman Knott seconded. A roll call vote was as follows: Jarred Knott – yes, Jon Fleagle – yes, Pat Fleagle – yes, Dade Royer – yes, Michael Cermak – yes and C. Harold Mumma – yes. The motion passed unanimously.

ELEVATOR REPAIRS: Mr. Stains noted that this matter was discussed with Council during budget deliberations. A quote was received from Otis Elevator Company to furnish and install new vic fittings in the elevator machine room and replace the existing oil return line. The proposed scope of work is expected to take two (2) team days, for a price of \$6,296.00.

Councilman P. Fleagle made a motion for approval. Councilman Knott seconded. A roll call vote was as follows: Jarred Knott – yes, Jon Fleagle – yes, Pat Fleagle – yes, Dade Royer – yes, Michael Cermak – yes and C. Harold Mumma – yes. The motion passed unanimously.

FOR INFORMATION ONLY

LIGHT FRAME DESIGN FOR MULBERRY AVENUE WALKWAY: Mr. Stains noted that Harry Morningstar, Jr. approached the Street Committee regarding his proposal to install a light frame over the Mulberry Avenue Walkway (which will be attached to his building at 35 W. Main Street). After several meetings with Mr. Morningstar, the Street Committee requested that he have an engineer design the lighting frame prior to installation, which he has done. Drawings were provided to Council in their packets for review. No action is required at this time.

Discussion ensued regarding the aesthetics of the proposed structure and whether it will impact trucks during snow removal. President Mumma requested that Councilman J. Fleagle discuss the comments and concerns voiced with Mr. Morningstar and Michael Benedict (who owns the property on the other side of the walkway).

STREET COMMITTEE MEETING: It was noted that the next Street Committee meeting will be held on 12/03 at 9:00 a.m.

COUNCIL AND STAFF COMMENTS: Councilman P. Fleagle reminded Council and the public of the upcoming Holiday parade to be held on 11/21 at 3:00 p.m. Mayor Starliper added that the Tree Lighting will take place immediately following the parade at approximately 5:30 p.m. Mr. Stains also noted that Bill Kohler is seeking volunteers who are certified flaggers to assist with the parade route.

Councilman Royer thanked the Finance Committee and Borough Manager Stains for their efforts regarding the 2021 budget process.

Council then adjourned to executive session at 7:56 p.m. They reconvened to regular session at 8:59 p.m. and adjourned the meeting at 9:00 p.m. with no further business discussed.

Respectfully Submitted,

Melinda S. Knott
Borough Secretary