

NOVEMBER 15, 2023
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

Mayor Richard Starliper

Borough Staff – Jason Stains, Borough Manager
Kevin Grubbs, Head of Engineering Services
Sam Wisner, Borough Solicitor (Salzmann Hughes, PC)
S. Leiter Pryor, Director of Utilities
Matt Schmidt, Zoning-Code Enforcement Officer
Jim Sourbier, Police Chief
Chris Devers, Fire Chief

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

PUBLIC HEARING RE: PROPOSED LERTA ORDINANCE: President Mumma noted that the public hearing has been postponed until proposed modifications to the LERTA Ordinance have been reviewed by the Waynesboro Planning Commission.

PRESENTATIONS/PROCLAMATIONS/RECOGNITIONS: Kira Wright and Marissa Price from GMS Funding Solutions were present to give their 2023 Funding and Grants Management Report, a copy of which is attached hereto and made a part of these minutes.

EXECUTIVE SESSION: President Mumma noted that Council will hold an executive session immediately following this Council meeting to discuss litigation. They will also hold a budget meeting following the executive session.

PUBLIC COMMENTS – NON-AGENDA ITEMS:

Deb Rager, Borough resident – Ms. Rager commented favorably on the hard work that goes into getting grants to fund projects within the Borough.

She also questioned why members of the public who pose questions to Council at a meeting are not provided with a response. She referred to Kris Martin's questions at the last meeting regarding the costs involved for the emergency purchase for the Fire Department. She was told that that information would be provided to her, but she has

stated she did not receive it. Ms. Rager said she doesn't understand why answers are not provided to questions about money that was spent and taxpayers will be paying for. Mr. Stains acknowledged that Fire Chief Devers provided the requested information to Ms. Martin earlier today ... the washer/dryer was \$12,822 and the compressor with cylinder was \$46,934.34.

Michael Bock, President of Waynesboro Volunteer Fire Department – Mr. Bock presented a formal request to Council to release the FY 2023 budgeted allocation of \$5,000 to the Waynesboro Volunteer Fire Department. He stated that the funds will be dedicated to ongoing training for the volunteer firefighters and education and fire prevention outreach programs for the community.

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.

STAFF COMMENTS AND WRITTEN REPORTS

MAYOR: The Mayor's Report was as follows –

- On October 18th, I attended the Library's event awarding them another gold star. Congratulations.
- I have attended Franklin County Commissioners' meetings.
- On October 26th, I attended the Legislative Breakfast.
- On November 3rd, I performed a wedding.
- On November 4th, I attended by Zoom the PA State Mayors' Association meeting.
- On November 5th, I attended the Open House for the BLAST organization.
- On November 12th, I attended the Wayne Band's Community Concert.

RENFREW MUSEUM AND PARK: No report.

ANTIETAM HUMANE SOCIETY: No report.

BOROUGH SOLICITOR: No report.

DIRECTOR OF UTILITIES: Mr. Pryor's written report was included in Council's meeting packets.

BOROUGH MANAGER: Mr. Stains reported on the following –

- Staff have been working with BLAST on the concept of inclusive playground equipment at Rotary Park. Costs are estimated at \$500,000, so they will need to look at any available grant opportunities.
- Discussions have been held with co-Presidents of the Library Board regarding miscommunication on a board appointment presented to (and approved by) Borough Council at their last meeting. The appointment of Doug Tengler has

since been affirmed by the Library Board and no additional action by Council is required.

- The Library is realizing a major loss due to Karen Sourbier's recent retirement.

OFFICE MANAGER: No report.

FIRE CHIEF: Chief Devers' written report was included in Council's meeting packets.

POLICE CHIEF: Chief Sourbier's written report was included in Council's meeting packets.

AMBULANCE SQUAD CHIEF: A written report was included in Council's meeting packets.

CODE ENFORCEMENT/ZONING OFFICER: A written report was included in Council's meeting packets.

HEAD OF ENGINEERING SERVICES: Kevin Grubbs gave an update on two (2) projects as follows –

- Downtown Street Lights – Nine (9) new overhead lights were installed today ... they are doing an excellent job of lighting the intersections and crosswalks. A few minor adjustments need to be made, but he anticipates that the project will be closed out shortly.
- Walnut Street Lighting Plan – Conduit will be installed in December and the Maintenance Department will be installing the bases. The lights are still on order and he expects them to arrive in late December or early January. Information and cost estimates for the curb/sidewalk work required was mailed to the property owners (Council members received copies of this information previously.)

MAINTENANCE FOREMAN – REPAIR REPORT: No report.

APPROVAL OF ROUTINE ITEMS: Councilman P. Fleagle made a motion to approve the following routine items –

- A. Approve Borough Council Meeting Minutes as Presented – September 20, 2023 (regular meeting)
- B. Approve Recreation Board Meeting Minutes as Presented – September 27, 2023

Councilman Knott seconded; the motion passed unanimously.

COMMITTEE REPORTS AND VOTING ON ITEMS FROM COMMITTEE REPORTS

A. Personnel Committee

(1) Acknowledge and Approve Personnel Matters as Presented

- Acknowledge receipt of favorable performance evaluation for Matthew Schmidt, Zoning-Code Enforcement Officer – No action required.
- Acknowledge receipt of a retirement notice from Donald Kaiser, Custodian/Clerk (Maintenance Department), effective 04/01/2024 – No action required.
- Approve a step increase for Gordon Cruickshanks, Operations Manager (Water & Sewer), to salary level 21D, effective 11/25/2023 – Councilman Royer made a motion for approval. Councilman Cermak seconded; the motion passed unanimously.
- Approve a salary increase for Caitlyn Hartman, Records Clerk/Receptionist (Police Department), to salary level 12B, effective 11/19/2023 – Councilman Royer made a motion for approval. Councilman Cermak seconded; the motion passed unanimously.
- Accept the resignation of Lloyd Hamberger from the Civil Service Commission, effective 12/04/2023 – Councilman Royer made a motion for approval. Councilman Cermak seconded; the motion passed unanimously.

B. Property and Public Safety Committee – Councilman Cermak noted a concerned citizen had notified Council of chemicals being stored at the leased building at the former golf course, as well as the alleged “junkyard” appearance. The Committee visited the site and found no such chemicals; and the tenant has agreed to work on cleaning up the unused equipment. In addition, the Property Committee will discuss options for the newly acquired 137-139 W. Main Street property with the Economic Development Committee.

C. Street Committee - Councilman J. Fleagle noted that there was no meeting held this month, therefore there is no report and no action required of Council.

D. Economic Development Committee – Councilman P. Fleagle provided the following written report regarding their meeting held on 11/07:

Downtown Holiday Activities – B. Kohler outlined plans for Christmas tree lighting on November 17 and Christmas parade on November 18.

Walnut Street Lighting/Redevelopment Plan – K. Grubbs reviewed schedule for boring of electrical lines for new street lights, and reviewed possible grant opportunities for sidewalk and streetscape. He will distribute sidewalk

replacement estimates to committee members. General discussion of new business potentials in the corridor between Second Street and Third Street.

LERTA Ordinance – J. Stains relayed through email that the Borough will have a public hearing at the next Borough Council meeting on November 15. Additionally, the Planning Commission will be reviewing the LERTA map at their next meeting.

TE Connectivity Building – P. Fleagle noted he will continue to coordinate with FCADC to fill the facility and recapture the jobs lost with the pending closing of the facility.

Main Street Lighting – Light bases are now in place and Borough is anticipating placement of the lights in the next week, weather permitting.

New Businesses/21 East Main/137-139 West Main Street – B. Kohler reported the utility vault has been placed in the 21 East Main property. Delay in steel shipments delaying project. 137-139 West Main property has been transferred back to the Borough. Economic Development Committee will be provided previous plans and will work with Borough Council to attract new designs and potential new development.

Ridge Avenue Property – General discussion of sale and reuse of Borough property on Ridge Avenue with suggestion of changing of zoning classification. Committee will give recommendations to Borough Council.

The next meeting will be held on December 5, 2023.

E. Finance Committee

Councilman Knott noted that numerous budget meetings have been held, all of which are open to the public and posted on the Borough's website calendar.

(1) Pay Bills – Councilman Knott made a motion to approve the payment of Check Details dated 10/16, 10/24 and 11/01. Councilman P. Fleagle seconded; the motion passed unanimously.

F. Recreation Board – No report.

The next Recreation Board meeting will be held on 01/24 at 6:30 p.m. at Borough Hall.

UNFINISHED BUSINESS

AUTHORIZE ADVERTISEMENT OF PROPOSED ORDINANCE UPDATING TRANSIENT LICENSES TO CREATE A ONE-DAY VENDOR PERMIT: Manager Stains noted that this was discussed at Council's last meeting. The modification to the

current ordinance will allow for one-day transient licenses, which has been requested by vendors who wish to only participate in one (1) event. Councilman Cermak made a motion to authorize advertisement of the proposed ordinance, as presented. Councilman J. Fleagle seconded; the motion passed unanimously.

NEW BUSINESS

AUTHORIZE GENERAL CODE TO CODIFY ORDINANCES ON A SEMI-ANNUAL BASIS (MARCH AND SEPTEMBER) AT A COST OF \$4,195/YEAR: Mr. Stains reported that during discussions with General Code (who codifies the Borough's ordinances), he was advised that the Borough provided a letter several years ago indicating they only wish to have ordinances codified every 5-7 years. He is recommending that codification be done on a semi-annual basis (March and September) at a cost of \$3,000; there is also an annual maintenance fee of \$1,195 (invoiced in November). Councilman Cermak made a motion for approval. Councilman Royer seconded; the motion passed unanimously.

AUTHORIZE AGREEMENT FOR SERVICES WITH FIRST DUE FOR FIRE STATION MANAGEMENT PROGRAM: Fire Chief Devers presented Council with a proposed agreement for records management services with First Due, which is utilized by much of the Commonwealth, at a proposed annual fee of \$8,250 (plus a one-time fee of \$1,200). Councilman J. Fleagle made a motion for approval. Councilman Knott seconded; the motion passed unanimously.

APPROVE RESOLUTION NO. 2023-21 AUTHORIZING THE SUBMISSION OF AN LSA GRANT TO PURSUE \$398,935.00 FOR A QUICK RESPONSE VEHICLE: Mr. Stains presented proposed Resolution No. 2023-21, which is required for Council's authorization to submit an LSA grant application for the purchase of a Quick Response Vehicle to replace the Utility. Councilman J. Fleagle made a motion for approval. Councilman Royer seconded.

Deb Rager – Ms. Rager asked for an explanation of what this vehicle is. Chief Devers noted that it is a Ford F-450, which would replace the 2006 Ford that is used for medical and public service calls. He explained that the majority of their call types in the Borough are EMS ... and EMS agencies are many times overwhelmed. He added that all career and part-time personnel are EMT's or higher (one is a paramedic).

A vote was then called and the motion passed unanimously.

RESOLUTION NO. 2023-21

A RESOLUTION OF BOROUGH COUNCIL OF THE BOROUGH OF WAYNESBORO, FRANKLIN COUNTY, PENNSYLVANIA, EXPRESSING ITS COMMITMENT TO THE FIRE DEPARTMENT RESCUE VEHICLE PROJECT AND AUTHORIZING THE PREPARATION AND SUBMISSION OF AN APPLICATION FOR THE STATEWIDE LOCAL SHARE ACCOUNT GRANT PROGRAM AS THE APPLICANT AND GRANTEE

Complete copy on file at Borough Hall.

AUTHORIZE THE DISTRIBUTION OF \$52,121.93 IN FIRE RELIEF FUNDING TO THE WAYNESBORO VOLUNTEER FIREMEN'S RELIEF ASSOCIATION: Councilman Cermak made a motion for approval to distribute fire relief funding to the Waynesboro Volunteer Firemen's Relief Association. Councilman P. Fleagle seconded; the motion passed unanimously.

AUTHORIZE AN AGREEMENT BETWEEN THE BOROUGH OF WAYNESBORO AND VERIZON CONNECT TO INSTALL AND PROVIDE GPS TRACKING SOFTWARE IN ALL BOROUGH-OWNED VEHICLES (\$18.95/MONTH) AND POWERED ASSETS (\$12.95/MONTH) AT AN APPROXIMATE COST OF \$7,800/YEAR: Mr. Stains noted this was discussed during budget deliberations and has been included in the proposed 2024 budget. The Police Department is currently utilizing this software and it has proven to be beneficial in numerous situations already. He added that he receives many calls/complaints about the operation of Borough vehicles, and this software would assist in management of the fleet as well as track maintenance and repairs of equipment. Mr. Stains noted he feels the cost of this software would be minimal compared to the cost if the Borough is involved in litigation.

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

AUTHORIZE AN AGREEMENT BETWEEN THE BOROUGH OF WAYNESBORO AND OTIS ELEVATOR COMPANY TO REPLACE THE POWER UNIT IN THE ELEVATOR AT BOROUGH HALL FOR \$31,707.32: Mr. Stains noted that this was also discussed during budget deliberations and has been included in the proposed 2024 budget. Councilman J. Fleagle made a motion for approval. Councilman Knott seconded; the motion passed unanimously.

APPROVAL OF THE FRANKLIN COUNTY AREA TAX BUREAU'S 2024 OPERATING BUDGET: Mr. Stains noted that this is an annual request to approve the Franklin County Area Tax Bureau's operating budget. This budget includes a 3% increase in salaries, adding two (2) part-time employees, vacation buy-back and leave payout for a retiring employee, an increase in benefits of 2.8% and their new base rent of \$63,000. He added that the Borough's portion is a percentage of delinquent taxes collected. Councilman P. Fleagle made a motion for approval. Councilman Knott seconded; the motion passed unanimously.

APPOINTMENT OF REPRESENTATIVE AND ALTERNATE TO THE FRANKLIN COUNTY AREA TAX BOARD FOR THE 2024 CALENDAR YEAR: Mr. Stains noted that he is the current representative and Councilman Knott is the alternate. Councilman J. Fleagle made a motion to reappoint the same individuals for 2024. Councilman Royer seconded; the motion passed unanimously.

AUTHORIZE THE PLACEMENT OF LUMINARIES ALONG MAIN STREET ON FRIDAY, DECEMBER 1, 2023: Mr. Stains presented a request from Toya McCleary to

place luminaries (with tea lights and sand in the bags) on the sidewalk along Main Street, as was done last year with no resulting problems. He noted that the Fire Chief, Police Chief and Street Committee have no issues with the request. Councilman J. Fleagle made a motion for approval. Councilman Knott seconded; the motion passed unanimously.

LAND DEVELOPMENT WITHDRAWAL REQUESTS: Kevin Grubbs presented two (2) Land Development withdrawal requests as follows –

- Sharon Gunder – for 231 N. Broad Street – Ms. Gunder is requesting to withdraw the land development plans, as she decided not to build and has recently sold the property. Councilman J. Fleagle made a motion for approval. Councilman Cermak seconded; the motion passed unanimously.
- ZJGM Enterprises, LLC – for 217 N. Franklin Street – Owner James McCleaf is requesting to withdraw the land development plans as, in lieu of constructing a new building, he decided to purchase 207 N. Franklin Street to expand his business. Councilman J. Fleagle made a motion for approval. Councilman Cermak seconded; the motion passed unanimously.

FOR INFORMATION ONLY: None.

COUNCIL COMMENTS: Councilman Cermak thanked members of the public for their attendance.

Having no further business to discuss, Council took a brief recess at 7:28 p.m. and entered their executive session shortly thereafter. Council adjourned the meeting with no further action at 8:45 p.m., on a Councilman J. Fleagle/Councilman P. Fleagle motion which passed unanimously.

Respectfully Submitted,

Melinda S. Knott
Borough Secretary