

REVISED 8 /10/05

**CAMP HILL BOROUGH COUNCIL  
MINUTES OF THE REGULAR MEETING  
2145 WALNUT ST. PROSSER HALL  
CAMP HILL, PA 17011  
JUNE 8, 2005**

Vice President Keys called the public meeting to order at 7:00 PM. Present were:

Deb Keys  
Richard McBride  
Burke McLemore  
David Buell  
Liesl Beckley

**MAYOR'S REPORT**

Mayor Morrow read a letter from Jennie Miller of Marysville praising the Camp Hill Memorial Day Parade. Mayor Morrow commended Audrey Logar, Recreation Director and Borough Public Works staff for organizing the parade. Mayor Morrow also reported that a new police vehicle was delivered and that Orrstown Bank was opening in Camp Hill.

**MANAGER'S REPORT**

Ms. Balmer reported on the Safe Routes to School Committee which is preparing an application for the Borough to submit for public funds to provide residents with part of the costs to repair sidewalks along walking routes to schools. Preconstruction costs provided by the Borough Engineer to plan the project would be considered local match. She also reported on the proposed hiring of a Finance Manager, Operations Manager and Secretary/ Receptionist for the Borough.

**PUBLIC COMMENT**

Deb Keys, as meeting Chair, read a statement regarding public comment at meetings. The statement read that the Public Comment section of the meeting was for comment only and that specific questions should be referred to the Borough Office after the meeting for a prompt response. She further stated that no public comment would be permitted during the business section of the meeting to avoid disruption. She asked that questions arising from the meeting be directed to the Borough Office.

Public Comment included:

- Joe Shepherd commended Council for its decision prohibiting “No Right Turns” from 7 AM to 9 AM from Rt. 11/15. On behalf of 8 neighbors, he asked that Council look into a hazardous traffic situation at S. 30<sup>th</sup> St. and Central Ave. at which a toddler was nearly hit by a car. This matter was referred to the Public Safety Committee for a traffic study.
- Lou Thiebelmont asked that a road repaving plan be developed and priorities addressed. Mr. McBride responded on behalf of the Public Works Committee that a 5 year plan would be developed within 6 months.
- Wanda Obermyer asked about noise in her neighborhood in the 2000 block of Princeton Ave. This matter was referred to Public Safety. She also asked about legal requirements to establish a day care facility. This was referred to the Solicitor.
- Rick Logan asked for an update on Shaffer Alley. Mr. McBride reported that research had turned up no information that the Borough had taken responsibility for Shaffer Alley. The fact that the alley is paved does not mean that the Borough has responsibility for maintenance. Flushing of State Street to mitigate potential flooding will continue. The West Shore Plaza has installed curbing to redirect stormwater flow. With regard to a joint PennDOT project relative to State St., it has been confirmed that State St. is not included on PennDOT’s maintenance schedule within the next 5 years, and digging a test pit as part of a PennDOT maintenance project will not be feasible. Mr. Logan believes that the Borough paved Shaffer Alley in the mid-1970’s.
- Keith Yorks inquired about whether Shaffer Alley would meet the requirements for heavy rainfalls that occur only several times a century. He also noted that Luff Lawnmowers informed him that they were never approached by the Borough about removing 18 wheeler delivery vehicles from Shaffer Alley, and that when approached by the residents they agreed to inform the drivers to make alternate delivery arrangements. In addition, Mr. York learned that trash haulers were not using Shaffer Alley. He requested that the Borough consider digging a test pit in spite of the street’s not being scheduled for maintenance by PennDOT. He asked what arrangements were made for emergency flooding of Shaffer Alley. This matter was referred to Public Works.
- Jack Sellers was concerned that it would be difficult for the public to make relevant comment at the beginning of public meetings to affect Council action because there was little information provided in advance about proposed actions. He asked whether additional supporting documents could be made available to the public.
- Mike Akers asked about the removal of water fountains, trees and poison ivy in Seibert Park.
- Michael Dirgo noted that he had not received a return call from the Borough Office regarding a tall grass complaint. Ms. Balmer apologized and said it would be addressed.
- Jackie Magaro requested that “No Right Turn” signs on Rtes. 11 / 15 be covered while children were out of school. This matter was referred to Public Safety.

## **HEALTH AND SANITATION**

Mr. Buell provided the Health and Safety report and Lemoyne Municipal Authority minutes. The Borough Engineer reported on the Act 537 Plan, the private sewer laterals ordinance, the Hilltop Village Plan, and Stormwater Issues. He also presented a proposal to provide pre-construction planning for the Safe Routes to School project at an estimated cost of \$20,000.

Council will consider funding after it is determined whether the School District will partially fund the costs.

## **GENERAL GOVERNMENT**

Ms. Keys reviewed upcoming meeting dates.

## **FINANCE**

Ms. Keys noted that additional financial information was provided to Council this month.

- Upon a motion by Ms. Beckley, seconded by Mr. McBride, vouchers in the amount of \$147,617.79 were approved.

Ms. Keys introduced John Bonawitz, CPA of the firm Brown, Schultz which had just completed the Borough's 2003 audit. Ms. Keys read a statement explaining how the firm was selected and why the Borough was behind schedule in its timetable for producing annual audits. Mr. Bonawitz and Mary Holvack of the firm reviewed the Borough's 2003 financial statements and a management letter that provided recommendations for improvement of the Borough's financial management. Council members commented with regard to the management letter's findings that bank reconciliations were not kept up-to-date and that the majority of Borough accounts were accruing little to no interest. Questions were also asked about hand written checks left out of the general ledger & not presented for Council approval.

## **PERSONNEL, POLICIES, & PROCEDURES**

Ms. Beckley presented a Resolution to Council that would set the annual salary for the position of Finance Manager at \$44,000 plus benefits.

- Upon a motion by Ms. Beckley, seconded by Mr. McBride, a Resolution to compensate the new position of Finance Manager at a rate of \$44,000 plus benefits was adopted unanimously.

Ms. Beckley presented a Resolution to set the salary of the new position of Operations Manager at \$42,500. Mr. McBride indicated that he did not have sufficient information with regard to how the position fit within the organization and that addressing Codes staffing was a higher priority. The Mayor expressed concern about the costs of excessive staff. Ms. Balmer responded that (1) An assistant to the manager was always envisioned and that this position did not add to the total planned staff complement, and (2) The individual under consideration for the position was well qualified to perform the work and, because no health benefits were included, was no more costly than someone who might be recruited to provide support at a lower level, such as an administrative assistant position, (3) That Codes staffing would be addressed.

- Upon a motion by Ms. Beckley, seconded by Mr. Buell, the Resolution to set the salary at a rate of \$42,500 with no health benefits was adopted unanimously.

Ms. Beckley presented an Employee Safety Training Contract with Burkholder Associates.

- Upon a motion by Ms. Beckley, seconded by Mr. McLemore Council voted unanimously to adopt the proposed Employee Safety Training Agreement contingent upon minor changes by the Solicitor.

**PUBLIC SAFETY**

Mr. McBride presented reports from the Camp Hill Police and Camp Hill Fire Department. The Public Safety Committee has recommended that improvements to the 24<sup>th</sup> and 27<sup>th</sup> St. Underpasses and Emergency Services Pre-emptive Devices be submitted for consideration as Harrisburg Area Transportation Study funding priorities.

**PARKS AND RECREATION**

Ms. Beckley presented a monthly report and announced upcoming events. She noted that donations were received from The Camp Hill Women’s Club and Lion’s Club for snowflakes and the community sign and asked that the donations be acknowledged through correspondence and in the newsletter. Ms. Beckley also read into the record a letter from the Executive Director of Head Start that corrected misinformation about an event that was held at the Borough in 2004. Mr. McLemore asked that Mr. Robert Trace be commended for his 50 years conducting the Memorial Day service at the Camp Hill cemetery.

**PLANNING & ZONING**

Mr. McLemore presented a monthly report. He discussed the Hilltop Village time extension which the developer granted to the Borough.

- Upon a motion by Mr. McLemore, seconded by Ms. Beckley, Council confirmed the time extension of the Hilltop Village plan review period granted by the developer to the Borough through 9/15/05.

**PUBLIC WORKS**

The Public Works report was presented to Council. The Committee agreed to look into the request by a resident to remove the arborvitae that bordered the cemetery on 21<sup>st</sup> St.

**EXECUTIVE SESSION**

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Council recessed for an Executive Session to discuss potential litigation. At 9:50 PM, Council reconvened and adjourned.

Respectfully Submitted,

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Nanette Balmer, Secretary