

**CAMP HILL BOROUGH COUNCIL
MINUTES OF THE REGULAR MEETING
2145 WALNUT ST. PROSSER HALL
CAMP HILL, PA 17011
September 14, 2005**

President Smith called the public meeting to order at 7:02 PM. Present were:

Jeff Smith
Richard McBride
Burke McLemore
David Buell
Liesl Beckley
Brian Musselman

Also present were Police Chief Jan Ammons, Solicitor J. Stephen Feinour, Interim Borough Manager John Bradley and Borough Operations Manager Anne Shambaugh.

MINUTES

The minutes of the August 10, 2005 council meeting were presented.

- Upon a motion by Mr. McLemore, seconded by Ms. Beckley, the Minutes of the Council meeting of August 10 were approved unanimously. Mr. Smith abstained from the vote.

The minutes of the August 23, 2005 Special Finance Workshop were presented.

- Upon a motion by Mr. McLemore, seconded by Mr. Buell, the August 23, 2005 Special Finance Workshop Minutes were approved unanimously. Mr. Smith abstained from the vote.

MAYOR'S REPORT

Mayor Morrow was not present at the meeting; therefore, no report was presented.

PROCLAMATION

Mr. McBride read a proclamation for Mr. Norman Hoffer for his donation of land for a right turn lane on 21st Street onto the Camp Hill Bypass (US 11/15).

- Upon a motion by Mr. McLemore, seconded by Ms. Beckley, the proclamation was unanimously passed.

Mr. Hoffer was not at the meeting. Mr. McBride asked Mrs. Shambaugh to contact Mr. Hoffer and invite him to the October meeting where he can present him with the proclamation.

LETTER OF COMMENDATION

Mr. Buell presented a letter of commendation for CH Public Work's employee Matt Shanabrough for his work on the Spangler Road Pumping Station.

- Upon a motion by Mr. Buell, seconded by Ms. Beckley, the letter was unanimously passed.

Mr. Buell read the letter and presented it to Mr. Shanabrough.

GIANT FOOD STORES PRESENTATION

Messrs. Dennis Hopkins and Chris Brand of Giant Food Stores gave a short presentation to Borough Council regarding the new store opening at the 32nd Street and Trindle Road. A list of amenities within the new store include: a cooking school, Hamdpen Drycleaners, Market Place Bistro, Coffee House, 1-Hour Photo lab, and a drive-thru pharmacy. Mr. Hopkins requested permission from Council to name the three (3) community rooms at the Giant after the three (3) parks in the Borough: Siebert, Willow, and Beverly. Mr. Smith received a concensus and gave approval for this request.

KAIROS DESIGN GROUP PRESENTATION

Mr. Craig Bachik of Kairos Design Group presented an updated Safe Routes to School Application to Borough Council. Mr. Bachik described the changes from the previous application draft. The scale of the project was changed to include all sidewalks within the Borough. The first phase of the project will center on the sidewalks directly around the schools as well as other "major" routes as identified by the School District within their school calendar. In addition, all "street lighting" and benches were removed from the earlier draft as these items can be requested through a Hometown Streets Application.

Mr. Smith requested a further breakdown of the overall costs. Mr. Bachick explained the grant is "all or nothing." Mr. McLemore requested the total construction cost be changed to \$874,000 to reflect the changes made to the application. Mr. Bachik reminded Council there will be several rounds to the application process and once the project award has been made, the Borough will be able to change their priorities and will have flexibility to alter the "phasing" at the time construction begins.

Mr. Mike Akers from the audience asked Council to consider making safety improvements at the 27th Street underpass within the scope of this project as well. Mr. Bradley told the audience that Borough staff was going to submit a Transportation Enhancement grant application specifically to refurbish and upgrade the 24th and 27th Street underpasses. Mr. Akers thanked Council for listening to his request and reiterated the fact that safety concerns at the 27th Street underpass should be addressed as soon as possible, within this budget year if possible.

Mr. Dave Margolis, a member of the School Board, pointed out that the school district provided/selected routes that have been prioritized as the most used routes to school.

- Upon a motion by Mr. Smith, seconded by Ms. Beckley, Council approved the application as amended during discussion to include all Camp Hill sidewalks as the scope and include Market Street as identified within the School District's materials with an approximate budget of \$874,000 for construction.

Mr. Smith thanked Mr. Bachik for this time and hard work on this application. Mr. Bachik said another draft with the changes recommended would be forwarded to the Safe Routes to School committee prior to September 23, 2005.

MANAGER'S REPORT

Mr. Bradley thanked Council for the opportunity to assist staff until a full-time manager is hired. Mr. Bradley requested authority for staff to apply for a Transportation Enhancement grant.

- Upon a motion by Ms. Beckley, seconded by Mr. McBride, the request was unanimously approved.

Mr. Bradley requested authority to advertise to fill an entry-level Public Works position that was really vacated.

- Upon a motion by Mr. Buell, seconded by Mr. Musselman, the request was unanimously approved.

Mr. Bradley requested authority to advertise to hire a full-time Accounts Receivable Clerk. Ms. Beckley asked if this position would be to replace what the current temporary employee is doing. Mr. Bradley responded there should be more than one (1) individual responsible for the financial transactions at the Borough. In addition, the filling of this position will fulfill one of the 2003 Audit findings of Brown Schultz. The employee will also be responsible for general secretarial functions within the office and the salary will be approximately \$10 - \$12 an hour, depending on experience.

- Upon a motion by Mr. McLemore, seconded by Mr. Mussleman, the request was unanimously approved.

Mr. Bradley announced that both positions would have job descriptions as well prior to the hire date.

Mr. Bradley requested the authority to have the Borough Solicitor amend the ordinance establishing building permit/inspection fees and establishing additional third party providers.

- Upon a motion by Mr. McLemore, seconded by Ms. Beckley, the request was unanimously approved.

A copy of the amendment will be available at the October 12, 2005 Council meeting.

PUBLIC COMMENT

Public comment included:

- H.L. Bishop of 428 Apple Street asked about the left turn arrow to be installed at the Ridge Road traffic light. Mr. Buell told Mr. Bishop Borough staff has a phone call into PennDOT to determine when the signal will be installed.
- Molly Robertson inquired about the property on 24th Street with the very high weeds and the grass that needs mowing. Mr. Bradley responded that the Codes Officer has sent a letter requesting the property owner to clean up the property or a fine will be issued.
- Ruthanne Crozley wanted to know why the Street Sweeping schedule on the website does not reflect the actual schedule. Mr. Bradley announced the schedule would be updated on the website and that the next scheduled sweeping would be completed in December 2005, after leaf collection was completed. Mr. Bradley did remind residents in attendance that bad weather could push this sweeping into 2006, depending on the weather conditions in December 2005.

HEALTH AND SANITATION

Mr. Buell provided a monthly report of Public Works activities related to sewer maintenance and flows.

- Mr. Buell moved and Ms. Beckley seconded a motion to authorize Gannett Fleming, up to \$3,000, to amend the scope of its Act 537 Sewage Facility planning to include an evaluation of the potential benefits to the Borough of Camp Hill from participation in a joint sewage conveyance facility improvement project with Lemoyne Municipal Authority.

GENERAL GOVERNMENT

Mr. Smith read meeting announcements.

- Ms. Beckley moved and Mr. Buell seconded a motion to name Anne Shambaugh as Borough Secretary. The motion was passed unanimously.

Mr. Buell announced there would be a Health and Sanitation meeting on Monday, October 3, 2005 at 12:00 p.m. at the Borough office.

- Ms. Beckley moved and Mr. Musselman seconded a motion for Borough staff to submit a grant application to DCNR for the construction phase of the Willow Park/Cedar Run Stream Bed Enhancements. Mr. McLemore suggested the Council President sign the application and the motion passed unanimously.

FINANCE

Mr. Smith presented vouchers for payment.

- Upon a motion by Mr. Buell, seconded by Ms. Beckley vouchers for payment were unanimously approved for payment.
- Upon a motion by Ms. Beckley, seconded by Mr. Musselman, the Minimum Municipal Obligation for the Police Pension Plan was approved unanimously.

- Upon a motion by Ms. Beckley, seconded by Mr. Mussleman, the Minimum Municipal Obligation for the Non-Uniformed Pension Plan was approved unanimously.
- Upon a motion by Mr. Musselman, seconded by Ms. Beckley, the resolution to waive employee pension contributions in 2006 to the Police Pension plan was approved unanimously.

Mr. Bradley discussed the need for occasional checks to be written and signed between Council meetings in an effort to avoid late charges and other fees. Mr. Smith requested a list of checks/companies that would require checks be written off-cycle. Mr. Bradley said he would present a list at the October 12, 2005 Council meeting.

PERSONNEL, POLICIES, and PROCEDURES

Ms. Beckley announced that Council had narrowed its selection for a new Borough Manager. An offer of employment had been made and the name of the individual would be made public at the October 2005 Council meeting. Ms. Beckley presented the employment package to be offered which includes a salary of \$65,000 annually, health, dental and vision benefits for the Manager and their family, and fifteen (15) days of leave annually. The offer of employment is contingent on the background check.

- Upon a motion by Ms. Beckley, seconded by Mr. McBride, the employment package to be offered to the Borough Manager was approved unanimously.

There was discussion regarding the naming of the Manager as Treasurer. Ms. Beckley made a motion to do so, but after discussion by Mr. Courogen and Mr. Feinour, the motion was withdrawn.

INFORMATION TECHNOLOGY

Mr. Buell announced he was going to provide a demonstration of the new website and its functions at the October meeting.

PUBLIC SAFETY

Mr. McBride presented reports from the Camp Hill Police Department and Fire Company.

PARKS AND RECREATION

Ms. Beckley presented the Parks and Recreation Report. She also announced the Halloween Parade would be held on October 25 at 6:00 p.m. The Borough is currently accepting donations for prizes and anyone interested in being a judge should call Audrey Logar, Recreation Director.

PLANNING & ZONING

Mr. McLemore presented the monthly Planning and Zoning Report. He discussed several meetings that took place regarding Hilltop Village. Mr. McLemore also noted that signs for Giant Food Stores and Orrstown Bank were approved by the Zoning Hearing Board.

Mr. McLemore also discussed the time extension granted by the developer for Hilltop Village.

- Mr. McLemore moved and Ms. Beckley seconded a motion to accept the time extension granted. The vote was unanimously accepted.
- Mr. McLemore moved and Ms. Beckley seconded a motion to proceed with authorization and for Mr. Smith to sign and accept the County CDBG grant for curb cuts.

PUBLIC WORKS

Mr. Musselman provided a report from the Public Works Committee. Mr. Musselman discussed a brief meeting with residents of Shaffer Alley regarding their concerns and mentioned that additional information regarding the situation would be forthcoming.

EXECUTIVE SESSION

Council recessed at 8:51 PM for an Executive session to discuss legal matters.

At 9:31 PM, Council reconvened and adjourned.

Respectfully Submitted,

Anne Shambaugh, Secretary