

**CAMP HILL BOROUGH COUNCIL  
MINUTES OF THE REGULAR MEETING  
2145 WALNUT STREET, PROSSER HALL  
CAMP HILL, PA 17011  
May 11, 2016**

President Peter Robelen called the meeting to order at 7:00 p.m. Council Members present were:

Mike Berney  
Steve Brodie  
Richard Guerin  
Peter Robelen  
Carl Schultz  
Leigh Twiford  
Kim Snell-Zarcone

Also present: Mark Simpson, Mayor & Fire Chief; Doug Hockenberry, Police Chief; Pat Dennis, Borough Manager; Steve Feinour, Solicitor; and Nate Sterling as recording secretary.

Present in audience: Michael Mehaffey, Borough Engineer; Audrey Logar, Recreation Director; and Chris Miller, Codes Enforcement Officer.

**MINUTES**

The minutes of the Wednesday, April 13, 2016 regular meeting were presented.

- Motion made by Mr. Brodie, seconded by Ms. Snell-Zarcone, to approve the minutes. Motion passed unanimously.

**MAYOR'S REPORT**

Mayor Simpson informed those present that May is Bicycle Month and that a Community Bike Ride was held on Sunday May 1<sup>st</sup> and the Bike Rodeo had been canceled due to rain. There was an assembly at the Camp Hill Middle School on Bicycle Safety and Holmes Cycling & Fitness assisted with minor bike repairs and maintenance. Chief Hockenberry added the Police Department would be registering all bicycles in the Borough free of charge so that lost and stolen bikes could be returned to their owners.

**PUBLIC COMMENT**

- Fred Bean, from The Benecon Group presented Council with a check totaling \$168,512.00 representing the initial surplus distribution of the 2015 plan year for the Borough's part in the PA Municipal Health Insurance Cooperative. He informed this was a record return amount and was due to the Borough's low number of medical health insurance claims in 2015.

Additionally, Mr. Bean provided some further detail on how the Cooperative operated and answered a few questions from Council.

- Richard Mantz, 2000 Princeton Ave, was concerned about the eventual date for Trick-or-Treat Night in the Borough as it could create an opportunity for trick-or-treaters to come from outside the Borough from neighboring municipalities and counties.

### **PUBLIC SAFETY**

Mr. Brodie asked Mayor Simpson if he could present the monthly fire and police reports. Mr. Simpson reported as Fire Chief that the monthly fire department activities included vehicle rescue training and HAZMAT refresher training. He was also pleased to announce the new pumper truck was at the station but there was still about two-months of work involving training and unfitting equipment until it could be put into service.

### **MANAGER'S REPORT**

Mr. Dennis announced the Borough's new Facebook page was launched with the assistance of Mr. Sterling and encouraged those present to Like and Follow it for Borough news and updates.

### **HEALTH and SANITATION**

Mr. Schultz provided an update that the televising of the storm water system for the Creek Road area was almost complete along with the sewer rehab project in Siebert Park and Athol Street.

### **GENERAL GOVERNMENT**

Ms. Twiford read the list of announcements for upcoming meetings and requested approval for an Indenture allowing the transfer of a burial plot in the Camp Hill Cemetery between parties:

- Motion made by Ms. Twiford, seconded by Mr. Guerin, to approve the Indenture allowing transfer of a burial plot in the Camp Hill Cemetery currently owned by Alta W. Sheaffer to Richard Frederick Shover & Iris Colleen Shover for a sum of zero dollars. Motion passed unanimously.

### **FINANCE**

Mr. Guerin presented vouchers for payment and motioned for the following:

- Motion made by Mr. Guerin, seconded by Mr. Brodie, to pay vouchers in the amount of \$1,775,081.65 for March 2016 and to pay vouchers in the amount of \$579,657.62 for April 16. Motion passed unanimously.

At this time Mr. Guerin opened discussion on signing an agreement with the Capital Region COG and the Cohen Group law firm to review and audit the Borough's current Verizon Franchise Agreement. The Borough had the opportunity for a fee of approximately \$6K to go

with the COG who would be soliciting the assistance of the Cohen Group to help negotiate better Franchise fee rates for all the municipalities included in the negotiations. Additionally the Cohen Group would audit the franchise fees being received from Verizon. When questioned by Council, both Mr. Dennis and Mr. Feinour recommended participating as opposed to remaining independent as the potential additional income from the franchise could outweigh the legal fees.

- Motion made by Mr. Brodie, seconded by Mr. Schultz, to authorize entering into an agreement with the Capital Region COG and the Cohen Group regarding the auditing and negotiating of the Verizon Franchise Agreement. Motion passed unanimously.

Lastly, Mr. Guerin explained that the Finance subcommittee had met to discuss future goals including determining a one, three, and five-year plan for Capital Improvements; establishing a fair capital reserve number; implementing the budgeting strategy of Mr. Dennis; and projecting future staff sizing for the Borough. Mr. Guerin had requested that all Council members provide their Capital Improvement “wish list” items to him by the end of May as this would keep them ahead of schedule in regards to the usual upcoming year budgeting that takes place in October.

## **INFRASTRUCTURE**

Mr. Guerin updated Council on the following ongoing infrastructure projects:

- Appletree Road area stormwater televising was done which involved some of the most challenging areas; Mr. Mehaffey clarified that less than 5% of the work involved repairing severely deficient area but it would still be an expensive project.
- Bidding for the Schaeffer Elementary School demolition project would take place in June and be awarded in July; however a security fence would likely be installed sooner; Additionally Mr. Mehaffey stated he expected the demolition would occur in August or September and would be completed in October or November of this year.
- Lion’s Club Building [near Public Works] was condemned and it was recommended to spend \$12K to have the structure transported to be demolished off-site.

Mr. Berney inquired if there would be an opportunity for residents to have bricks from Schaeffer. Mr. Guerin stated there was some questions of how it could be possible and what quantities of bricks could be salvaged and given out versus what would be requested by residents. The general consensus was it would likely be difficult to obtain and separate the bricks from the demolition site, along with other safety concerns, but wasn’t completely ruled-out either.

Ms. Snell-Zarcone questioned where the Borough’s status in regards to reporting for the Chesapeake Bay audits by the DEP and EPA. Mr. Mehaffey informed Council on the status of the Borough’s reporting and stated that the Borough was receiving credits for the stormwater rehab projects such as Appletree. Ms. Snell-Zarcone cautioned that Phase 3 reporting with the DEP would be coming soon and the Borough should plan on participating fully in that regard.

## **PERSONNEL, POLICIES and PROCEDURES**

Mr. Schultz stated there was no report this month and added that Mr. Dennis was doing a great job as Borough Manager.

## **COMMUNITY AND BUSINESS RELATIONS**

Mr. Schultz informed those present representatives from the Urban Land Technical Assistance Program would be coming to the Borough on July 13<sup>th</sup> & 14<sup>th</sup> to initiate their study on the Market Street area in order to advise Council on strategic planning.

## **PARKS and RECREATION**

Ms. Twiford stated the monthly report is in the packet and provided updates on the following:

- The new STEM class being offered had sold-out and was a great success.
- Ian Gabig conducted a walkthrough in Siebert Park with Mr. Bauman from the Shade Tree Commission regarding his Eagle Scout project and as to which trees the running course placards could be connected to. Ms. Twiford stated Mr. Bauman had cautioned that tension in the screws would need to be released periodically as the trees grew and she felt the Cross Country Team would be able to maintain this on an ongoing-basis after the projected was completed by Mr. Gabig. Mr. Gabig was also working on the display for the course map.
- Joe Frassetta was proposing to create an official hiking trail in Siebert Park that would run from the wooden bridge up the hill to the cabin that would be less strenuous than the current pathways being used. Ms. Twiford expected he would likely do the work for free due to his profession involving parks and invasive species. Mr. Guerin requested that the hiking trail be coordinated with the Cross Country Team. Ms. Snell-Zarcone stated the work could be done on nights and weekend as to not interfere with the camps and recreation programs being held. When asked, Mr. Feinour stated that the hiking trail did not have to meet ADA requirements.

Ms. Twiford requested approvals for the following:

- Motion made by Ms. Twiford, seconded by Mr. Berney, to approve hosting the Library 5K Loop on Saturday, July 23, 2016. Motion passed unanimously.
- Motion made by Ms. Twiford, seconded by Mr. Berney, to adopt a policy where Trick-Or-Treat Night in Camp Hill Borough shall occur from 6:00 p.m. to 8:00 p.m. on the date of Halloween, October 31<sup>st</sup> of each year, unless October 31<sup>st</sup> falls on a Friday, Saturday, or Sunday, in which case Trick-Or-Treat Night activities shall occur from 6:00 p.m. to 8:00 p.m. on the Thursday prior to October 31<sup>st</sup>. Motion passed unanimously.

Ms. Twiford added that many other municipalities have adopted this policy as well.

## **PLANNING & ZONING**

Mr. Brodie stated that the monthly report was in the packet provided an update on the matter of the request to allow foul keeping in the Borough. He stated the Planning & Zoning council subcommittee would need to meet to review the recommendations of the Planning Commission regarding the matter. Mr. Brodie stated the Planning Commission official opinion could be in the form of an entire ordinance or it could be a list of suggestions and recommendations as a result of their fact-finding. Mr. Brodie expected that the Planning & Zoning committee and Council would be discussing the matter further over the summer. Mr. Feinour cautioned that to advertise a proposed ordinance it has to be in an almost final form or it would have to be re-advertised pending any changes. Mr. Robelen stated it might have to be a long discussion involving voting up or down on single lines/sections of an ordinance draft and could also require a special Council meeting. There was some additional discussion among council members as to the Planning Commission's official response to Council on how to proceed which was centered around recollections of what had been stated at the last Planning Commission meeting versus what had been included in the Planning Commission meeting minutes.

## **PUBLIC WORKS**

Mr. Brodie stated that the monthly report was in the packet and mentioned a few related items:

- Construction of the fence around the basketball court at Siebert Park was underway.
- A new bike rack was installed and benches repaired at Willow Park.
- Public Works would be working diligently to groom Siebert Park for graduation.
- Additional signs were installed at the Yard Waste Facility and so far 3200 cubic yards have been hauled away.

Mr. Brodie motioned for the following approval regarding the street paving contract.

- Motion made by Mr. Brodie, seconded by Mr. Berney, to approve authorization to advertise the Borough's paving contract for 2016. Motion passed unanimously.

## **BOROUGH/SCHOOL DISTRICT**

Mr. Guerin stated there was no report this month.

## **PUBLIC COMMENT**

- Sherry Bowman, 498 North 25<sup>th</sup> Street, on behalf of the softball team thanked Public Works for doing a great job prepping the field. Mr. Guerin responded that new equipment was purchased that makes handling that job much easier.
- Bruce Bigelow, 20 South 26<sup>th</sup> Street, stated that he has bricks in his walkway from the old Camp Hill High School so there is a way they can be taken from Schaeffer as well. He also informed Council that the Environment Club MS4 Best Practices class series being held would also help contribute to the Borough's credits with the DEP. Lastly he questioned as to

what streets were being paved in 2016 and if the list could be added to the Borough website. Mr. Guerin noted that some streets being paved in 2016 were carryovers from last year.

- Bonnie Bentz, 3015 Columbia Ave, inquired as to why the arborvitae were removed from along the fencing at the Public Works Yard Waste & Composting Facility because now there is no barrier to block the site line of ADM Milling, and if they would be replanted. She also questioned as to if the trees with “X” markings by the Lion Club building were to be removed would they also be replaced. Mr. Guerin responded that the entire Public Works area was under construction. Lastly Ms. Bentz stated that if foul would be permitted in the Borough then the permits for chicken coops should be required as well as inspected annually. Mr. Brodie responded that one solution idea mentioned was that if allowed, chicken coops would be required to be kept within a three foot proximity of the back door of the home.

Mr. Berney invited everyone to attend Challenger Baseball Day at Fiala that Sunday at 1:00 p.m.

### **EXECUTIVE SESSION**

There was no executive session needed.

There being no further business to discuss a motion for adjournment was made:

- Motion made by Ms. Snell-Zarcone, seconded by Mr. Schultz, to adjourn. Motion passed unanimously at approximately 8:08 p.m.

Respectfully submitted,

Nate Sterling