

**REGULAR MEETING MINUTES
CAMP HILL
BOROUGH COUNCIL
MARCH 11, 2020**

**Call to Order
Pledge of Allegiance
Moment of Silent Reflection
Roll Call**

Bonnie Bentz
Richard Guerin
Alissa Packer
Carl Schultz
Leigh Twiford
Erin Vroman
Zach Williard

Ms. Twiford called the meeting to order at 7 pm. After the Pledge of Allegiance and a moment of silent reflection, Borough Manager Dennis led roll call. All council members were present.

MINUTES

It was clarified with the engineer that there were no changes made to the triangle area in front of Shaeffer Park, in regards to a comment at the last council meeting. Briefly discussed giving more information on projects that affect the community, so a report from the engineer will now be given and posted to the website moving forward to provide public education. Ms. Bentz gave a motion to approve the February 2020 meeting minutes. The motion passed with all in favor.

MAYOR'S REPORT

Mayor Simpson was not in attendance, so Mr. Dennis gave the report on Public Safety.

PRESIDENT'S REPORT

Ms. Twiford gave an update on the litigation with Consolidated Properties. Mr. Baun and Mr. Lucas entered their appearances for the Borough. The Borough has filed the record on appeal. The Court of Common Pleas has established a briefing and argument schedule. The Consolidated Properties Brief is due April 7th. The Borough's legal team will then have 30 days to file a responsive brief and oral argument are scheduled for June 19th before the honorable Thomas Placey.

Ms. Twiford gave a COVID-19 update. Informed that Chris Miller, as the Borough's Emergency Management Coordinator has already been meeting with Cumberland County and with state to come up with plan in case it is needed. There are tips posted on website from Department of Health and Center for Disease Control. Safety kits are ready for emergency response teams, such as police, fire, EMS staff, admin staff, etc. and this issue will continue to be tracked carefully.

Information from a CDC Report was given. There is currently no vaccine to prevent the Corona Virus 2019. The best way to prevent illness is to avoid exposure. The CDC always recommends everyday preventative actions including avoiding close contact with those who are sick; avoid touching your eyes, mouth, or nose; cover cough with a tissue, then throw the tissue in the trash; stay home when sick; clean and disinfect frequently; wash your hands often with soap and water for at least 20 seconds (use hand sanitizer with at least 60% alcohol if no soap and water are accessible); always wash visibly dirty hands.

It was added that there was a COVID-19 Meeting in Hershey that was attended. The meeting referred everyone in attendance to the CDC & PA Department of Health websites.

PUBLIC COMMENT

A comment regarding the new park was made. He stated that there's always a ton of kids out playing when he goes by, which he stated is really neat. He thanked the team.

PUBLIC SAFETY/ MAYOR'S REPORT

Deferred to Mr. Dennis. They did not meet last month. The next meeting is March 24th at 7:30 in the Borough Hall. Mr. Dennis gave the police report on behalf of the Mayor. He stated that there were 5,467 miles driven by police officers, 202 violations, and 9 cases which were all cleared and closed. Mr. Marsh attended the Mastering Search and Seizure Training which talked about differences regarding possible cause and reasonable suspicion. This training keeps officers up to date on the ever changing search and seizure laws. This training was done in February 2020.

BOROUGH MANAGER'S REPORT

Mr. Dennis stated that the compost facility will reopen on Wednesday, April 1, 2020. Residents will need a permit and to pay a small fee to use the facility. Forms may be filled out in the office or on the website. There is a map of the site that is encouraged for individuals to look at before going to the site as there are a lot of changes. Any questions are to be directed to Pat Dennis or Sam Robbins.

Mr. Dennis mentioned that the carpet was replaced in the office during the audit. Mr. Dennis thanked the council for funding that project.

Penndot is scheduling two pavements projects in and around the borough. The first will be S. 17th St. between Market St. and State St. and will extend into Lower Allen Township and eventually into New Cumberland. The project is scheduled for later this summer with no official date as of now. The second will be Market St. between the bypass and the Borough line, which will extend to the west of Sporting Hill Rd. This project has been pushed back from Penndot and a bid date has not been released yet.

Mr. Dennis stated that they are finalizing an offer for a new communications person that will fill Ms. Daniel's position.

FINANCE

Mr. Williard made a motion to approve the payment of checks for February 2020 in the amount of \$875,397.65. Ms. Vroman seconded. Clarification for what was meant by the Sinking Fund was requested. Mr. Dennis clarified that the Sinking Fund is a fund that is set aside to offset debts or interest charges. The sinking fund has been there since about 2015. Penn Prime was clarified to be the liability insurance company. Motion passed with all in favor.

Mr. Williard noted that the finance committee did meet this month. He stated that minutes will be kept and shared going forward. Mr. Williard stated that the Borough's pensions are very well funded - over 100%. They did bring in a financial professional who offered some different advice on how to improve things. They will report back to them with information, which will then be shared with Council. There was talk of how to update monthly financial reports as well. Discussed cyber security and local governments, as that is included in part of the Borough's insurance. There may be an option to have some cyber security training through Penn Prime.

PUBLIC WORKS

Borough engineer Mike Hess provided his report, including updates on current projects throughout the Borough. One requested action was presented to adopt a resolution to sign an agreement with Penndot to use their electronic permit starting in 2020. Mr. Hess explained that there is a follow up that is done with Penndot after a municipality fixes a utility problem and then they submit the paperwork for permitting since were working on a state road. The resolution is to allow the Borough to file the permit application electronically. The agreement is that we won't do anything out of character. The motion passed with all in favor.

Ms. Bentz made a motion to approve Application for Payment No. 2 in the amount of \$153,657.06 to Wexcon Inc. for the Sewer Rehabilitation project. Mr. Schultz seconded. The motion passed with all in favor.

A motion to approve the Grinder Pump Agreement at 2901 Central Ave was made. This is in relation to the lateral connection to the sewer main at 2901 Central Ave. The sewer pump sunk and had to be raised, causing the property owner to now need a grinder pump. This was a direct result of a Borough project, so the Borough's solution is to purchase a grinder pump for the property. The property owner will be responsible for the grinder pump moving forward after the warranty expires, as the agreement stays with the property. Warranty was believed to be 1 year. Property owner will have clear incentive to maintain the grinder pump. Price of grinder pump is around \$30,000 plus installation. The motion passed with all in favor.

Mr. Robbins discussed a skate boarding issue at a pump station where a site was not fenced. Discussed putting up a fence versus use of a video camera, as well as putting up signs in the meantime. Mr. Robbins informed that it would be a \$30,000 - \$35,000 project to put the fence up.

There was a Public Works Committee Meeting last month. They discussed plans for planting some plants and trees for neighbors that are in view of the modified compost facility. The engineer will have a draft plan that will be ready to look at on March 13th. April 3rd is the next Public Works Meeting to discuss those plans. The website will be fixed of incorrect date for the meeting. Alternative pesticide use for the Borough will be discussed that is less toxic at the next meeting.

COMMUNITY & BUSINESS RELATIONS

Strategic Plan Revision Town Hall Meeting on Tuesday, March 24th from 6:30-9:00 pm at Borough Hall. A Steering Committee of 20-30 people have been meeting and are coming up with a few plans. Everyone will vote on what they feel to be the most important. Those interested in attending were directed to email Mr. Dennis if they plan to come.

On behalf of Ms. Brath's report, the following updates and events were noted:

- The Spring Fling will be on April 18th.
- The Watershed Pub (The Millworks Branch) that will be on Market Street is expected to open around spring/April.
- The building next to Centric Bank completed their renovations.
- There is a cleanup event on April 16th along Market St. Those interested in helping were directed to contact Ms. Brath.

Downtown Camp Hill Association business owners have formed an organization. The organization has expressed that they would like to see more pedestrian safety put into place, such as additional crosswalks and speed enforcement, with a mission to encourage more downtown foot and car traffic.

A Community Business Relations Meeting will be March 12th at 5:30pm.

PARKS & RECREATION

A few announcements were made on behalf of Ms. Logar's report.

- There are still openings available on the Bunny Extravaganza on April 3rd for kids under 9 years old. Residents were informed to contact the Rec Committee or call into the office for that.
- The Grand Opening of Shaeffer Park will be on March 28th at 10 am. Cornerstone Coffee Shop, PA Bakery, and Farm Show Milkshakes will all be in there. There will also be music and a Ribbon Cutting.
- Seibert Park Camp and Pool memberships are now open. The camp is full at this time but there is a waiting list and they do often open up as it gets closer to summer.

A motion to approve a request by Jr. Civic Club for the annual 5k on May 25th to kick off Memorial Day festivities was made. This will be the same place, same time, and same routes as before. The motion passed with all in favor.

There was a motion to approve a donation in the amount of \$6,000 from the Borough to the Cleve J. Fredricksen Library. This is a donation that is made each year to a large community hub in the Borough of Camp Hill. An additional request for a family pool pass donation was also made for the Cleve J. Fredricksen's Summer Reading prize. It was stated that six municipalities contribute to funding the library, including Hampden, Wormleysburg, Lemoyne, East Penn, and Camp Hill. It was confirmed that there is a section of Borough Code (Section 1202, Subsection 41) that gives the Borough the authority to appropriate funds to other community or civic funds. The library qualifies through their employment center, classes for residents, etc. The \$6,000 donation for Cleve J. Fredricksen Library Donation motion passed with all in favor. The family pool pass donation to the Fredricksen Library Summer Reading Program passed with all in favor.

A motion was made to apply for an AARP Community Challenge Grant for additional benches and possible exercise stations along the Goddard Trail at Seibert Park through the Borough. Grants are being offered to senior level interactive exercise and activities through AARP. The system of exercise would be able to offer exercise options for all ages. This would ideally go back through the woods area around the cabin in Seibert Park. Motion passed with all in favor.

A motion was made to accept a PA Fish and Boat Commission Boating Grant for \$28,667 for the Borough and Lion Foundation Kayak Boat Launch and Education Project. This will be used for education as well as for a community event. This will be for the boat launch and to patch up the parking lot area. Motion passed to accept the grant with all in favor.

PLANNING & ZONING

Mr. Guerin provided the monthly report. The code enforcement division did 105 calls for assistance and permits. There are 16 building permits this month for \$330,000.

Mr. Miller provided an update on SALDO. A SALDO Workshop is coming up on March 16th at 6 pm that will hopefully be the last workshop for the rough draft of the SALDO. This will then go back for legal review and then council review. The Zoning Steering Committee had their second meeting for tightening up the zoning ordinance, which went well. There was a lot of good input from that meeting. Looking to about 6-9 months until they see product from out of that.

A motion was made to deny the land development project of the school district on the S. 24th St. property. The school district had purchased a residential lot to the south of the high school and they planned to consolidate the residential lot into the main building. The school district granted an extension to the lot that expires on March 31st from a request that was made back in December. The school district hasn't had any further communication with the Borough regarding it, so the Borough is unsure if it is planned to be dropped or not. If the legal council doesn't act on it, it would be considered approved. It was

recommended that it be denied so that if the school district wanted to act on it again they could resubmit the request. The motion passed with all in favor.

The next Planning and Zoning Committee Meeting is next Wednesday, March 18th at 8:15am.

PERSONNEL

Ms. Packer made a motion to approve a new member of the Shade Tree Commission, Deborah Mussleman. Ms. Mussleman has 30 years of experience in public policy, legislative analysis, etc. She is a retired resident who has a passion for gardening, trees, and environmental issues. The motion passed with all in favor.

A comment was made that they are missing street trees around the Borough. Mr. Miller made an update regarding this. In 2019 the Shade Tree Commission took all applications that were received over the last 3 years and checked to see who had replanted and who didn't replant. Mr. Baumann went out and evaluated what would work and they came up with an inventory plan. All spring, summer and fall they did enforcement activity for trimming of trees, replanting of trees, removal of trees, etc. They have gotten a lot done, but still have a little more to do. A lot of education was provided by doing this, so now residents are coming in and actually filing for their permits. Mr. Baumann will then go out and give more education and evaluate the trees.

A motion to move to adopt the Crossing Guard Agreement with the school district was proposed. The Borough handles all of the hiring and training of all crossing guards so that there is one source for hiring and training, and all on one pay scale. The school district reimburses the Borough 50% of all costs associated with crossing guard salaries. Contract has been finalized. The motion passed with all in favor.

Discussion and possible action to contract with a Borough solicitor was presented. Made a motion that they appoint Salzman Hughes as the solicitor. Salzman Hughes was seconded due to their experience with boroughs, their vast knowledge, and because they have a team behind them. There were many applicants but Salzman stood out among the others. The motion passed with all in favor.

SCHOOL DISTRICT

Mr. Dennis is working to set up a meeting with the school district. This would be in regards to the state of the athletic fields, since they are used by the schools and the Borough.

COMMENTS FROM COUNCIL

Ms. Packer stated that the PPP Committee continues to work on a policy manual that they hope to have a rough draft out to council members soon. She is hoping to bring to the whole council possibly by the next council meeting.

Ms. Vroman thanked those at the meeting for attending.

Ms. Bentz spoke to the fact that she wants the public to know that the Borough wants to hear from the public when there are issues so that we can all work together to resolve those.

Mr. Williard stated that they are continuing to give storm water updates and have been meeting bi-weekly. The plan is to start potential billing in July. They are working to identify urgent projects and those will be the first ones funded. Mr. Schultz pointed out they have been televising storm water authority lines in the community so they are able to identify the biggest needs. It was stated that the new communications position will take meeting minutes at the storm water meetings.

PUBLIC COMMENT

Kathy Dethorn, 213 N. 25th Street: Ms. Dethorn spoke in favor of the police department in regards to people slowing down coming off the bypass. She also stated that she is unhappy with a lot of the houses that are in disrepair. She would like to know if there is anything she can do as a citizen to encourage others to take pride on their property. She would like to see grass cut and well-maintained, less trash cans kept in front of houses, less items stored on their front porches that should be stored out of sight, and less houses falling apart.

ADJOURNMENT

Ms. Twiford adjourned the meeting.