

**REGULAR MEETING MINUTES
CAMP HILL BOROUGH
COUNCIL MEETING
JULY 8, 2020
7:00 P.M.**

PUBLIC HEARING

6 p.m.

Public Hearing Information:

The Borough Council recognizes the necessity to establish two stop signs, regulating the eastbound and westbound traffic on Chestnut Street and the intersection of Chestnut Street and South 31st Street. As such, the intersection of Chestnut Street and South 31st Street shall be declared a "stop intersection" and two stop signs shall be posted on Chestnut Street, at the intersection of Chestnut Street and South 31st Street, so as to control the eastbound and west bound traffic on Chestnut Street.

**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 7:00 p.m.

MINUTES:

Ms. Vroman made a motion to approve the June 10, 2020 Council Meeting Minutes. Ms. Packer seconded the motion. The motion passed with all in favor.

MAYOR'S REPORT

Mr. Simpson gave the Mayor's Report during the Public Safety Report.

PRESIDENT'S REPORT

Ms. Twiford stated that there is no President's Report this month.

PUBLIC COMMENT

Chris Courogen – Mr. Courogen asked why we have our own health inspector, yet he feels we are not doing anything to enforce the COVID-19 guidelines for restaurants. He said that he has driven by a number of restaurants that offer outside dining and only noticed one location that had the proper spacing between the tables that is required under the guidelines.

Mr. Courogen stated that he noticed two Public Works employees driving in a truck together, not wearing masks. He also stated that he saw some Public Works employees wearing shorts. He asked why they wear grey shirts instead of safety colored shirts. He feels that these are safety concerns for the employees. Ms. Twiford stated that they can take a look at these issues. Mr. Dennis stated that he and Mr. Robbins will review the Public Works comments in the morning.

Mr. Stinnett responded that individuals can report restaurant issues to the Department of Agriculture. Mr. Courogen stated that he didn't understand why we use our own health inspector instead of using the Department of Agriculture.

Brett Miller, 848 Wynnewood Road – Ms. Miller stated that she would like clarification on why the Department of Agriculture does not do our health inspections, since they are free and could take some of the work load off of Chris Miller.

Mr. Miller responded that there are two health officers in the code division; he is full time and the other one is part time. He stated that the other part time officer does the health inspections. Mr. Miller explained that when COVID-19 hit, they had a very large program working with restaurants, giving a public education campaign. They worked through the COVID responses and a lot of places wanted café licenses so they could stay up and running with outdoor licenses. At that time, the health officers went around and did another educational piece and they continued to field calls. There was a lot of pushback, so they treated it as an educational opportunity, as this is new to everyone. He stated that they are trying to do more educating than enforcing. He said that he'd be more than happy to go out and explain everything again. Mr. Miller explained that the Borough of Camp Hill has done their own health inspections for quite some time. They work with the Department of Agriculture and the Department of Agriculture could take it over at any point if Council wanted. The Department of Agriculture has stated that they are spread thin. Mr. Miller shared that the Borough has also been doing inspections in order to keep a better handle on things when complaints come in.

Jennifer Hoover, 127 S. 31st Street – Voiced her support as a resident of the stop signs going in at South 31st Street and asked for the Council's favorable vote tonight on that issue. She feels that anything that can be done for the safety at that intersection is important. She asked that the marking of a crosswalk from South 31st Street to Chestnut Street be considered as well. She also thanked the Public Safety Committee for calling attention to crosswalks recently. She asked that any intersection on route to school be considered for a crosswalk.

PUBLIC SAFETY

Mayor Simpson gave an update on the police officer testing that was done recently. He shared that there was a resignation of the newest officer in May, so they were down an officer. He stated that they are in the process of finding a replacement. Both a physical fitness test and a written test was given two weeks ago, which were conducted by certified testers through the State Police Chief Association. They had 23 applicants, of which 16 showed up for testing. Out of the 16, 13 candidates successfully completed both parts of that test. Under the Civil Service rules, they will be giving oral testing to 10 applicants within the next week and a half by three police chiefs from different parts of the state. After the oral testing there will be an in house interview with the Mayor and Police Chief, then background checks will be performed on the selected candidate, so that puts the start for the new hire at about two (2) months away.

Ms. Vroman made a motion to act on the Resolution enabling the replacement of the "No Right Turn" sign on the mast at 32nd Street and Trindle Road with a larger "No Right Turn" sign at 32nd Street and Trindle Road, as well as moving the sign to line up more appropriately with the right turn lane, going east. Mr. Robbins stated that the sign is currently an 18" x 24" and the plan is to make it 24" x 36". He added that the purpose is to create better visibility for the motorists sitting at that intersection. Mr. Guerin seconded the motion. Mr. Hess clarified that this would be a "No Turn on Red" sign. Mr. Robbins and Mr. Hess shared that PennDOT did approve this sign change. The motion passed with all in favor.

Ms. Vroman made a motion to approve the stop signs on 31st Street and Chestnut Street, making that intersection a 3-way stop. Mr. Guerin seconded. The motion passed with all in favor.

BOROUGH MANAGER'S REPORT

Mr. Dennis stated that as we are getting into paving season, he wanted to explain the paving schedule as it relates to curbs, ramps, sidewalks, etc. He stated that you'll see ramps and some of the sidewalk and curb work being done first. Notices went out to affected property owners that the ADA ramps were being installed last week. The week of July 13th demolition will begin of the ramps and curbs that are there, which will take about a week and a half to do. They'll begin forming ramps on Beverly, Westerly, Market Street, etc. beginning July 15th and concluding around July 29th. They'll finish the concrete and pouring during the later portions of July. Everything with curbing and ramps should be done by the week of August 3rd, if the weather is good. Once ramps are done, then the paving will start. Crosswalks will then be painted onto the Bypass, Trindle and 32nd Street with continental lines. Everything should be done around September.

FINANCE

Ms. Bentz made a motion for the payment of checks for June 2020 in the amount of \$671,856.20. Mr. Guerin seconded the motion. Mr. Dennis clarified that the individuals that were receiving checks towards the beginning of the report were for camp refunds. He stated that Ms. Logar has another stack of refunds that will be going out soon.

Ms. Vroman asked what the July 3rd payment was for that went to Lower Allen. Mr. Dennis answered that it was for the license plate reader that was purchased for them for the police department.

Ms. Bentz asked what the expenditure of \$74,973.00 under Capital Improvement was for. Mr. Dennis answered that it was for payments for engineering and design, communications and radio, Service First restoration for the front office construction, Ford Motor Credit for a lease payment on a vehicle, and police equipment.

The motion for the payment of checks passed with all in favor.

PUBLIC WORKS

Ms. Bentz shared that there was a Public Works meeting two (2) weeks ago where they discussed proposals for improvements to Creston, as well as the proposal for the Merion pathway. Information is still being investigated by the engineers and Penndot. She said that another meeting will be scheduled once the updated information is brought back to the table.

Sanitary and Storm Sewer Cleaning and Inspection project:

Mr. Hess went through the change orders on the Engineer Report. Mr. Hess shared that the first action item is on the Sanitary and Storm Sewer Cleaning and Inspection open-end contract with pipe services. He explained that they bid last year and got a contractor on retainer to do work orders as needed to clean and televise pipes within the Borough. Ms. Bentz made a motion to request approval of the change order #2, in the amount of \$6,095.00 for heavy cleaning of pipes which are blocked by debris on State Street and Schaeffer Alley. Ms. Packer seconded the motion. The motion passed with all in favor.

Ms. Bentz made a motion to request approval of Application for Payment #4 in the amount of \$64,473.04 to Pipe Services Corporation for two work orders that have been worked on in the past month. Mr. Shultz seconded the motion. The motion passed with all in favor.

2019 Sewer Rehabilitation Project:

Mr. Hess stated that the next project that needs action is the 2019 Sewer Rehabilitation Project, which is ready to be closed out. He shared that the contractor is all done, everything is all cleaned up, and they have all of the close out paperwork. Mr. Hess stated that there was a little bit more lateral work and pavement patching work in Central Avenue that needed to be done. There were also some issues with large poured in place concrete collars around some of the manholes that had to be chipped away so it wouldn't ruin the terracotta pipes. Ms. Bentz made a motion to request approval of change #1 in the amount of \$16,703.35 to reconcile final construction quantities versus the bid quantities. Ms. Vroman seconded the motion. Ms. Vroman asked about the chiseling of the terracotta. Mr. Hess explained that the way the manhole was built, they had poured concrete collar around the connection and the manhole, so they couldn't just pull the manhole out, so they had to remove the concrete in order for the pipes to not get damaged. Ms. Vroman asked if the Central Avenue project was complete, which Mr. Hess confirmed that it was. She asked if the four laterals that were replaced were all functioning and finished. Mr. Hess answered that they are all tied back in and have positive drainage at this point. The motion passed with all in favor.

Ms. Bentz made a motion to request the approval of application for payment #4 (final) in the amount of \$29,369.35 to Wexcon, Inc. Ms. Vroman seconded the motion. Ms. Bentz asked if this payment is inclusive or in addition to the other two items. Mr. Hess stated that this number is inclusive. The motion passed with all in favor.

Public Works Facility Improvements:

Ms. Bentz made a motion to request approval of Application for Payment #5 (Final) in the amount of \$3,600.00 to Ebersole Excavating, Inc. Mr. Hess stated that this is for the public works facility and compost facility, which are all done and closed out. Mr. Schultz seconded the motion. The motion passed with all in favor.

Schaeffer and Beverly Parks Project:

Ms. Bentz made a motion to request approval of Application for Payment #6 (Final) in the amount of \$33,528.75 to Farhat Excavating, LLC. Ms. Vroman seconded the motion. Ms. Twiford asked if there was any residual holdback that we have for plantings or anything. Mr. Hess answered that there is a warranty period but with the final payment they would release the retainage. He added that there is a warranty period for one (1) year from the final completion date and that there is a bond that remains in place that is worth 10% of contract. The motion passed with all in favor.

COMMUNITY & BUSINESS RELATIONS

Mr. Schultz gave an update from the downtown report. He shared that the Watershed Pub will be opening soon, so to stay tuned for that. He shared that a laid-back stroll is being planned that will take place on July 25 from 9 a.m. – 2 p.m. Precautions for COVID will be taken and they are aware that it's possible that it may have to be cancelled.

Mr. Schultz made a motion to approve a grant for Cocoa Creek Chocolates on the façade grant. Cocoa Creek Chocolates will be upgrading the property at 18 S. 18th Street. He shared that the owner will be taking a building that is in bad shape and is highly visible from Market Street and will be fixing it up. They will be spending just under \$5,000. The grant amount is half, so it will be for \$2,261 if the budget is completed and approved, which would cover a lot of cleanup in the front. Mr. Schultz feels that it would be a good return on investment for that amount of money. Mr. Williard seconded the motion. Ms. Vroman asked if Cocoa Creek Chocolates would be leasing or owning the property, which it was confirmed by Ms. Twiford that they will be leasing the property. Ms. Vroman also asked if the façade grant is for Market Street only, which Mr. Schultz answered that it is not strictly just for Market Street. Ms. Twiford shared that this is the owner of Brittle Bark in Mechanicsburg that is opening a second location, called Cocoa Creek Chocolates. The motion passed with all in favor.

PARKS & RECREATION

Ms. Vroman gave the parks and recreation monthly report. She stated that Audrey has done a fantastic job of staying on top of everything. She shared that one exciting thing that is being offered right now is the Box Lunch Reviews in the park. This year it will be bring your own picnic. It's from 11:30 a.m. - 1:00 p.m. Those attending are to bring their own blanket and to

space out. Every other Friday until September 4th there will be a singer/musician in the pavilion at Willow Park. If there is a weather delay it will be the following Friday and then it will just stay on course from there.

She shared that refunds for camps are manual. Another half of the summer will need refunds, which Ms. Logar clarified that she submitted the rest of the refunds to Mr. Madden to start issuing.

Ms. Vroman encouraged residents to stay tuned and check in to the website on camps and clubs. She shared that there are craft boxes for sale that residents can purchase and videos are online telling how to make the crafts.

She stated that the next newsletter is going to be pushed back to September 1st for hard copies to go out, which gives until July 31st for any updates that need to be sent in for it. Mr. Dennis shared that the pushback was so that the school district information can be included.

Ms. Twiford recognized Sean, the pool manager, for all of his hard work while managing the pool during COVID. Ms. Vroman also thanked the community for following guidelines at the pool.

PLANNING & ZONING

Mr. Guerin gave his monthly report on Planning and Zoning. He stated that the department made 174 calls to businesses this month and they still have 43 building permits, so things are getting off the ground again. There is a total of \$2,400,000 worth of construction projects.

Mr. Guerin shared that the Zoning Adhoc Committee had their second meeting last night. The next meeting is August 4th at 7:00 p.m. The Planning and Zoning Committee is working now on the zoning map, deciding designations and definitions of each zone.

Mr. Guerin shared that the next SALDO Update Meeting will be open to the public and will take place on July 21st. From the Planning Commission it will go back to the Planning & Zoning Committee with a final report to present to Council. Mr. Miller added that any questions that anyone has regarding the SALDO Update will be answered at the Commission Meeting and they will set a date for another public meeting if necessary, then it will go back to the Committee and it will move forward from the Planning and Zoning Committee. Mr. Guerin stated that tomorrow morning is the next Planning and Zoning Committee Meeting at 8 a.m. at Borough Hall.

Mr. Schultz thanked Mr. Guerin for that report. Mr. Schultz asked if there was good participation in the meetings. Mr. Guerin answered that before COVID hit, they had 3 audience members attend, but that last night there were none, so he will make sure the next one is well advertised. Ms. Vroman asked if it will be on zoom or in person, which Mr. Guerin answered that as of right now it is scheduled to be in person.

PERSONNEL

Ms. Packer made a motion to adopt the Camp Hill Borough Procedures Manual. She stated that the updated manual was included in the meeting packet. She shared that the goal tonight is to

get any additional feedback on the manual. She stated that one thing she'll be adding to the end of the manual is additional references on where you can find all of the information on governing documents related to the Borough manager's responsibilities and Council's responsibilities that will be added to the final version for further references.

Mr. Guerin stated he is excited for the manual. He stated that he tries to respond to any email he receives. Ms. Packer stated that she will double check that the procedure for responding to Council emails is in the packet. She shared that the expectation will be that the Council President is to respond and to copy all Council members so they know that it was responded to and how it was responded to, but that other Council members may respond as well if they wish to.

Mr. Schultz stated that he thinks that the manual is a great thing. He feels that Ms. Packer has done a great job on it and that the Committee put a lot of work into it. He shared that it has never really been put in writing over the years, so he feels that it is overdue but very welcome. He stated that this is a complicated business so he feels the manual will be helpful. The motion carried with all in favor.

BOROUGH/SCHOOL DISTRICT.

There was no report to give at this time.

COMMENTS FROM COUNCIL

Ms. Bentz asked a general question to the other Council members on whitelist emails she has been receiving. Ms. Packer stated that the IT firm sends a blocked email list report. Ms. Bentz asked if she should send an email to a person on the list that she feels was legitimate saying that she did not receive the email. Mr. Dennis answered that would be an efficient way to do that.

Mr. Guerin added that Mr. Schultz's emails to him are all going to his junk folder. Mr. Williard stated that he has the same issue with Mr. Schultz's emails. Mr. Dennis stated that he will have that looked into. Mr. Schultz said he is not able to send emails through his Borough email. Mr. Dennis will have Jason reach out to Mr. Schultz.

Ms. Packer shared that she is excited about the work that's going on with Council and the Borough and that she's excited about the updates to the Zoning Map. She stated that she hopes that people can come to the August meeting and participate in the process.

Mr. Schultz seconded what Ms. Packer said.

Ms. Vroman made another reminder about the Box Lunch Reviews. She shared that the next Public Safety Committee Meeting is July 23 at 4:30 p.m. via Zoom. She informed Council and the public that the Public Safety Committee is talking a lot about crosswalks right now. Ms. Vroman thanked everyone who attended from the public tonight. She shared that she feels the online format has been able to help people to connect. She encouraged people to stay safe and to wear a mask when they can.

Mr. Williard shared that stormwater bills are coming out in two (2) weeks from now. Mr. Dennis added that the stormwater bills will be mailed out in two weeks as part of the regular bill. Mr. Dennis stated that all of the work has been done and that there will be information on the newsletter and on the website. Mr. Williard also stated that there has been a lot of discussions in Public Safety and Public Works regarding safety improvements on Merion and Creston. He stated that they are working on that and trying to move it along quickly. Mr. Dennis stated that they are working on setting up a meeting with Penndot, so the next meeting will be announced once that meeting occurs. Mr. Hess shared that they have been in contact with the traffic unit at Penndot, but they also need to speak with the permits department. He shared that the permits department is harder to get in contact with, but they are hoping to get in touch with them shortly. Mr. Williard also added that they have been talking about a lot of pedestrian and biking improvements as well, so there is more of that to come.

PUBLIC COMMENT

Brett Miller, 848 Wynnewood Road – Ms. Miller thanked Mr. Hess for the update about Penndot regarding Public Works on Creston and Merion. She stated that time is of the essence on purchasing the Merion property if that were to be route that was chosen, so she stated that it would be great to find that out as soon as possible. She said that she would like to know if a Public Works will be scheduled after they find that stuff out, or if there is already one scheduled. Ms. Bentz answered that it will be scheduled once information is available to be discussed. She also thanked Chris Miller about the information on the health / safety inspections. Her suggestion is that the Department of Agriculture take over the restaurant inspections because they provide that as a free service to the Borough and that would free Mr. Miller up to do various other things, as well as possibly eliminate the part time position. She feels that the Department of Agriculture has the enforcement necessary to come in and handle any pushback. She also thanked Council for doing the bigger “No Turn on Red Sign.” She thanked the Council for everything they do.

Jennifer Hoover, 127 S. 31st Street – Ms. Hoover shared that she had communicated with the police department in the past regarding increased speeding above the 25 MPH speed limit. She was wondering what can be done educationally or otherwise on residential streets. She commented that the AdHoc Zoning Meeting was not shared on social media. She also shared that there was some confusion on the public hearing meeting since it was not listed as a separate meeting on social media and the website, as it was only on the agenda. She would recommend that one post is not enough on social media for Council or Committee meetings to get the news out. She feels that extra promotion would be helpful in notifying the community.

Brett Miller, 848 Wynnewood Road – Ms. Miller added to Ms. Hoover’s comments on advertising meetings, in regards to newspaper advertising. She asked that if a newspaper does not circulate in the Borough, does that constitute as being a newspaper of circulation, since the Sentinel does not deliver to the Borough. She feels that the Patriot News would be a better option. She also added that it would be appreciated if the meetings were advertised in a timelier manner. Mr. Dennis stated that all meetings are posted on the website at least 6 months in advance. The issue that is run into is when we schedule a Committee meeting in between meetings to get business done before the next Committee meeting, which makes it hard to get the meeting advertised in time in the Sentinel. He stated that they are posting as much as possible. He stated that he and Julie will talk about

reposting stuff more frequently. As far as the Sentinel, he will let Mr. Stinnett speak to the legality, but we have always used the Sentinel because they always catalogue the proof of publications as well as it is candidly cheaper than posting in Pennlive. Mr. Dennis stated that they are responsive to the advertising needs and the advertisements are always listed online that can be searched. Mr. Stinnett added that it must be a newspaper in general circulation and the Sentinel would satisfy that. He agreed with Mr. Dennis that the cost increase to advertise in the Patriot would be many, many times higher for the Borough.

Chris Courogen – Mr. Courogen shared that in regards to legal advertising, he feels that the law is horribly outdated. He feels that putting meetings online should be sufficient. He is not sure the legal definition, but as a practical matter, if the paper isn't circulated in the Borough, then money is being wasted because no one will see it. He stated that Pennlive keeps notices online as well. He said that he appreciates the concern in keeping the cost down, but we're advertising in a paper that no one gets in the Borough. He suggested using the money that could be saved from restaurant inspectors for advertising in the paper. In regards to the local restaurants he could only find one (1) restaurant inspection listed and one (1) café permit. He suggested enforcing the rules so they can stay open safely.

ADJOURNMENT

Ms. Vroman made a motion to adjourn. Ms. Twiford adjourned the meeting at 8:21 p.m.