

**REGULAR MEETING MINUTES
CAMP HILL BOROUGH COUNCIL
NOVEMBER 11, 2020
7:00 P.M.**

**Call to Order
Pledge of Allegiance
Roll Call**

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

- Ms. Twiford called the meeting to order at 7:02 p.m.

MEETING MINUTES

- Mr. Guerin made a motion to approve the October 14th meeting minutes. Ms. Bentz seconded the motion. The motion passed with all in favor.

PUBLIC COMMENT

- **Dr. Genevieve Regal, 747 Country Club Road** – Ms. Regal recognized Camp Hill Police Officer Tricia Moench, who was very professional and considerate when called to her property due to an unfortunate incident on Tuesday, October 20, 2020. She stated that she was extremely impressed by Officer Moench’s responsive and respectful conduct. She stated that the exemplary professional conduct and quick response reflects the Camp Hill Leadership, Mayor Mark Simpson, and Chief Stephen Margeson.
- **Bruce Bigelow, 20 S. 26th Street** – Mr. Bigelow noticed in the agenda packet that the street paving program it is proposed at \$0 and that \$675,000 will be put into a reserve fund. He stated that he is hoping this is only a one year deal.

PUBLIC SAFETY

- Mayor Simpson gave his report:
 - The police department handled 629 calls in the month of October.
 - At the beginning of November, they welcomed the newest officer, Nathan Sellers.
 - In October they held four coffee with a cop events. They are in the process of scheduling more events in November and December at Cornerstone & Starbucks.
 - Implementing a youth outreach program where officers can hand out Police Officer Trading Cards.
 - The Fire Department ran 33 calls in October and spent 78 hours on those calls.
 - The Fire Department will be taking Santa around town 11/30. Will not be handing out candy. Will be posting routes on the website and Facebook page. Encourage social distancing.
 - He thanked Dr. Regal for the kind words and the support for the police department.
- Ms. Vroman shared that in the last Public Safety Meeting, Chief and Mayor came to the Committee about unlit parks being open until 11:00 p.m. She asked that the solicitor draft an Ordinance to reflect that all unlit parks adhere to a dusk till dawn closing time while lit parks remain open until 11:00 p.m. for the safety of neighbors and attendees of the parks. This will be discussed at the Parks & Rec Meeting on 11/24 and will come back to Council in December to vote to advertise.

BOROUGH MANAGER REPORT

- Mr. Lynch shared that he and Mr. Auxer found some paperwork stating that the Borough was awarded a 902 Grant for recycling purchases in 2017. The paperwork was never submitted, but there is still time to get it in. Mr. Lynch received the invoice from Mr. Madden that was about \$120,000. It is a 90% match, so about \$106,000 will be reimbursed to the Borough.
- Mr. Lynch shared that for calendar year 2019 the Borough did not submit for a 904 Recycling Grant, which is around \$20,000. They have received all the information needed for that. He commended Mr. Auxer for stepping up in Public Works and for finding this paperwork.

FINANCE

- Mr. Williard made a motion for October 2020 payment of checks in the amount of \$1,748,295.09. Mr. Guerin seconded the motion. The motion passed with all in favor.
- Mr. Williard shared a power point presentation of high-level points regarding the 2021 Budget.
 - Goals: Maintain services to residents and business; No increase in taxes.
 - How to do this: Keep a sharp eye on expenditures and show more budgets to actuals; Move costs to where they belong; and transfer from reserves.
 - Highlights on General Fund Revenues: \$100,000 reduction in Real Estate Taxes; \$200,000 reduction in EIT; \$20,000 reduction in Cable Franchise Fees.
 - Highlights on General Fund Expenditures: \$14,000 reduction in salaries; \$16,000 reduction in parks and recreation; \$90,000 increase in police protection; \$6,000 increase in public works; \$150,000 increase in legal expenses.
 - The big picture: \$5,940,832 Total General Fund Expenses; \$5,941,124 Total General Fund Revenues/Transfers; \$292 surplus for the year; a balanced budget!
 - Mr. Williard made a motion to advertise the 2021 budget. Ms. Vroman seconded. The motion passed with all in favor. The budget will be available for public to view at the office and on the website.
- Mr. Williard reviewed the Fund Balance Policy.
 - This will be a reserve fund for the General Fund and the Sewer Fund that will require action of Council to use any of it. It is to give the Borough cushion, comfort, and to help to maintain their good credit rating.
 - In the CIP fund for the last 8-10 years the Borough has spent \$600,000 on paving roads and \$75,000 for ADA ramps. They were informed that there were not any roads that couldn't wait a year to be paved. This will be a one-year fund to the account. The rest will come out of the checking account. Ms. Vroman added that there are funds that could be used towards paving if needed, such as the Liquid Fuels Funds.
 - The goal is to keep both reserves at 15-25% of the revenue. The GFOA gives guidance to local governments and they recommend 15%.

PUBLIC WORKS

- Ms. Bentz reviewed the updates to the Cemetery Rules and the Columbarium Application.
 - Military medallions will be allowed to the columbarium, but they must be the one size that appropriately fits and it must be from the Department of Veterans Affairs.
 - The definition of the medallion and photos of how it will look were added to the document.
 - A footnote was added to reflect where medallions will go in relation to the appropriate name plaques.
 - A line was added under section 7, item #6, "No floral items, keepsakes, or decorations may be hung, draped and or placed on top of columbarium or on the plaque and/or medallion contained thereon."
 - Ms. Bentz made a motion to approve the modified Cemetery Rules and the addition of the footnote that identifies who the medallions are for. Mr. Williard seconded. The motion passed with all in favor.
- Ms. Bentz gave an informational update on the Penn Waste contract extension request.
 - Contract renewal is March 31, 2021. Currently residents are being charged \$42 per quarter. The proposed rate for the 1st year would be a quarterly rate of \$61.50, second year would be \$64.50. The reasoning for the cost increase is due to labor, having trouble finding drivers with CDL licensing, a dramatic increase in truck costs and equipment, etc. Other communities' pricing has increased as well.
 - Mr. Lynch asked Penn Waste if there were any services they could potentially provide with this rate increase, such as waiving a \$10,000 fee, a paper shredding day, extra trashcans, etc.
 - This will go back to Committee. Their decision will be brought back to Council at the December meeting.
 - Mr. Lynch added that it would take about 4-6 months to go through the bid process. There are two one year extensions, so they could do a 1 year extension.
- Ms. Bentz thanked Public Works for working with Davis Landscaping on the plantings at the compost facility.

ENGINEER REPORT

- Ms. Bentz made a motion for the CCTV Pipe Inspection Contract, requesting approval of Application for Payment No. 6 in the amount of \$22,678.92 to Pipe Services Corporation. Mr. Guerin seconded. Mr. Hess stated that this is a diagnostic tool of smoke testing in the area of the current sewer contract and Creek Road that may have some I&I. The motion passed with all in favor.

- Ms. Bentz made a motion for the 2019 Pump Station Improvements Contract, to request approval of Application for Payment No. 7 (Final) in the amount of \$22,985.60 to Monacacy Valley Electric, Inc. and subsequent closure of the Pump Station Improvements contract. Mr. Guerin seconded. Mr. Hess stated that this is the final payment for the Pump Station contract that was largely built last year. There were some small things to complete, mostly just retainage and grass. The motion passed with all in favor.
- For the 2020 paving contract:
 - Ms. Bentz made a motion to request approval of Change Order #1 in the amount of \$-29,929.82 (deduct) to reconcile the final installed quantities with the bid quantities. Ms. Packer seconded. Mr. Hess stated that this was slightly less area of paving than expected. The motion passed with all in favor.
 - Ms. Bentz made a motion to request approval of Application for Payment No. 2 (Final) in the amount of \$348,599.17 to JVI Group, Inc. and subsequent closure of the 2020 Paving Contract. Mr. Guerin seconded. Mr. Hess stated that the paving contract is done and the amount reflects the deduction above. The motion passed with all in favor.
- For the 2020 pavement marking contract:
 - Ms. Bentz made a motion to request approval of Change Order #1 in the amount of \$3,699.14 to reconcile the final installed quantities with the bid quantities. Ms. Packer seconded. Mr. Hess shared that they bid paving and striping separately this year, so this is the same area as above. Did slightly more on this one than the estimated amount. The motion passed with all in favor.
 - Ms. Bentz made a motion to request approval of Application for Payment No. 2 (Final) in the amount of \$25,116.15 to D.E. Gemmill, Inc. and subsequent closure of the 2020 Pavement Marking Contract. Ms. Packer seconded. The motion passed with all in favor.
- For the Challenger Baseball project:
 - Ms. Bentz made a motion to request approval of Change Order #1 in the amount of \$2,706.41. This change order includes additional topsoil to smooth the grade transition between first base and right field. It also includes a time extension to allow for turf grass establishment and procurement of the bases. Ms. Packer seconded. Mr. Hess noted that the contractor voluntarily installed clay bricks under the batter's box. The time extension is due to COVID and this needing to be done in spring. The motion passed with all in favor.
 - Ms. Bentz made a motion to request approval of Application for Payment No. 1 in the amount of \$90,732.27 to TR Stoner General Contractor with a remaining balance of \$13,815.38. Ms. Vroman seconded. Mr. Hess noted that the next one will probably be the final payment application. The motion passed with all in favor.
- Ms. Bentz stated that for the 19th and Chestnut Pedestrian Refuge Island, she is making a motion to request approval of an Ordinance to post a "STOP" sign on Chestnut Street at the subject intersection. Ms. Vroman seconded. Mr. Hess shared that this is in association with the 19th and Chestnut projects. They looked at pedestrian count and found a surprising volume of traffic.
- Ms. Bentz stated that for the Creston Road Right Turn Restriction, she is making a motion to request approval of an Ordinance to post a "No Right Turn" sign along Cumberland Blvd. at the intersection with Creston Road. Mr. Williard seconded.
- Public comment on the two motions directly above was accepted prior to action:
 - **PUBLIC COMMENT: Bruce Bigelow, 20 S. 26th Street** – Mr. Bigelow shared that he received feedback on the proposed sign at Chestnut and 19th Street and they were all in favor the sign.
 - **PUBLIC COMMENT: Kris Latham, 712 Arlington Road** – Ms. Latham asked if there a sign saying you can't turn left coming from the Giant. Ms. Twiford answered no because there is an island there.
- Both motions passed with all in favor.

COMMUNITY & BUSINESS RELATIONS

- Mr. Schultz shared that there will be a meeting Friday from 1-3 on the Streetscape update. Gibson Thomas took feedback from the last meeting and will walk Council through a revised plan and will go over costs.
- The Candy Cane Walk is November 22nd from 12-4 p.m.

PARKS & RECREATION

- Ms. Vroman shared that Ms. Logar has put together a Parade of Lights at Siebert Park for Toys for Tots on

December 3, 4, 5 from 6-9 p.m. It is a car drive through event at Siebert Park. The admission is a donated toy for Toys for Tots. If any groups, etc. want to decorate a space in Siebert Park they can contact Ms. Logar by Friday.

- There are three openings on the Recreation Commission for the next two years (2021-2023). There are seven residents on the commission; it is a volunteer position. A cover letter and resume can be sent to Ms. Logar by December 1st. There are four meetings a year to help coordinate the seasonal activities and events.
- Ms. Vroman made a motion to approve a request from Lynette Pertschi on behalf of the Earl Besch Project, seeking Council permission to hold a 5K in the Borough in October 2021. Ms. Packer seconded. The Earl Besch Project supports 45 families, 108 students. The motion passed with all in favor.

PLANNING & ZONING

- Mr. Guerin gave the **SALDO Update**: The Planning and Zoning Committee finished the work and have sent it to the County Planning Commission and the Borough Planning Commission. It is also on the website. Any comments can be directed to the Borough manager. The goal is for Council to vote on it in January.
- Mr. Guerin gave the **ZONING Revisions Update**: The Zoning AD HOC Committee is working through this. A tentative map of the new the zoning codes and uses of codes were posted online today. The next two meetings are set for the next two Mondays at 7 p.m. The goal is for Council to vote at the January Council meeting. The Planning Commission is reviewing the text amendments, which will hopefully be voted on in December.
- Mr. Stinnett stated that the timeline for the SALDO is 45 days and Zoning is 30. Mr. Stinnett stated that subdivision and land development plans fall under the Ordinance that is in place at the time.

PERSONNEL

- Ms. Packer made a motion to approve the Camp Hill Police Collective Bargaining Agreement. Ms. Bentz seconded. The motion passed with all in favor.
- Ms. Packer shared that they will be investigating the possibility of using a head hunting service for their search for a new Borough Manager. Otherwise, they will place a public ad themselves. Mr. Lynch has put together a job description for the Public Works Director that will be advertised on the Borough website, Capital Region Council of Governments website, PA Municipal League, Borough's Association, and Township Supervisor Association.

BOROUGH / SCHOOL DISTRICT

- The meeting that was scheduled was canceled. No update at this time.

COMMENTS FROM COUNCIL

- Mr. Guerin shared that he appreciates the comments made by the residents, specifically Dr. Regal's comment. He was glad to see the kind words she had for the police department.
- Ms. Vroman thanked everyone for attending tonight. She reminded everyone that Santa is coming around the Monday after Thanksgiving. The next Parks and Rec Committee Meeting is November 24th at 7:00 p.m. She looks forward to the next Council Meeting on December 9th.
- Mr. Williard thanked everyone for bearing through the Budget Meetings.

PUBLIC COMMENT

- **Bruce Bigelow, 20 S. 26th Street** – Mr. Bigelow stated that he feels that some competitive bidding should be done in regards to the Penn Waste contract. He found the Penn Waste yard waste pickup to be very helpful and hopes that it would be a consideration again. Also suggested having the recycling truck come every other week.
- **Beth Kozicki, 116 S. 31st Street** – Ms. Kozicki verified that the Streetscape Meeting will be Zoom on Friday.
- **Stacey Reck, 1921 Princeton Avenue** – Ms. Reck stated that she has a Veteran's medallion for her dad. She asked when and how she could go about placing it. Mr. Lynch informed her to call Mr. Albright at the office.
- **Jennifer Hoover, 127 S. 31st Street** – Ms. Hoover stated that she plans to email questions about the fund balance policy. She is concerned about the brevity of the document, meaning there is no cap and it does not indicate if there is a limit regarding when or how Council could raise taxes.

ADJOURNMENT

- Ms. Vroman moved to adjourn at 9:02 p.m.