

**REGULAR MEETING  
VIRTUAL CAMP HILL BOROUGH COUNCIL  
MEETING MINUTES  
FEBRUARY 10, 2021  
7:00 PM**

**Call to Order**

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

**Roll Call**

Ms. Twiford called the meeting to order at 7:02 p.m. She stated that Council held executive sessions for the purpose of interviewing and discussing manager candidates. These meetings were held on 1/22 at 9:00 a.m., 10:15 a.m., 1:15 p.m., 2:30 p.m.; 1/25 at 7:45 p.m.; 1/26 at 7:45 p.m.; 1/27 at 7:45 p.m.; 1/29 at 5:00 p.m. and 2/1 at 5:15 p.m.

**MINUTES**

- Ms. Packer made a motion to approve the January 13, 2021 minutes. Mr. Guerin seconded. The motion passed with all in favor.

**PUBLIC COMMENT**

- **Dustin Taylor, 312 Willow Avenue** – Mr. Taylor shared that he lives at 312 Willow Avenue, which is a duplex with 310 Willow Avenue. He purchased 310 Willow Avenue in hopes of offering short term rentals at the property in 2021. He and his wife currently run two short term rental properties in Harrisburg. He shared what they do to ensure that the properties are well taken care of. In the case of 310 Willow Avenue they will have constant and direct supervision. Benefits to Camp Hill include capturing tourist dollars, resident exposure to travelers from all over, and possible occupancy tax to the Borough. Mr. Stinnett responded that the next phase of the Zoning Committee's work is to discuss short term rentals within the Borough. He will be working with Mr. Schmehl and the Zoning Committee to offer suggestions. Mr. Taylor's comments will be considered.

**GUEST PRESENTER: BOBBY LATHAM, EAGLE SCOUT PROJECT**

- Mr. Latham shared that he is a 10<sup>th</sup> grade student in Camp Hill High School and a member of Troop 196 in Hampden Township. His project will be to make much needed improvements to the Goddard Trail. He plans to place new signage and sign poles along the trail; move a small portion of the trail on a new route that goes along Beverly Park; relocate the route from 30<sup>th</sup> to 29<sup>th</sup> Street, making it more safe across Market Street; add a new section of the trail around the Fredricksen Library; and move some of the signage around at Siebert Park. He will also update the trails brochure and map and update the public billboard in Willow Park to reflect the changes.
- Ms. Vroman added that Bobby shared this with the Recreation Commission and it is a very intense project that he has thought through well. Mr. Williard asked about timing for the project, which he answered that he plans to do fundraising as soon as possible once getting approval from Borough Council and the Troop Committee. He plans to have the work done in June or July.
- Ms. Vroman made a motion to approve the project. Mr. Williard seconded. The motion passed with all in favor.

**PUBLIC SAFETY**

- Mayor Simpson shared that there were 614 police calls handled in January. There was a training in January that Chief Margeson, Lieutenant Kidman and Sargent O'Hare attended to become trainers on "Fair and Impartial Policing." Police officers are in the process of or have already received their first round of the COVID vaccine.
- Mayor Simpson shared that the fire department ran 31 calls in January and spent 54 hours on those calls. They are also in the process of getting the COVID vaccine.
- He shared that the fire department will hold four Chicken BBQ's this year - May, June, August and September.

- They are working on annual recertification in CPR and Basic First Aid, as well as Hazmat Awareness Training.
- Ms. Vroman made a motion to approve Ordinance 2021-01, establishing park hours for certain unlit parks in the Borough. Ms. Packer seconded. The motion passed with all in favor.
- The Public Safety Committee will be meeting every other month. The next meeting is March 25<sup>th</sup> at 4:30 p.m.

#### **BOROUGH MANAGER'S REPORT**

- Mr. Lynch shared that the highlights in his report will include some things in finance, the zoning review, some personnel stuff and Mr. Hess will review a sanitary product change directive that includes a current sanitary restoration between 21<sup>st</sup> and 24<sup>th</sup> Streets.

#### **FINANCE**

- Mr. Williard made a motion for payment of checks for December 2020 in the amount of \$1,868,822.03. Mr. Guerin seconded. Ms. Bentz asked if the check that was issued to the Borough of \$342,986.75 from the Sewer Fund was a refund. Mr. Lynch will review with Mr. Madden. Mr. Williard amended the motion, awaiting Mr. Lynch's response on the Camp Hill Borough General Fund payment of \$342,986.75. Mr. Guerin seconded the amended motion. The motion passed with all in favor.
- Mr. Williard made a motion to ratify and approve the Stormwater Management Agreement and the Stormwater Lease Agreement with Camp Hill Borough Municipal Authority. Ms. Bentz seconded. The Stormwater Authority approved the Management Agreement and the Lease Agreements in September of 2020 and now they just need to be ratified. The motion passed with all in favor.
- Mr. Williard made a motion to approve the Debt Ordinance for Note Borrowing Series 2021 A and B, which is for Stormwater projects and the Streetscape project. Ms. Bentz seconded.
  - Mr. Lynch sent out a bank loan RFP to 35 banks.
  - Streetscape Project amount of \$1,024,000 received 22 bids from 10 banks. BB&T was the winning bid with a fixed rate of 1.82% for the year of term, which is 12 years. It is pre-payable at any time if the whole amount is paid. They are allowing a one-time prepayment of up to \$100,000. This will be tied in with current debt, so all of the debt would be paid off in about 12 years.
  - Stormwater Projects amount of \$1,729,000 received 18 bids from 10 banks. BB&T gave a 1.67% fixed for 10 years. Same prepayment options. This would be paid off in 2031. The Borough is borrowing the money but it will be paid off by Stormwater revenues.
  - Mr. Cox with Eckert Seamans attended as the Bond Council for this transaction. He stated that the Ordinance was advertised as required in the Local Government Unit Debt Act in the Sentinel on the 5<sup>th</sup>. These must be advertised at least three days in advance of enactment. A second notice will be done after enactment within 15 days. The Ordinance 2021-02 authorizes the issuance of two general obligation notes of the Borough in the amounts of \$1,024,000 and \$1,729,000. They will be filing papers with the Community of Economic Development so the series Borough note does not count against the Borough's borrowing capacities.
  - Ms. Bentz asked if the Stormwater loan is specific to projects that are already planned. Mr. Williard answered that it is, but it is written that it can be flexible if an emergency comes up.
  - A roll call vote was taken in which all seven Council Members voted in favor of the Debt Ordinance.
- Mr. Lynch shared that there are a couple of things that Pennsylvania Municipal Retirement System is requesting of the Borough, which include restating the plan for police and non-uniform employees of the Borough; reconciling any changes, especially with the Police Contract; and waiving employer contributions to the plan as allowed, if the plans are fully funded. They are all timely and require Ordinances as minor changes to the pension plans. Mr. Lynch has sent the information to Mike Miller who will work with PMRS and the new manager to put together Ordinances that will be prepared for consideration. Mr. Williard made a motion to advertise the Ordinance to be in compliance of PMRS. Mr. Guerin seconded. The motion passed with all in favor.
- Mr. Williard shared that the Finance Committee met last month and had a conversation with TurnKey Revenue, a company that uses software to find people who are not paying EIT tax to the right municipality. The Committee will consult with Mr. Miller to determine how useful the service would be. That will come back to Council at a future date.

## **PUBLIC WORKS**

- Mr. Hess shared that when they cleaned and televised the lines on the 2020 Sewer Improvements Project, they found a line east of 25<sup>th</sup> Street, parallel to the bypass that has a condition called tuberculation, which is a biochemical process on the inside of the pipe that causes it to constrict. It is not part of the contractor's responsibility to repair it but it is repairable. The price is \$675 per hour and they anticipate about a day to repair. Ms. Bentz made a motion for approval to request a sanitary sewer change that would approve work on the pipe east of 25<sup>th</sup> Street (manhole 253-261). Ms. Vroman seconded. The motion passed with all in favor.
- Mr. Hess gave an update on the 34th and Walnut Street Sewer Repair. They looked at CCTV for that area, which requires a dig and replace. Got a quote from Rogele of about \$160,000, but it will go through a public bidding process. He will take this to the Public Works Committee to see timing and how that can be fixed.
- Mr. Hess reviewed the Siebert Park Trail project. He shared that they have been in conversation with the Stormwater Authority to repair and stabilize the stream to finish out the Chesapeake Bay requirements and put in the kayak launch. The kayak launch was half funded with the Fish and Boat Grant. They found a grant program from DCNR to possibly go towards funding the second half of the kayak launch and improving the trail to be 8' wide, paved, have reduced slopes to be ADA, and add ADA parking. The cost estimate would be \$220,000 and the grant caps at \$250,000. The Stormwater Authority Stream Restoration Project can be used as match dollars. Ms. Bentz made a motion for approval to advertise for the DCNR grant and to hold a public hearing an hour before the March Council Meeting. Mr. Williard seconded. The motion passed with all in favor.

## **COMMUNITY & BUSINESS RELATIONS**

- Mr. Schultz shared that the Streetscape Project is moving along. The engineers will be getting in front of PennDOT next and the goal is to begin construction in the spring.
- He shared that there will be a Community and Business Relations Meeting tomorrow at 5:30 p.m. The topic is support of the Downtown Camp Hill Association and their contribution.

## **PARKS & RECREATION**

- Ms. Vroman encouraged residents to review upcoming winter events and classes on the website.
- Community Shred Day will be April 17<sup>th</sup> from 8 a.m.–12 p.m. in the Borough parking lot.
- The Bunny Extravaganza will be held on March 20<sup>th</sup> from 10-11 a.m. for ages 3-9. It will be held outside on N. 22<sup>nd</sup> between Walnut and Market and is in conjunction with DCHA's Spring Fling event. A parent must attend with each child. Registration is required and is on the website. It is \$11 per child and will be held rain or shine.
- Camps and pool memberships are on hold. When there are updates, they will be posted on the website.
- Ms. Vroman made a motion to approve the request from Canadensis to stage a BBQ event at the firehouse the morning of April 10, and to allow a temporary sign board at Willow Park in advance of the event. Mr. Williard seconded. The motion passed with all in favor.
- The next Parks and Recreation Committee Meeting is February 23<sup>rd</sup> at 7:00 p.m.

## **PLANNING & ZONING**

- Mr. Guerin continued to wish Mr. Miller a speedy recovery.
- Mr. Guerin gave an update on the Borough Zoning Map and Table of Allowed Uses. The review process was started about a year ago. They have been using Charlie Schmehl as the consultant. With this process they have had about 10 public meetings and have received Solicitor, Resident and Council weigh in. These documents will be sent to the Planning Commissions again next.
  - Ms. Bentz stated that on the Use Table there used to be uses with a "c" after them that meant that the zoning decision was made by Borough Council. The Committee changed many of those to SE, which means it will go through the Zoning Hearing Board for Special Uses. They will be discussing more notice for residents to be more aware of special exceptions that the Zoning Hearing Board may be making.
- Mr. Guerin made a motion to authorize to send the proposed changes of the Map and Table of Allowed Uses to the Camp Hill Borough Planning Commission and the Cumberland County Planning Commission. Mr. Schultz seconded. The motion passed with all in favor.

## PERSONNEL

- Ms. Packer made a motion for continued closure of Borough offices and indoor facilities to visitors, as a precaution against COVID, based on staff's recommendation, until March 11. Ms. Vroman asked who the interim EOC Manager is while Mr. Miller is out; which Mayor Simpson answered he will fill in if the EOC needs to reopen. It was noted that appointments can be made at the Borough to be seen in person. Ms. Vroman seconded the motion. The motion passed with all in favor.
- Ms. Packer made a motion to approve the hiring of Sara Gibson as the new Borough Manager and Right to Know Officer, effective February 16. Ms. Vroman seconded. Ms. Packer stated that she is very appreciative of Mr. Lynch for filling in and for working with Consultant Peter Marshall. She shared that Ms. Gibson was previously the manager at Grapho Township for 11 years and she holds a Masters in Government Administration and a B.A. in International Studies. The motion passed with all in favor.
- Ms. Packer made a motion to approve the promotion of Julie Hill to full-time status as Communications and Community Coordinator, effective March 1, 2021. The PPP Committee propose to combine her current responsibility for communication with responsibilities for business support and promotion of DCHA and to expand the role to include grant writing and human resource support as well. She noted that the DCHA position was already budgeted. Ms. Vroman seconded. The motion passed with all in favor.
- Ms. Packer shared a Public Works Director update. The offer is still extended but the person wanted to meet the new manager first, so Ms. Gibson will reach out to that person.

## BOROUGH/SCHOOL DISTRICT

- Mr. Guerin shared that the school district hired a new superintended. A meeting between the school district and the Borough will be set up sometime in the next month.

## COMMENTS FROM COUNCIL

- Ms. Twiford welcomed Ms. Gibson and stated she will miss the understated leadership from Mr. Lynch.
- Ms. Bentz reiterated Ms. Twiford's comments. She welcomed Ms. Gibson, thanked Mr. Lynch and congratulated Ms. Hill.
- Mr. Guerin reiterated the comments from Ms. Twiford and Ms. Bentz and welcomed Ms. Gibson.
- Ms. Packer reiterated the comments above as well. She stated that she is excited about the new map going to the Commissions and felt that it was a good month of progress.
- Mr. Schultz welcomed Ms. Gibson, welcomed Ms. Hill and thanked Mr. Lynch.
- Ms. Vroman reiterated the comments above. She stated that a lot of work was done in the past year and she's really proud of the group.
- Mr. Williard thanked Mr. Lynch and said he appreciated him keeping the ship afloat. He welcomed Ms. Gibson.
- Mr. Lynch stated that this job can't be done without great teamwork. He stated that Mr. Auxer really stepped up in public works. He stated that everyone on staff stepped up. He thanked Mr. Stinnett, Mr. Hess and Council.
- Ms. Gibson thanked Council for the opportunity and thanked Mr. Lynch for his help. She looks forward to serving the community.

## PUBLIC COMMENT

- **Bruce Bigelow, 20 S. 26th Street** – Mr. Bigelow thanked everyone for their hard work this year, especially Mr. Auxer and Public Works with all of the snow removal. He congratulated Ms. Hill on her promotion. He also mentioned regarding the Eagle Scout Project that if the trail will utilize Walnut Street, there are no sidewalks between 20<sup>th</sup> and 21<sup>st</sup> Streets. Ms. Twiford answered that there is a proposed map that they will look at it and Ms. Logar will follow up with Mr. Latham if needed. She thanked him for bringing to their attention.

## ADJOURNMENT

- Ms. Vroman made a motion to adjourn. Ms. Packer seconded. The meeting adjourned at 8:36 p.m.