

**REGULAR MEETING MINUTES
VIRTUAL COUNCIL MEETING
CAMP HILL BOROUGH
MAY 12, 2021
7:00 PM**

Call to Order

Bonnie Bentz
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. with all in attendance except for Ms. Vroman.
- Ms. Twiford shared that on April 27, 2021 they had an executive session of the Personnel, Policies and Procedure Committee to discuss a personnel issue.

MINUTES

- Ms. Packer made a motion to approve the minutes for the Special Hearing on April 13. Mr. Guerin seconded. *The motion passed with all in favor.*
- Mr. Schultz made a motion to approve the minutes for the Regular Council Meeting on April 14. Ms. Bentz seconded. *The motion passed with all in favor.*

PUBLIC COMMENT

- **Brett Miller, 848 Wynnewood Road** – Ms. Miller made a request that the speed limit by the little park area near Fairview Road be changed to 15 mph. She asked if there were any appeals or requests for changes to the zoning amendments by anyone. Ms. Twiford answered that there were none to her knowledge. Ms. Twiford shared that the speed limit request will go to the Public Safety Committee.
- **Jennifer Hoover, 127 S. 31st Street** – Ms. Hoover stated that she submitted emailed comments prior to the meeting, one of which was whether those pulled over for speeding are resident or non-resident. She asked what else can be done to educate about speeding. She asked about using the count of drivers as opposed to a percentage of registered drivers. She also asked some questions regarding the fund balance policy; such as what examples of unanticipated uses for the reserves would be; what circumstances can the reserve fund balance be used; if there any other requirements of funds to use before using the fund; if they should go to a 2/3 vote to make the funds harder to use; if there is a deadline when the replenishment occurs.

PUBLIC SAFETY

- Mayor Simpson shared that in April the police handled 743 calls. He recognized and congratulated Officer Ryan McClure for receiving the Cumberland County Victim Advocacy Award. He stated that the theme was to seek justice and Mr. McClure exemplified this and is very deserving of this award.
- The Fire Department ran 26 calls in the month of April, and spent 58 hours on the calls. They recently had the annual testing of all fire hoses.

BOROUGH MANAGER'S REPORT

- Ms. Gibson welcomed Ms. Fischbach as the new receptionist and stated that she is a great addition to the staff.
- The second streetscape grant that was applied for was not awarded.
- The Comcast Agreement and Easement Agreement will be voted on later in the meeting.
- She encouraged residents to visit the new excise equipment that was put in by an Eagle Scout along the Goddard Trail.

FINANCE

- Mr. Williard made a motion for payment of checks for April 2021 in the amount of \$494,716.12. Mr. Guerin

seconded. ***The motion passed with all in favor.***

- Mr. Williard made a motion to pass the Fund Balance Policy. Ms. Bentz seconded. Mr. Williard shared that the fund will be there for any emergency and that the policy is to be used as a guide. The fund is there for reasons that are unexpected. Council and staff would deem the spending necessary, but they can't be too restrictive on the vote to use the money. The initial funding is from one year off of paving the roads at \$675,000. A draft audit will be presented soon. The policy range is 12-25% of budget. ***The motion passed with all in favor.***
- Mr. Williard made a motion to pass Resolution #2021-04 to approve the Franchise Agreement with Comcast of Southeast PA, LLC. Ms. Packer seconded. Action that was taken prior to this was to use the attorneys that negotiated the contract. This resolution is to officially accept that contract. ***The motion passed with all in favor.***
- Mr. Williard shared that the first quarterly Budget to Actual Report was in the packet. This is to allow Council to see how finances are prior to the budget discussion.

PUBLIC WORKS

- Ms. Bentz shared that they met with HRG regarding the beginning plans for the pump station that is near the pool. They found some asbestos and lead in the existing building. If they kept the existing building they would need to put in 2 grinders at \$50,000, versus one grinder. Because of that new info there is a difference of only \$100,000 in cost to design a new building, not counting any unforeseen issues that may be found in the existing building. They will start the design process for a new building instead of trying to retrofit the old one.
- Mr. Hess shared that they have completed the survey work for the Siebert Park Trail Project and that Mr. Stinnett has drawn up an easement agreement. The Sutliffs have preliminarily agreed to the easement agreement. As soon as it is signed it will be provided to DCNR.
- Ms. Bentz made a motion for Application for Payment No. 2 (final payment) for TR Stoner General Contractor and closure of the Challenger Baseball construction contract \$17,399.38. The contractor has completed the work and paperwork is in order. Mr. Guerin seconded. ***The motion passed with all in favor.*** They will be invoicing Little League for their portion.

COMMUNITY & BUSINESS RELATIONS

- Mr. Schultz shared that businesses are more fully open again. The Summer Soiree is June 5.
- Mr. Schultz shared that they had talked about scope and cost of the Streetscape Project this past December. Since then staff has been working with the engineers on the details. The major changes that have occurred include the need and cost for curbing that had not been included before, as well as with working with PPL with there is a need for two different sized poles on opposite sides of the street. Property owners are expected to pay for sidewalk and curbing. Still working out how to deal with exceptions. The Borough would incur the cost upfront for sidewalks and curbs and then bill the property owners. The next step is for the plan to go to PennDOT. The costs discussed are estimates. The real numbers will be presented when the work is bid.
- Mr. Schultz shared that staff looked at various website vendors. The proposed vendor is less expensive than current, more user friendly, looks good, and is easier to update and maintain, as well as provide better communication to Borough residents. Ms. Hill shared that it would take around 17 weeks to get this up. Staff is ready to start the process. Mr. Schultz made a motion to move forward in engaging this company to update the website. Mr. Guerin seconded. Ms. Bentz asked about if email is included in this proposal, which Ms. Hill answered the email would stay with the current company. Everyone except for Ms. Bentz voted in favor. Ms. Twiford shared with Ms. Bentz that 3rd Element has always done the email separately, so it is not an increased cost. Ms. Bentz changed her vote, ***so all voted in favor.***

PARKS & RECREATION

- Camp registration is open online. There are summer job openings available. Applications are online.
- Pool memberships are available online. Please do not create a new account if you already have an existing one.
- The pool opens officially on Saturday, May 29th.
- The Memorial Day Service is May 31st at 9:30 a.m. There will be no parade this year, but hope to have it next year. Residents are welcome to bring their own chairs and are encouraged to social distance.
- Ms. Packer made a motion to approve the easement agreement with Gregory L. and Susan Gordon Sutliff at 700 Creek Road for Siebert Park trail conditional upon their signing of the easement. Mr. Guerin seconded. This is about 1600 sq. ft. of the trail that has been on their property, they just need to make it official with

the easement to go forward with the grant. ***The motion passed with all in favor.***

PLANNING & ZONING

- Mr. Guerin made a motion to approve agreements for Camp Hill School District Hoover School project Easement Agreement for Sanitary Sewer and Stormwater Facilities, Access Easement and Maintenance Agreement, Operation and Maintenance (O&M) Agreement, and Stormwater Management BMPs. Mr. Williard seconded. Ms. Twiford shared that they found a few discrepancies in the drawings so decided to table this until all of the information is correct. Mr. Guerin moved to table the motion. ***The motion passed with all in favor to table the motion.***
- Mr. Miller shared his report.
 - The Wind storm that came through a few weeks ago caused damage to a few homes and a vehicle. He is working with the Shade Tree Commission and Ms. Hill on the website to prune back shade trees. Public services worked well together and handled things well.
 - Fox and coyote issue – The issue has been around Lincoln Street, Dartmouth Street, etc. The state game commission has been contacted and they have been educating home owners on how to avoid these issues.
 - The cell phone tower at the quarto development – Mr. Miller has been working with Telecom to complete 5G service. The antennas will be smaller than what is there now and will also be safer. That work will start soon.
- Mr. Guerin shared that the last thing the Zoning Ad-Hoc Committee is working on is the overlay district and demolition. Might be finished after one more meeting.
- Climate Action Plan report – met with a state representative at the last meeting. Contact Ms. Gibson if anyone wants to join the committee.

PERSONNEL

- Ms. Packer shared that the Finance Director, Ray Madden, is retiring effective May 28. She thanked him for his service. They will be advertising the position soon.
- Staff recommends opening all Borough owned facilities effective June 1. There will be some higher levels of cleaning and some cleaning fees. There will be no rentals for pool parties this year. Mr. Miller stated that they are well prepared. Ms. Packer made a motion to approve the staff recommendation to open the facilities as of June 1st, with some minor modifications to policy, with the exception that the pool will not be available to for rentals. Mr. Williard seconded. Ms. Logar stated that the snack shack will be open with prepackaged food. Porta potties will be removed from the parks and residents may rent the cabin and Prosser Hall. ***The motion passed with all in favor.***
- In Person/ Zoom Meetings – Mr. Stinnett shared that meetings are allowed to be held virtual as long as the emergency order is in place. Mr. Miller stated that they will need to make sure have cleaning procedures down and to make sure they have social distancing measures in place. They discussed offering a streaming option. Committees are able to meet in person now if they would like. Ms. Logar asked committee chairs to check with her before booking Prosser Hall since classes are being held there now. Ms. Gibson and Ms. Hill will work on testing the camera and audio for the possibility of offering virtual options at the live meetings. Council will discuss making Council Meetings live during the June meeting.

COMMENTS FROM COUNCIL

- Mr. Guerin welcomed Mr. Lanman aboard. He echoed what Mr. Miller said about how well Public Works did with the wind storm.

PUBLIC COMMENT

- **Jennifer Hoover, 127 S. 31st Street** – Ms. Hoover thanked Council for answering her questions. She also thanked Council for delaying the decision on the in person/ Zoom meetings.

ADJOURNMENT

- Mr. Williard a made a motion to adjourn. The meeting adjourned at 8:22 p.m.