

BOROUGH OF MECHANICSBURG BOROUGH TOWN HALL MEETING
36 West Allen Street - Mechanicsburg, PA 17055-6257
November 1, 2016 – 7:00 PM

TOWN HALL MEETING

7 PM

The Town Hall meeting was called to order at 7 PM by President Whitcomb. The Town Hall meeting was proceeded by a Meet and Greet social hour where residents could come in and meet and talk with the new Chief of Police, Borough Manager and Council members. Light refreshments were provided.

President Whitcomb invited members from the American Legion Post 109 of Mechanicsburg who were present to come forward. Rich Adams, Post Commander, presented Borough Council with a \$15,000 check to cover the cost of obtaining and training a K-9 Unit for the Mechanicsburg Police Department. Mr. Adams stated that the American Legion accepts requests from non-profit organizations in the community. Mr. Adams stated that the American Legion had previously given \$10,000 to the Borough to repair vandalism at Soldiers and Sailors Memorial Park. This year Mr. Adams credits Mike Stewart with bringing the idea of funding a Police dog to the American Legion for consideration. Mr. Adams stated that the Legion wants to support the men and women in blue who are facing attacks in the media nationwide. Mr. Adams stated that the Legion hopes the addition of this Police dog will help with the efforts to reduce drug overdoses in the community. President Whitcomb, all of Borough Council and Police Chief Myers thanked the American Legion for their generous donation. A picture was taken of the Board members in attendance (Rich Adams, Earl Bowers, Mike Stewart, Jon Hosfeld, Mike Gagon, Harley Estep and Elizabeth Bentzel) with Chief Myers and President Whitcomb.

After the presentation, President Whitcomb invited Civic Organizations to make presentations in support of their civic allocation requests.

Jeanne Troy of New Hope Ministries was present to address Borough Council. Ms. Troy thanked Borough Council for their support in the past. Ms. Troy reviewed the services that New Hope provides for Mechanicsburg Borough and the surrounding communities with Borough Council. Ms. Troy advised that 7,500 individuals from 3,375 families were served in the year ending June 30, 2016. Ms. Troy stated that over the last year, New Hope has seen double digit increases in the number of families using their food bank each quarter. Ms. Troy stated that New Hope is a food pantry, but from there they work with clients to find other needed resources. Ms. Troy reviewed the educational programs that New Hope offers to assist clients in their quest for a better job. New Hope offers assistance with household financial management, GED education, interview and resume writing experience, Certified Nursing Assistant classes, CDL driving classes and forklift training. Ms. Troy stated that New Hope offers job fairs, which is open to the community, to help promote employment opportunities. Ms. Troy asked if there were any questions for her and there were none.

Rebecca Yearick, Cumberland County Redevelopment Authority, reviewed the accomplishments and advancements in our downtown during the last year through the Commercial Loan Program and the About Face Program. Ms. Yearick provided a written report to Borough Council which is attached to these minutes. Ms. Yearick reviewed the renovations at Amos Went West and also at Taylored for You Bridal Shop. Ms. Yearick updated Council on the progress at the condemned property located at 203 East Main Street. Ms. Yearick informed Borough Council that the Downtown Mechanicsburg Partnership expanded the About Face Grant Program in 2016 to include personal and professional services and non-profit organizations. Ms. Yearick reviewed all the new businesses that have come to Mechanicsburg this year.

Dave Galloway, President of Downtown Mechanicsburg Partnership, addressed Borough Council regarding the Partnership's goals. Mr. Galloway stated that Rebecca Yearick chairs the Economic Restructuring Committee of the Partnership which includes funding the About Face Grant Program, noting that the program was expanded to include non-retail this year. The Partnership's Promotions Committee increased the number of events and attendance at events this year to help attract customers to the Borough's retail establishments. This year, the Downtown Partnership decided to look at the streetscape in the downtown. The Partnership is asking for an additional allocation of \$12,500 in 2017 to offset the cost of a Streetscape Design Plan. The Partnership plans to hire a firm to complete the plan. The estimated cost for a design plan is 25 to 30 thousand dollars. The additional funds would be earmarked for this project and would be returned if not expended. Mr. Galloway reported that this year's tribute dinner was a great success with a sellout crowd. Mr. Galloway thanked Council members for their support and attendance. Mr. Galloway thanked Borough Council for their past support and offered to answer any questions that Borough Council had and there were none.

Following the Civic Allocation presentations, President Whitcomb turned the floor over to Manager Ciecierski who made a presentation on the proposed 2017 budget. A copy is attached to the meeting minutes. Manager Ciecierski thanked everyone for coming out this evening. Manager Ciecierski stated that staff worked hard to provide Borough Council with a balanced General Fund budget with no tax increase and without the use of reserves funds.

After the presentation, the floor was opened for questions from the public and Council.

Glenda Blair, 229 West Locust Street, asked if there was money allocated in the budget for a vehicle for the K-9 Unit. Manager Ciecierski stated that the Police budget does address transportation for the Police Dog. Chief Myers stated that the Police K-9 Unit will use an existing vehicle noting that there will not be a new vehicle purchased. Chief Myers stated that in 2017, she is proposing to reduce the size of the fleet by one vehicle.

With no additional questions, at 7:39 PM, President Whitcomb thanked everyone for attending and adjourned the Town Hall meeting.

BOROUGH OF MECHANICSBURG BOROUGH COUNCIL MEETING
36 West Allen Street - Mechanicsburg, PA 17055-6257
November 1, 2016

CALL T O ORDER

President Whitcomb called the regular Council Meeting to order at 7:45 PM.

PLEDGE OF ALLEGIANCE

President Whitcomb led the Pledge of Allegiance to the Flag.

ROLL CALL

Present were President Whitcomb, Vice President Winchell, Councilmen Anthony, Miller, Pellman, Stoner and Weber, Jr. Councilperson Hockensmith, Mayor Ritter, Solicitor Coyne, Engineer Rogalski, Chief Myers, Chief Seagrist, Manager Ciecierski and Assistant Manager Boyer. Public as per list attached.

GUESTS

President Whitcomb recognized Mackenzie Hockensmith for acceptance and scholarship to Widener Law School's Undergraduate Program.

CITIZENS COMMENTS/REQUEST

None.

CORRESPONDENCE

Manager Ciecierski noted that Borough Council received an invitation to the Mechanicsburg Area Foundation Luncheon on November 17th. A copy was provided in their packets.

APPROVAL OF MINUTES

Councilman Anthony made a motion to approve the minutes of the October 18, 2016 regular Council meeting, as presented. Councilman Pellman seconded the motion. The motion passed with all in favor.

ADDITIONS TO THE AGENDA

Chief Myers added the consideration of the Special Event Application of the First United Methodist Church for their annual Sleep Out for the Homeless on November 23rd and 24th, with a rain date of November 25th and November 26th. Councilman Anthony made a motion to approve the addition of this item to the agenda. Councilman Pellman seconded the motion, which passed with all in favor.

APPROVAL OF THE AGENDA

Vice President Winchell made a motion to approve the agenda, with the addition requested. Councilman Anthony seconded the motion, which passed with all in favor.

AGENDA ITEMS:

Discussion and Possible Action on Resolution 15-2016 in Honor of the Mechanicsburg Area Foundation's 30th Anniversary.

Councilman Pellman made a motion to approve Resolution 15-2016 in honor of the Mechanicsburg Area Foundation's 30th Anniversary. Councilman Anthony seconded the motion, which passed with all voting in favor.

Discussion and Possible Action to Make a Conditional Offer of Employment to Stephen J. Ruff for a Patrol Officer Position Pending the Passing of a Physical Exam, a Psychological Exam and a Polygraph.

Councilman Pellman made a motion to extend a conditional offer of employment as a patrol officer with the Mechanicsburg Police Department to Stephen Ruff pending the passing of a physical exam, a psychological exam and a polygraph. Councilman Weber seconded the motion and the floor was opened for discussion. Vice President Winchell asked Manager Ciecierski if this position was included in the budget. Manager Ciecierski indicated that it was included. Councilman Anthony asked if this is a replacement officer. Manager Ciecierski stated he is a replacement for Officer McMillian, who left in June. Councilman Anthony asked how many officers would be on staff with this addition. Chief Myers indicated this would make 14 officers, including the Chief of Police. Vice President Winchell asked if she knew if Mr. Ruff was still available. Chief Myers indicated that as of two days ago, he was still open to an offer. After discussion, the motion passed with all in favor.

Discussion and Possible Action to Approve the Wrench Drop for December 31, 2016 from 9 PM to 12:30 AM Pending Approval of the Use of the Borough's Piece of Fire Equipment to Lower the Wrench.

Vice President Winchell made a motion to approve the Special Event Permit for the Wrench Drop on December 31, 2016. Councilman Anthony seconded the motion and the floor was opened for discussion. Ron Trace, Washington Fire Company, indicated that there is an error and the piece of equipment proposed to be used belongs to Washington Fire Company. Vice President Winchell asked if the Washington Fire Company has approved the use of the equipment. Mr. Trace indicated that it was being discussed. After discussion, the motion passed with all in favor.

Discussion and Possible Action to Approve the New Year's Eve Wrench Drop Banner to be Erected over East Main Street from December 1, 2016 through January 4, 2017.

Councilman Weber made a motion to approve the banner request for the Wrench Drop. Councilman Miller seconded the motion, which passed with all in favor.

Discussion and Possible Action to Set Finance Committee Meetings for Discussion of the Proposed 2017 Budget.

Vice President Winchell directed staff to advertise Committee meetings for budget discussions for Friday, November 4th at 6 PM and Tuesday, November 15th at 4 PM. Manager Ciecierski indicated that staff would advertise those meetings.

Discussion and Possible Action on the Special Event Application of the First United Methodist Church for their Annual Sleep Out for the Homeless on November 23rd and 24th, with a Rain Date of November 25th and November 26th.

Councilman Miller made a motion to approve the Special Event Application of the First United Methodist Church for their annual Sleep Out for the Homeless on November 23rd and 24th, with a rain date of November 25th and 26th. Councilman Pellman seconded the motion which passed with all in favor.

CITIZEN COMMENT

Glenda Blair, 229 West Locust Street, advised Borough Council about some issues that may arise at polling places due to changes to the number of parties on the ballot for which voters can vote straight ticket.

Daryl Westby, 406 Alison Avenue, thanked Council for their approval of the Wrench Drop Special Event Application and banner request. Mr. Westby also thanked Washington Fire Company for their support of the Wrench Drop event.

ANY OTHER BUSINESS

Assistant Manager Boyer thanked Leslie Hocker for preparing the refreshments for the event this evening.

Manager Ciecierski reminded everyone that the Recreation Board will be meeting in the second floor conference room due to the Council Chambers being occupied as a polling place.

Vice President Winchell asked Borough staff to have the appropriate personnel at the upcoming budget meetings. Mr. Winchell indicated that the Chief of Police and Highway Superintendent's budget will be reviewed on the 4th and the others will be reviewed on the 15th.

Councilman Anthony congratulated Manager Ciecierski on his first budget, which was nicely done.

Councilman Weber thanked everyone for attending this evening.

ADJOURN

At 7:56 PM, President Whitcomb adjourned the meeting.



Roger Ciecierski,
Borough Secretary

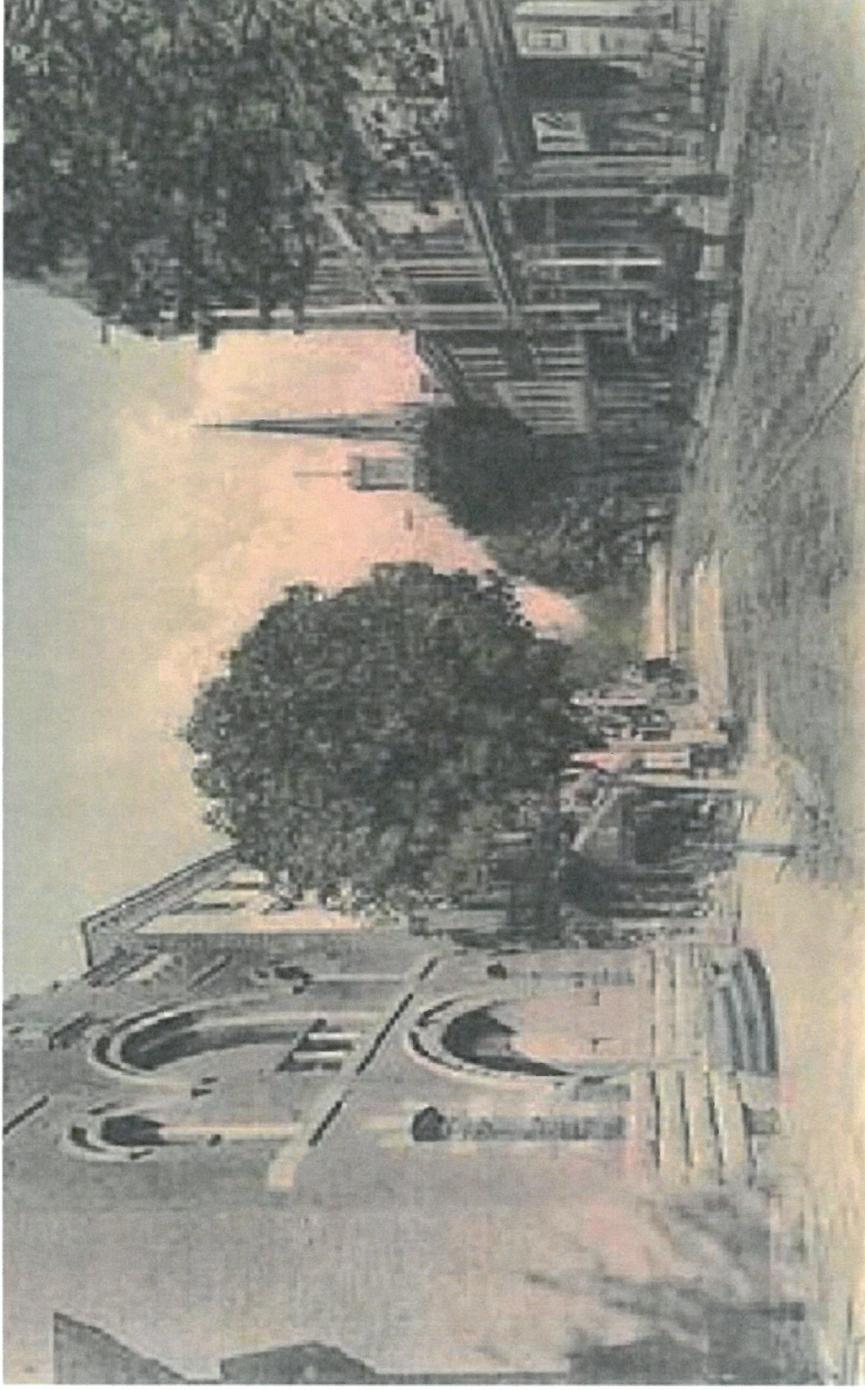
MECHANICSBURG BOROUGH COUNCIL

Town Hall & Borough Council Meeting

November 1, 2016, 7:00 PM

Name	Address
Blaze Ref. for	209 E winding Hill Rd Mechanicsburg
Rebecca Yearich	210 E. Keller St.
Lorrie Weber	500 W. Main St.
Layne Lebo	615 W. Main St.
DAVID HOOVER	26 W SIMPSON
Elizabeth Benzal	Post 109- mech.
Karen Pfeffer	331 W. Main
Jeanne Troy	New Idore Ministries
Jim VAN KIRK	412 DARLA Rd.
Reek Adams	Post 109 Mechanicsburg
David Galloway	54 E. Main St. DMB
Carl Bower	POST 109 MECHANICSBURG
DAN BRADDER	69 W MAINT APT (
Mike Stewart	Post 109 Mechanicsburg
Jon A. HOSFELD	POST 109 MECHANICSBURG
MIKE GAGNON	POST 109 MECH.
Harley Ester	POST 109 MECH.
Ben Pried	29 W. Marble
JACK NEIBERT	411 ALISON AVE MECH.
John W. McDemott	427 W. Simpson St.
GLENDA L. BLAIR	229 West Locust St. Mech-burg
Dick Snyder	338 W. Main
Bruce & Connie Smith	306 Brandy Lane Mech



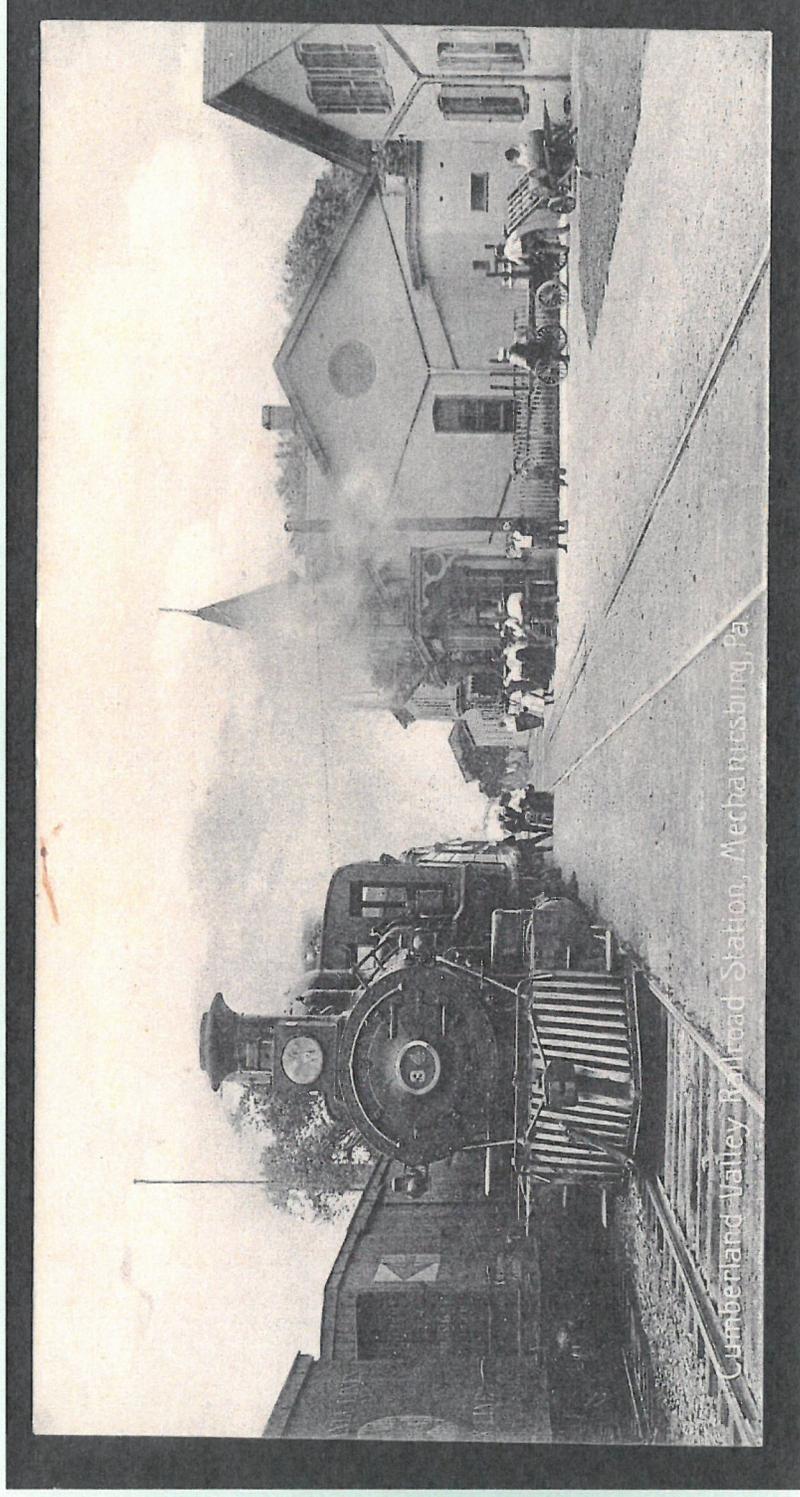


BOROUGH OF MECHANICSBURG

CALENDAR YEAR 2017 BUDGET

DISCUSSION TOPICS

- Budget Breakdowns and Funds
- Borough Expenditures and Revenue



BOROUGH ACCOUNTING FUNDS

Operation Funds

This fund is the daily operating expenses of the Borough...the checking account if you will

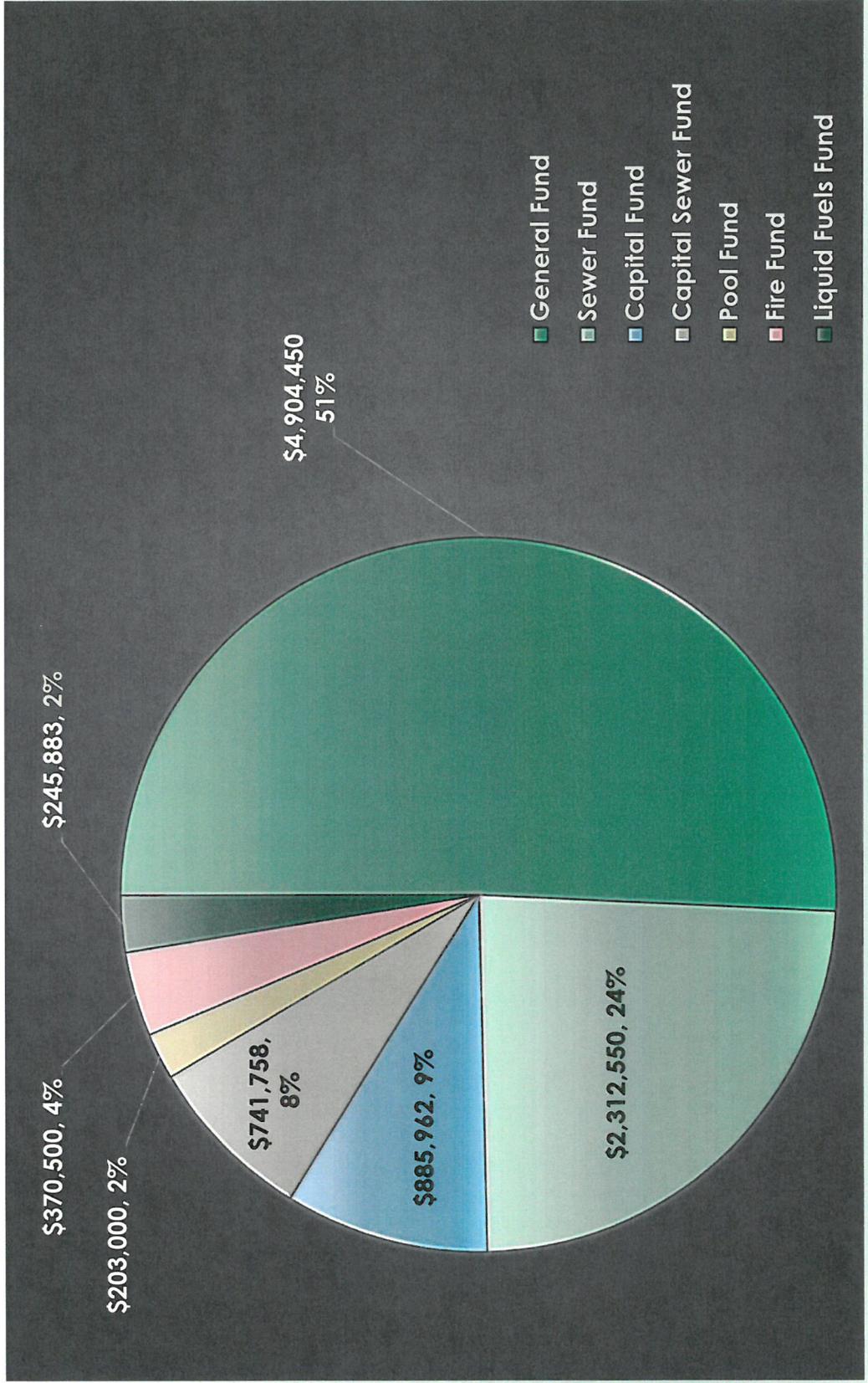
- 00- General Operations Fund
- 03- Liquid Fuels Fund
- 33- Fire Fund
- 04- Pool Fund
- 09- Sewer Operations Fund

Capital Funds

This fund is for large improvement projects and non-depreciating purchases of the Borough...the savings account if you will

- 01- Capital Improvement Fund
- 99- Capital Sewer Improvement Fund

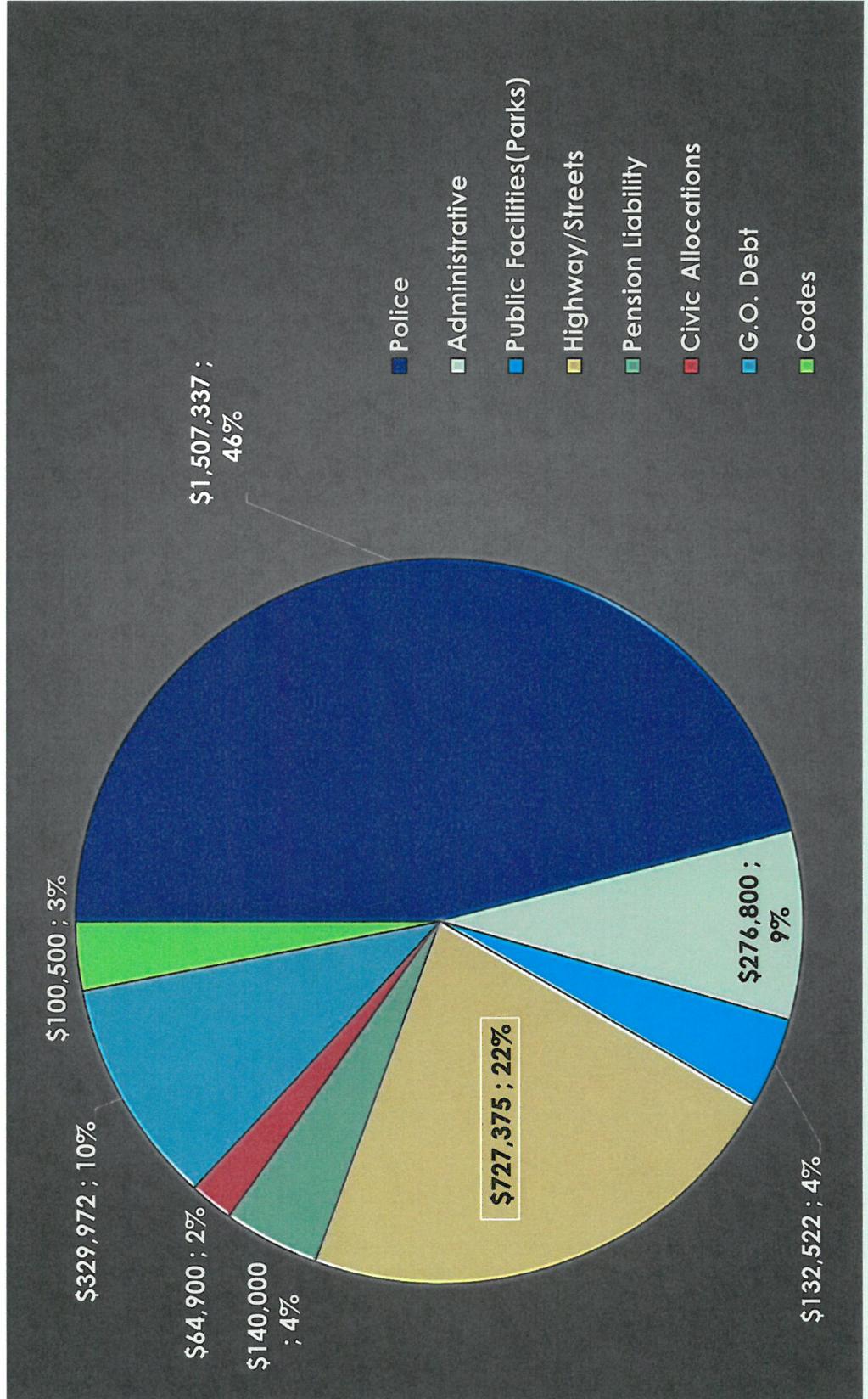
ALLOCATIONS



**GENERAL
FUND
(01)**

- **Police (410.000)**
- **Highway and Parks
Maintenance (430.000,
451.000)**
- **Civic Allocations**
- **General Obligation Debt**
- **Codes**
- **Administrative**
- **Employee and Employer
Benefits**

EXPENDITURES



LIQUID FUELS

This fund, in the 2017 proposed Budget, is dedicated towards the following services:

- Paving
- Snow Removal/Salt

All expenses must be approved and audited by Penn Dot as this funds main revenue source is state aid in the form of a liquid fuels grant based on total miles of roads in the Borough.

In the past this fund was used to pay for the street light and traffic signal repair.

FIRE FUND

This fund was created when the Borough levied the Borough Fire Tax

This funds help cover the cost of:

- Equipment Repairs
- Debt for Fire Apparatus
- Fire Station Maintenance
- Diesel
- Other operating supplies
- Funding source for dedicated capital improvements

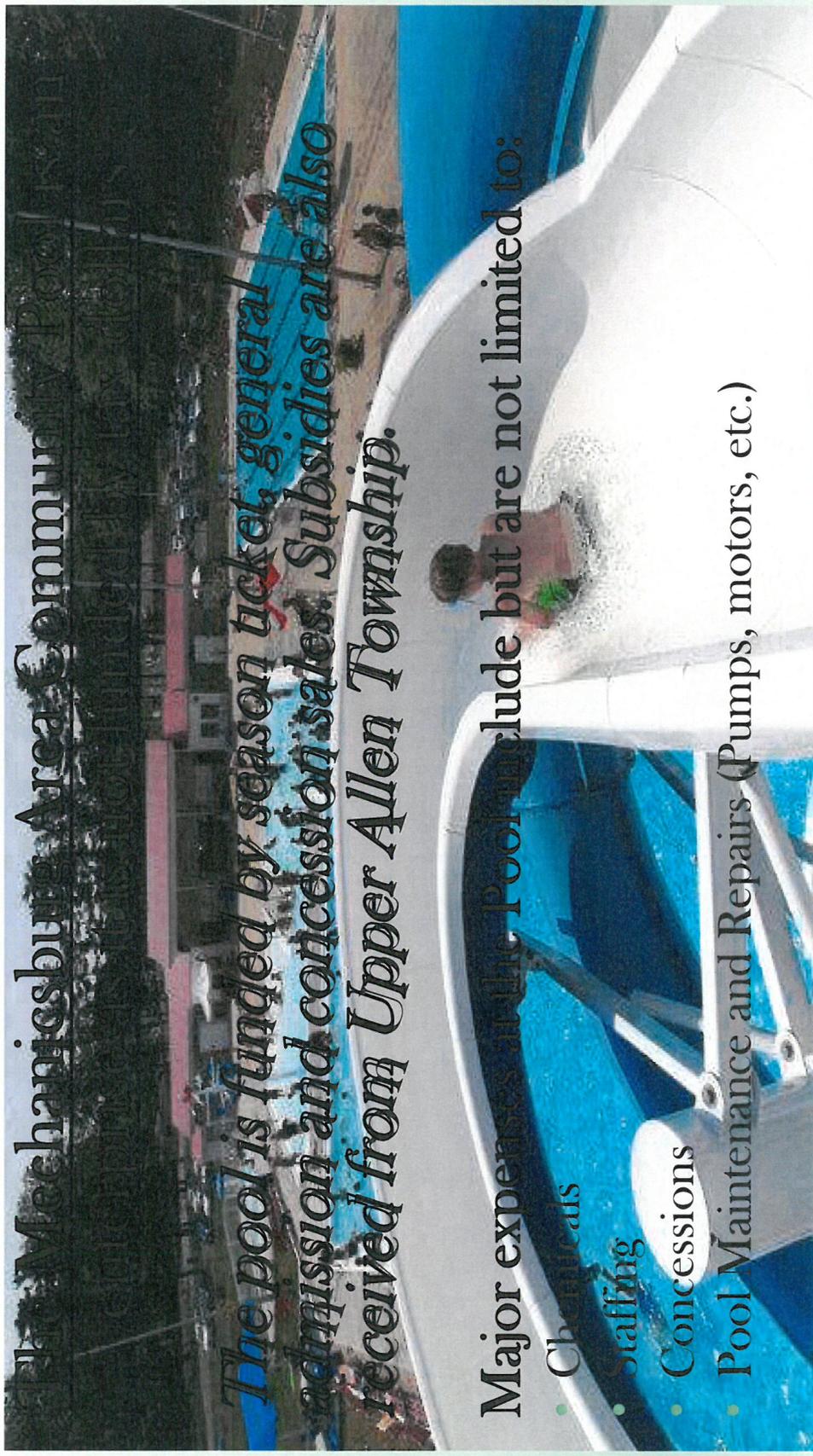
POOL FUND

The Mechanicsburg Area Community Pool is an

The pool is funded by season ticket, general admission and concession sales. Subsidies are also received from Upper Allen Township.

Major expenses at the Pool include but are not limited to:

- Chemicals
- Staffing
- Concessions
- Pool Maintenance and Repairs (Pumps, motors, etc.)



SEWER FUND

The Sewer is the Borough's largest enterprise fund. Revenue is generated through user rates.

This fund is dedicated towards the operations of the Borough's waste water treatment plant.

As was the case in 2016, debt will be the largest expense for the Sewer Fund. This is due to the Chesapeake Bay mandates from EPA and DEP that required the Borough to upgrade the sewer plant in 2010. The cost of the project was \$14,000,000. This was funded through municipal bonds.

CAPITAL FUNDS

The Borough has two capital funds:

1. Capital Improvement Fund
2. Sewer Capital Improvement Fund

These funds were created to help the Borough plan long term for future projects and minimize tax and user rate increases.

These funds are not used to pay for the day to day operations of the Borough.

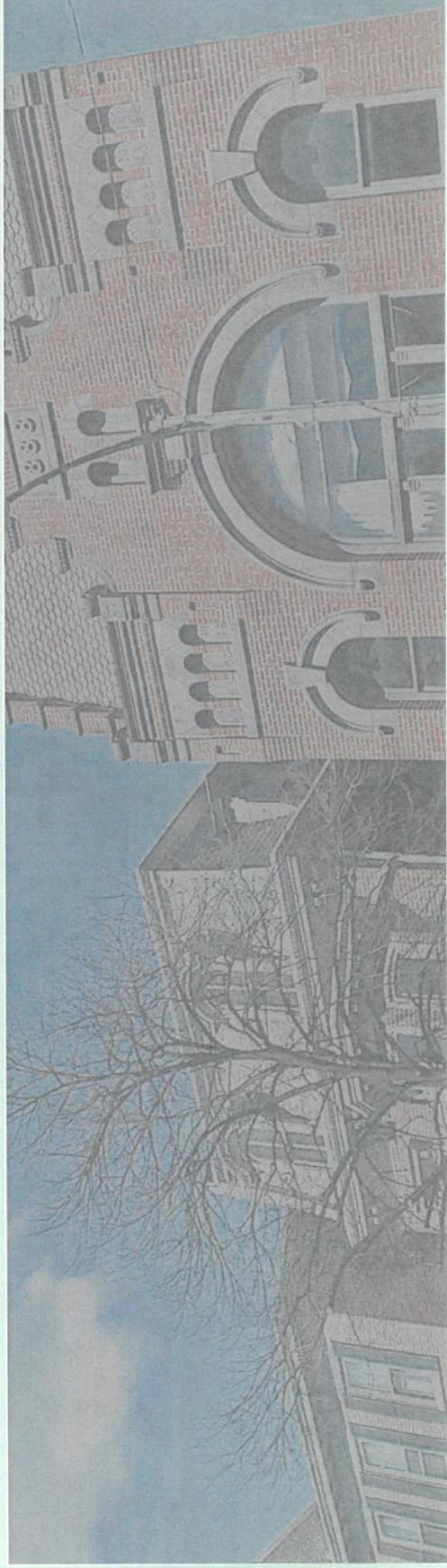
SAMPLE OF CAPITAL PROJECTS

- Grant Matches for Large Projects
- Paving
- Storm Water and MS4 Requirements
- Police Radios
- Sewer Digester Cleanings
- Belt Press Upgrades at the W.W.T.P

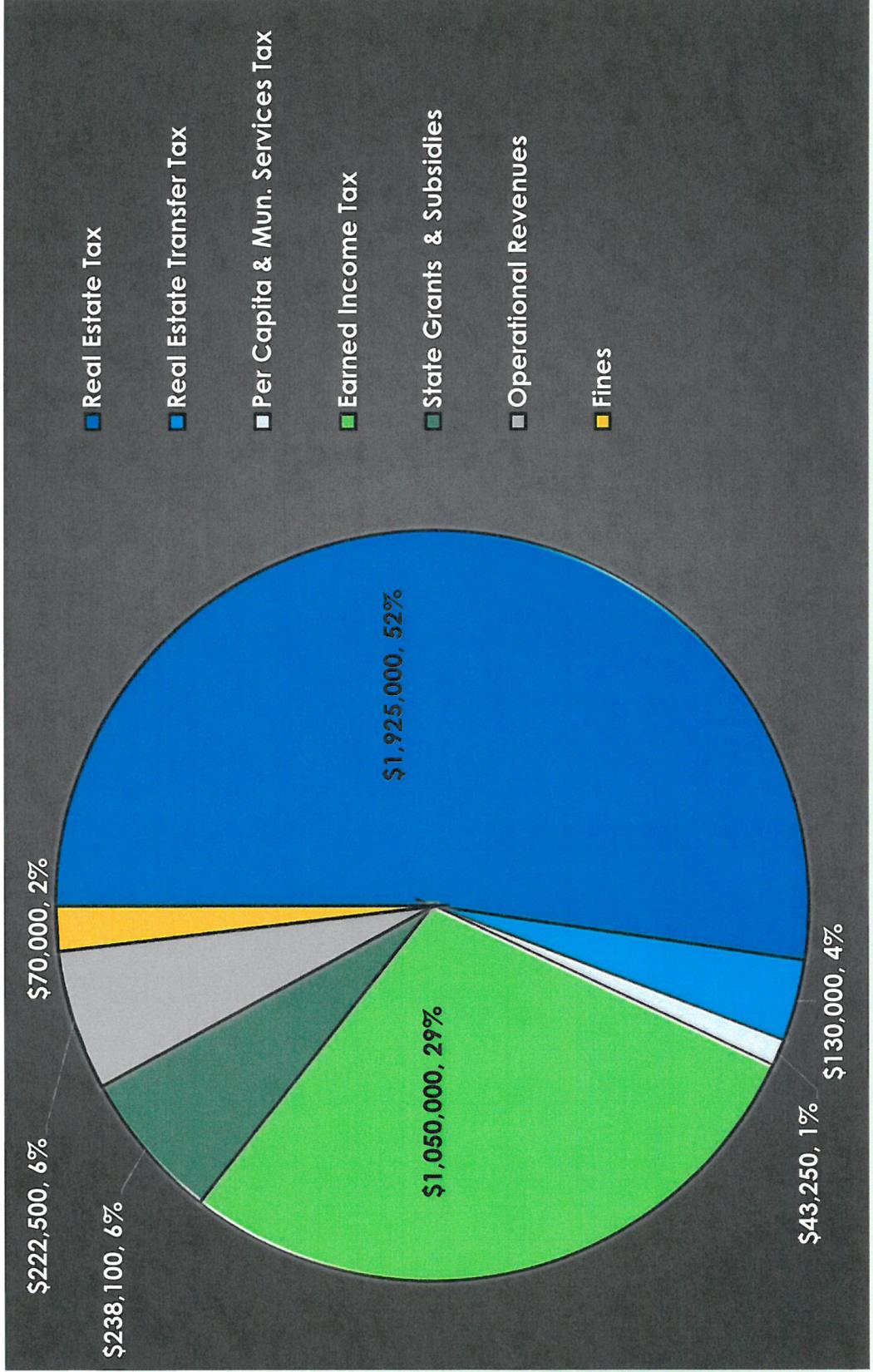


REVENUE

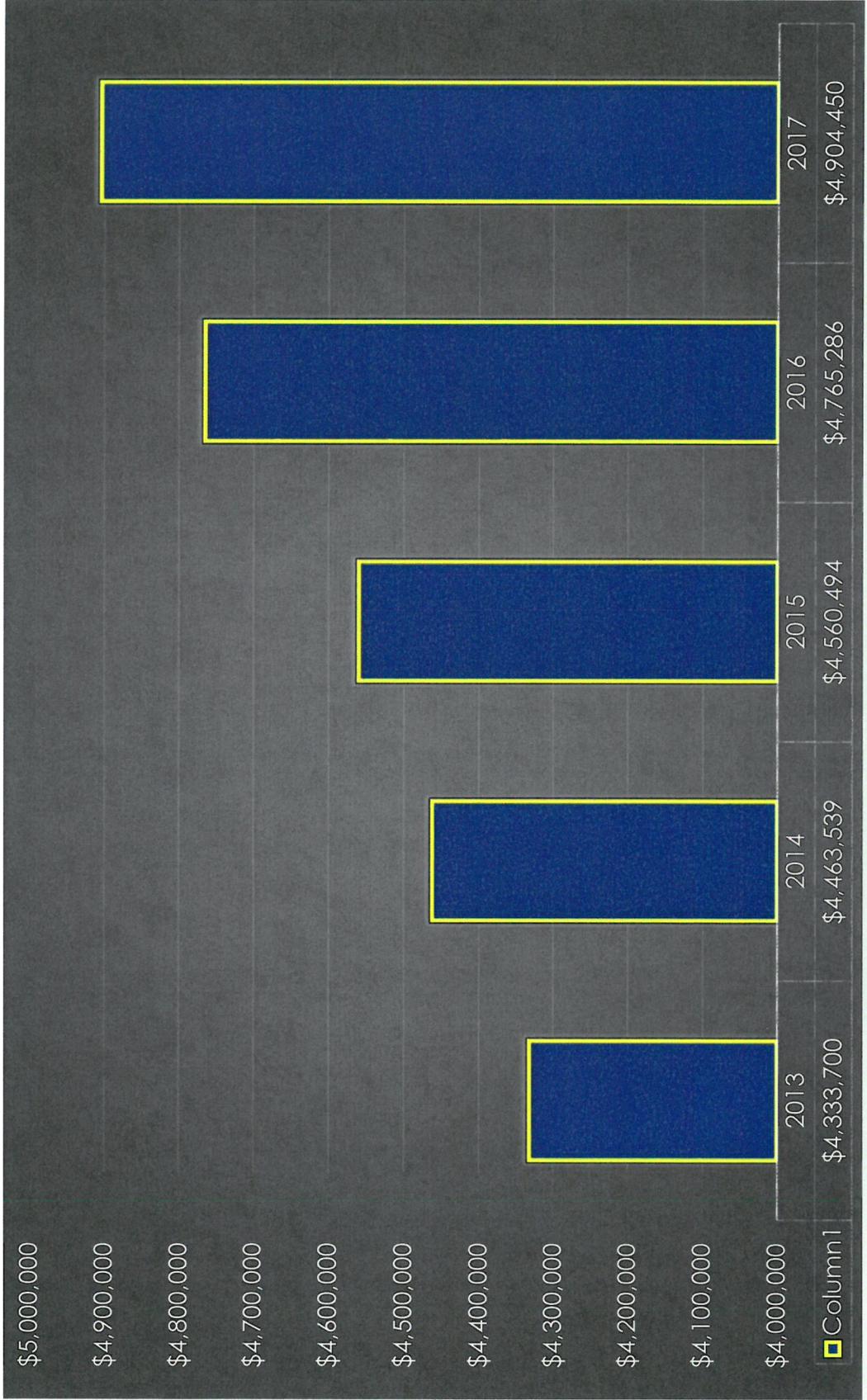
- How does the Borough fund services?
 - Taxes
 - User Rates
 - Fees
 - Fines
 - State Aid/Grants
 - Intermunicipal Agreements

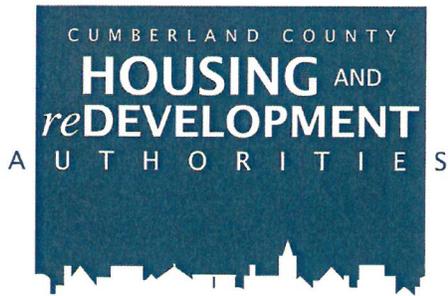


GENERAL FUND REVENUE



REVENUE TRENDS





MECHANICSBURG BOROUGH COUNCIL
COMMUNITY AND ECONOMIC
DEVELOPMENT COMMITTEE
Meeting of November 1, 2016

Rebecca Yearick
Downtown Program Services Manager /
Communications Manager

About Face!

- owner Sandy Huffman hosted a site visit at Amos Went West, 207 E. Main St., related to the already-approved \$2,500 grant for signage, light fixtures, a walkway and other features
- met with Eckels Ice Cream Fountain, 36 E. Main St., owner Deborah McCreary, interested in a grant for exterior painting of the trim and brick masonry repair; she will rewire and replace fluorescent tube interior and pendulum lights over the window display area as well

Business and Property Updates

- the former Napa Auto Parts store at 601 W. Simpson St. is under contract; Battery Warehouse owners Bill and Adrian Cave will relocate the Simpson St. store there; with multiple locations, the business is headquartered in Maryland
- met with Brian Edmonson, Art Depot, regarding a new location to purchase; followed up with information on three downtown locations—two on E. Main and the Eberly Lumber store building; he needs 3,000 SF+ of first-floor space
- 4 W. Allen St. has been leased for a furniture refinishing and repurposing business—Generations; Vickie Enterline and Melissa Lorello are the owners
- Jazzercise leased Tom Kinney's rear unit—formerly Hot Frog Apparel—at 100 W. Main St.
- again working with sisters Abeer Allen and Tania Srouji; they have the Eye Candy family of businesses selling accessories, hosting trunk shows and planning events; they need a very affordable, 600-SF, unit to lease with parking and a loading area
- Amos Went West reopened at 207 E. Main St.; the former condemned property now includes a quality top-shop apartment and first-floor store offering gifts, collectibles, antiques and accessories; project financing was provided by Mechanicsburg Borough
- work continues on Taylored for You, 516 E. Main St.; soon the interior and system improvements to the original building will begin; the shop will remain open throughout
- 13 W. Main St., Greg Sarabok's unit (most recently Black Thorn Gallery), has been leased for a "vintage and antiques" business
- the office unit at 56 E. Main St. has been leased to an undisclosed tenant; the property is owned by Earnie Zimmerman



Amos Went West has reopened in its new location at 207 W. Main St.

Open Banners

- Cumberland Valley Visitors Bureau SNAP grant funding approved, additional "open" banners will be ordered by the Downtown Mechanicsburg Partnership for businesses

Small Business Saturday

- Small Business Saturday is November 26—but shop small every day

Borough Commercial Rehabilitation Loan Program

- \$95,369.33 is available to lend

What are you hearing?...

...and what are you relaying?



better places, better lives

53 W. South St. • Carlisle PA 17013 • ryearick@cchra.com

CUMBERLAND COUNTY REDEVELOPMENT AUTHORITY

T 717-462-7016 F 717-249-4071