

Minutes
Regular Meeting
Hummelstown Borough Council
Thursday, January 20, 2022
7:00 PM

The Thursday, January 20, 2022 Regular Meeting of the Hummelstown Borough Council was called to order by President Foster at 7:00 PM. Devotions were led by Mayor Roeting, followed by the Pledge of Allegiance to the Flag. Members in attendance included; President Brian Foster, Vice President Robert Weber, Dee VanGavree, Chad Lister, Chris Black and Kelly Williamson. Also in attendance were Mayor Dave Roeting, Solicitor Mike Miller, Police Chief, Justin Hess and Manager Theresa Eberly. Borough Council Member Lutz was absent.

Approval of Agenda

Motion by Chad Lister, seconded by Robert Weber to approve the Agenda as submitted. Motion carried unanimously.

Approval of Minutes of Regular Meeting of December 16, 2021

Motion by Robert Weber, seconded by Dee VanGavree to approve the Minutes of the Regular Meeting of December 16, 2021 as submitted. Motion carried unanimously.

Approval of Minutes of Workshop Meeting of January 3, 2022

Motion by Dee VanGavree, seconded by Chris Black to approve the Minutes of the workshop meeting of January 3, 2022 as submitted. Motion carried unanimously.

Citizens Hearings

No one in attendance wished to speak to Council on any matter.

Manager's Report

Manager Eberly reported on the following items:

- The Swatara Twp. Sewer Authority Annual Meeting will be held via Zoom on January 31, at 6:00 PM. She informed Council that if anyone is interested in attending, they should inform her ASAP so she can have the appropriate invites sent.
- Green Light Go Grant – She thanked Deb Hummer for her assistance in preparing the recently submitted grant application. If awarded, the grant would be used to upgrade elements of the square traffic signal such as new two controllers, ADA push buttons, new back plates, LED lights and new “hand man count down walk displays”.
- Manager Eberly thanked the Public Works Crew and Police Department for all their hard work during the recent snowstorm in clearing all streets, alleys, public parking lots and sidewalks of snow.
- She reported that she Steve Wyld recently met with a representative from Penn DOT’s LTAP division to discuss a potential traffic study along S. Hanover St., between Poplar Ave. and Parkside Ave. The LTAP representative was extremely helpful and has already provided the Borough with his detailed traffic study (at no cost to the Borough). Manager Eberly presented Council with the study and stated that it will be discussed at the February Workshop Meeting.

- Meeting with M & H Railroad – Manager Eberly informed Council that she and Chief Hess met with representatives from the railroad, PUC, Penn DOT and PPL today at the Rt. 322 grade crossing. M & H is proposing to replace the 70 year-old cantilever warning lights at this crossing, as one was recently damaged in an accident and the other is deteriorating. The project will cost the railroad approximately \$80,000 for which they are seeking grants and donations. The PUC would like to be notified ASAP if any entity wants to oppose the project. Both Manager Eberly and Chief Hess confirmed a statement by the railroad that this project is not in anticipation of increasing train trips into the Borough. After some discussion, Council agreed not to oppose the proposed project.

Council thanked Theresa for her report.

Zoning/Code Enforcement Report

Steve Wyld presented Council with the January, 2022 report. He stated that the Abandoned Vehicle Program is approaching the end of its voluntary removal period and he is getting some good cooperation from property owners in getting vehicles removed. Steve is currently preparing all aspects of the Borough's portion of the 2021 Annual Waste Load Management Report (Chapter 94) for Swatara Twp. Finally, Steve reported that he was recently called to 2 separate incidents by the Hummelstown Fire Dept. for Code Enforcement related matters. He thanked the Fire Dept. for their tremendous cooperation during these incidents to ensure public safety. Council thanked Steve for his report

Police Report

Chief Hess presented Council with the January Police Report. He then reported that the cameras in Schaffner Park are working well. Once some WiFi boosting equipment is obtained, all remaining cameras will be installed. He thanked the Public Works Crew for their help with this project and feels that the cameras are already helping his department. The Chief explained that the Borough recently received a call regarding a fight at the park. As officers were preparing to respond, analysis of the live cameras indicated no activity where the fight was reported to be. This information allowed the officers to respond at a lower/safer speed and ultimately confirmed that there was no fight at the park. After a brief discussion, Council thanked the Chief for his report.

Mayor's Report

Mayor Roeting reported that he recently met with the owners of 50 S. Water St., where construction of a new commercial building for repair of foreign vehicles is in progress. The Mayor feels this business will be a nice addition to our downtown, offering a service not provided in the area. Mayor Roeting also reported that he was instrumental in having the appropriate weight limit signs placed on the new Fiddler Elbow Rd. bridge, which will have an impact on the types of traffic coming into the Borough from that direction. He also commended the Hummelstown Fire Dept. for a 7-minute response time to a recent structure fire on

S. Hanover St. This quick response assisted in keeping the fire from spreading into multiple other attached apartment units at this location. Finally, Mayor Roeting reported that he has been working with the organizers of the Winter Fling who have been working very hard to pull this event together. He stated that they are still looking for financial backing to assist with the many costs associated with operating this event. Also, due to the spiking number of COVID-19 cases in our area, the indoor portion of the event held at the Nye Elementary School has been cancelled. Council thanked the Mayor for his report.

Financial Report

Motion by Robert Weber, seconded by Chris Black to approve the Financial Report as submitted. Motion carried unanimously.

Tax Collector's Report

Motion by Dee VanGavree, seconded by Chad Lister to approve the Tax Collector's Report as submitted. Motion carried unanimously.

Recreation Board

Kelly Williamson reported that Saturday's indoor events for the Winter Fling have been cancelled due to the Pandemic. Once again, the Board is proposing to assist with an electronics recycling program that will see unused items refurbished and used instead of going into the trash. Kelly informed Council that the Board is developing a project to get volunteers to help clean-up the Suez Water Trail and hopes to get Suez to help or donate in some way. Mayor Roeting offered to reach out to Suez if the Board wishes. Finally, Kelly reported that the Board is developing new rules signs for the many Borough Parks, and that this will be discussed later in the meeting. Manager Eberly then reported that she recently met with Tim Bartholomew, Summer Recreation Program Director. Tim informed Manager Eberly that he can no longer work on the program and no other former staff is available to come back either. There is a strong desire to continue this valuable program and efforts are being made to look for a new director and staff. Council will continue to be updated on this matter. Council thanked Councilwoman Williamson for her report.

Emergency Management Oversight Committee

Dee VanGavree reported that the Committee had a great meeting on 1-18-2022 and thanked Chief Hess and Manager Eberly for attending. The Committee is working on putting information out to the public regarding winter weather preparedness. They are also working with Winter Fling membership in assisting with set-up, public safety, and any other EMA related needs. Finally, the Committee is planning an Accident Site Training event which will take place on a TBD Monday in May. The training will revolve around response to a simulated plane crash and Dee invited all present to participate. Council thanked Councilwoman for her report.

Shade Tree Commission

Manager Eberly informed Council that the Commission is set to meet next Monday, where they will discuss proposed revisions to the Ordinance, including new rules and criteria. She will continue to update Council on this matter.

Communications Committee

Dee VanGavree reported that the Committee recently met on 1-12-22 and 1-18-22 to address Winter Fling planning. The Committee also discussed establishment of guidelines relative to social media content for the Coordinator and Committee Members. They are promoting “Have A Heart for Hummelstown” and working with other committees and organizations to develop a system to assist with pairing volunteers with groups in need. The Committee continues to work on a variety of other promotional opportunities for Hummelstown and invited interested individuals to attend upcoming meetings. Council thanked Dee for her work and report.

Discussion Regarding Recreation Board Matters

- Park Rules Update – Manager Eberly informed Council that it was brought to her attention that there is confusion over the rules in various Borough Parks. She met with the Recreation Board to review current rules and found that they are not consistent. They are developing a set of rules that will be the same at all parks and presented Council with a proposed Park Rules Sign to be installed at all parks. The biggest change will be to eliminate the hours parks will be open and replace them with an open time of “sun-up to sun-down”. Council will see a Resolution before them next month to make the new rules official. Theresa thanked Councilwoman Williamson for her assistance in designing the signs.
- Board Name Change and Logo Update – Borough Manager Eberly reported that the Recreation Board has served in an advisory role to the Borough Manager and Borough Council for years. This year, with the plan to take on park improvements and park development, we can use their help to reach out to the community to identify needs and wants. This outreach will be instrumental in the development of the Parks Master Plan. Additionally, she is seeking Council’s approval to update the Board’s name to “Parks and Recreation Board”. This is common and will be useful in branding and establishing a uniform parks system. Chris Black asked if staff is seeking grants to assist in all aspects of the master plan. Manager Eberly explained that once the master plan is developed, which outlines specific improvements for each park, grants will be applied for based on those specific improvements. President Foster stated that we have two large organizations who use various parks in an extensive manner. He feels that those groups should be contacted and asked to assist in this process in any possible way. Manager Eberly took this under advisement.

Discussion on Borough Employee COVID-19 Policy

Manager Eberly presented Council with the Borough Employee COVID-19 Policy. She explained that this document outlines all procedures employees must follow relative to COVID-19. The Policy was reviewed and approved by the Borough Solicitor and is ready for ratification tonight. After a brief discussion, Council thanked Theresa and Mike for their efforts on this matter.

Discussion on Purchase of 60” Rotary Broom Attachment from John Deere

Manager Eberly explained that during recent meetings with Public Works Supervisor Dave Willard, he expressed a need for the purchase of a broom attachment for the small John Deere tractor. Mr. Willard feels that this piece of equipment will greatly assist with snow removal. She explained that the Borough has 17 sidewalks that need cleared of snow and the broom could be used on 12. She then played a video of the proposed broom clearing snow from a driveway. Chris Black asked if the broom could be used for more applications than just snow removal. Theresa indicated that the broom would be very versatile and could also be used to clean streets following leaf collection, clean public parking lots, sweep the square area, etc. Manager Eberly then reported that the new broom would cost \$3,135, which was not part of the 2022 budget. After a brief discussion on this matter, Council felt the purchase price was fair, compared to continual renting, and had no objections to the request.

Discussion on the Bike Race Event

Chief Hess reported that he and Manager Eberly met with Megan Barto and Loren Barisch, organizers of last year’s event, on 1-18-2022. This year’s event will be held on July 9, 2022. The Chief then presented Council with a flyer showing a new race route for 2022, including a food truck area with a possible local beer vendor and local craft/artisan vendor area. The route would include parts of Hanover St, the Square and Main St., along with streets to the south and west. The Chief stated that road closures would be similar to those seen for the Arts Festival, with some additions, and would require a Penn DOT road closure permit. The anticipated road closure would be from 5 AM until 6 PM. Council then discussed if it would be desirable to have an alcohol vendor at the event and if Borough restaurants could be offered food vendor spaces before bringing in food trucks from outside of town. Chief Hess then stated that the race organizers would be responsible for costs incurred by the Borough for the event. Since planning an event this size takes a lot of time, the Chief asked if Council could approve the race route and event date tonight. Council took this under advisement and stated that they would like the motion to be conditioned on the following: 1. Giving local restaurants and food trucks first chance at spots in the “food truck area”; 2. Eliminating alcohol/beer trucks; 3. Organizers contacting LDSD to seek permission for residents and racers to park vehicles in parking lots at the Nye School and LDHS.

Discussion on the RTP Reimbursement Agreement, Resolution R-1-2022, Exhibits O & S

Manager Eberly reported that the Quarry Rd. Sidewalk Project is moving forward and that HRG was selected as the design engineer for the project. She and Solicitor Miller are working with Penn DOT to finalize payment paperwork allowing the Borough to electronically file all required payment documents throughout the project. Additionally, Manager Eberly is seeking Council's approval of Resolution 2022-R-1 which provides authority to the Borough Manager to sign the Payment Agreement. This is simply a Penn DOT requirement for these types of projects.

Discussion of Dauphin County's Tax Claim Bureau request to extend interest-free grace period for payment on unpaid 2021 County Real Property Tax

Solicitor Miller explained the program to Council, stating it would provide County taxpayers with a 30-day grace period to pay their Real Estate Taxes before having them turned over for collections. Mr. Miller recommended that Council opt into the program, as it could see better payment results and it's a very "resident-friendly" program. Council thanked the Solicitor for his report.

Approval of Updated Park Rules

Motion by Chad Lister, seconded by Robert Weber to approve the Updated Park Rules as submitted. Motion carried unanimously.

Approval of Recreation Board Name Change and New Logo

Motion by Robert Weber, seconded by Dee VanGavree to approve the Recreation Board name change to "Parks and Recreation Board", and to approve the new Logo as submitted. Motion carried unanimously.

Ratification of Offer of Employment to Jeremiah Thomas, Effective January 16, 2022

Motion by Dee VanGavree, seconded by Chad Lister to ratify the Offer of Employment for the Public Works Maintenance Worker position to Jeremiah Thomas, effective January 16, 2022. Motion carried unanimously.

Ratification of COVID-19 Policy

Motion by Chis Black, seconded by Dee VanGavree to ratify the COVID-19 Policy as of January 10, 2022. Motion carried unanimously.

Approval of Purchasing a 60" Broom Attachment for the John Deere Tractor

Motion by Kelly Williamson, seconded by Robert Weber to approve the purchase of a 60" rotary broom attachment from John Deere at a cost not to exceed \$3,135.75. Motion carried unanimously.

Approval of Bike Race Route and Event Date of July 9, 2022

Motion by Chad Lister, seconded by Robert Weber to approve the Bike Race route as presented and setting the event date as July 9, 2022, with the following conditions: 1. Giving local restaurants and food trucks first chance at spots in the “food truck area”; 2. Eliminating alcohol/beer trucks; 3. Organizers contacting LDSA to seek permission for residents and racers to park vehicles in parking lots at the Nye School and LDHS.

Motion carried unanimously.

Approval of Resolution R-1-2022 and Exhibits O & S Relative to an Agreement Between the Borough and Penn DOT for the Quarry Rd. Sidewalk Project

Motion by Robert Weber, seconded by Dee VanGavree to approve Resolution R-1-2022 and corresponding Exhibits O & S concerning the reimbursement agreement between the Borough of Hummelstown and the Commonwealth of PA for the RTP Quarry Rd. Project. Motion carried unanimously.

Extension of Grace Period for 2021 Dauphin County Real Estate Taxes

Motion by Dee VanGavree, seconded by Chris Black to approve Dauphin County’s request to extend the grace period of 30 days for unpaid 2021 County Real Property Tax. Motion carried unanimously.

Approval of Bills Payable List dated January 20, 2022

Motion by Kelly Williamson, seconded by Chris Black to approve the Bills Payable List dated January 20, 2022 as submitted. Motion carried unanimously.

Other Business

Chris Black informed Council that he was approached by Megan McNally, who is a candidate for the Leukemia and Lymphoma Society’s Student of the Year. As part of her candidacy, she is operating a fund raiser in memory of her mother, who lost her battle with this disease, to raise money for the Society. She asked if she could place a table at the Winter Fling as part of her fund raiser. Members of the Winter Fling Committee that were present stated that they would take her request to the Committee Board for review.

There being no further business, the meeting adjourned to executive session for personnel matters at 8:15 PM.

The executive session adjourned at 9:10 PM. There being no further business, the meeting adjourned at this time.

Recording Secretary,
Stephen M. Wyld