

MINUTES
 Regular Meeting
 Hummelstown Borough Council
 Thursday, February 8, 2024
 7:00 PM

*THIS MEETING IS BEING RECORDED FOR THE PURPOSE OF MINUTES
 As a courtesy to others in attendance, we ask that you please silence mobile devices and limit
 public comment to no more than five (5) minutes per person.*

1. **Call To Order** – Meeting called to Order at 7:05 pm.
2. **Devotions**
3. **Pledge of Allegiance to the Flag**
4. **Roll Call**

Mayor and Council Members:		
Mayor Dave Roeting X	Christopher Black, President X	Dee VanGavree, Vice-President X
Robert Weber X	Kelly Williamson X	Barbara Miller X
Chris Weaver X		
Also in Attendance:		
Brett Flower Solicitor X	Justin Hess Chief X	David Willard Public Works Director X
Isaac Underhill, HRG X	Laura Miller, Admin X	

5. Announcements/Presentations

Announcement was made by President Black that an Executive Session was held prior to Borough Council meeting to discuss legal matters.

HBSA- Special Permit Request- Opening Day Activities - Jaime Wetzel presented a request for the Special Permit to include a fundraiser for the Hummelstown Baseball Softball Association. This fundraiser would include providing alcohol on opening day. Ms. Wetzel reviewed the partially completed application and requests guidance from Borough Counsel for the completion of the application, as this would be the first time that the HBSA was attempting to hold a fundraiser. After discussion regarding the proposed layout, timeline and goals, the recommendation of the Borough Council was for HBSA to talk to organizations who have receive Special Permit for alcohol to learn more about the benefit to the HBAS. HBSA would need to have a completed application at the March meeting for approval.

Megan Barto and Loren Barisch of the Hummelstown Criterium and Street Fair presented a check in the amount of \$1,000.00 to Steve Kienzle and Steve Weaver of the Hummelstown Chemical Fire Company. Megan stated that they recognize the hard work and sacrifice of volunteer fire departments, not only for events like the Criterium and Street Fair but, every day of the year.

6. Public Comment

Any resident, business owner, and/or taxpayer of the Borough, or any representative of a non-profit organization serving the Borough wishing to address the Council must first be recognized by the President and then must identify him/herself by name and address.

No public comment was made.

7. Consent Agenda

- A. Approval of the Agenda
- B. Approval of the Minutes of the Following Meetings
 - i. Regular Meeting of January 18, 2024
- C. Approval of Bills Payable List dated February 8, 2024
- D. Financial Overview Report as of January 31, 2024

General Fund Checking

Balance		\$1,576,368.78 (without \$400,000 transfer)
Revenue	\$136,398.18	
Expenses	(\$179,764.52)	

Sewer Fund Checking

Balance		\$1,541,208.14
Revenue	\$156,217.97	
Expenses	(\$158,976.38)	

Capital Fund Checking

Balance		\$2,358,369.41
Revenue	\$24,128.40	
Expenses	(\$81,424.70)	

- E. Fire Company Report
- F. Tax Collector's Report
- G. Tax Exemption & Exoneration Report (none)
- H. Zoning/Code Enforcement Officer's Report
- I. Appointment of Paul Zavinsky to the Planning Commission for a term expiring 12-31-27

Council Member Weber addressed item I concerning the appointment of Paul Z. He stated that this was an appointment that was missed last year and needed to be voted on at a public meeting. Council Member Williamson clarified that the Rotary Club donated to the Historical Society on behalf of Parks and Rec. This needs to be updated in January's meeting minutes.

Motion to Approve Consent Agenda, with the noted updated or changes, was made by Council Member VanGavree and seconded by Council Member Weaver. Motion carried.

8. Public Hearing –None Scheduled

9. Additional Reports:

- A. Manager's Report
 - President Black noted that Ms. Eberly is not in attendance due to being ill, therefore there is no managers' report this month.
- B. Police Report
 - Per Chief, report as submitted.
- C. Mayor's Report

Mayor Roeting stated that the Winter Fling was a tremendous success. He mentioned that the number of teenage volunteers was very refreshing to see. Mayor also updated that he has been assisting with the past due sewer/stormwater/trash collections activities and was pleased to see how many people have come into the office to take care of business. Mayor Roeting stated he will continue to reach out to residents. Mayor also invited everyone out to 2nd Friday to enjoy an early Valentine's Day meal.

D. Parks & Recreation Board

Council Member Williamson relayed the Parks and Recreation committee was able to volunteer at Nye's elementary during Winter Fling. The committee is working on additional fundraisers and activities for the park this year. Ms. Williamson will provide details as they come available.

E. Emergency Management Oversight Committee

Council Member VanGavree thanked the Emergency Management team, specifically Robert Martindale, the Director, and Dave Willard, the Assistant Director, for the successful EMA exercise last month. The Fire Department hosted the drill with the Police Department and Penn State Life Lion EMS also in attendance. The second drill is on the 12th.

F. Shade Tree Commission

Elliot Shibley with the Shade Tree Commission was present and stated that the STC is on the short list for the bare root trees through the DCNR program which will provide 24 trees to be placed in the parks primarily in the Hummel Nature Trail to enhance the existing pond that was recently redone. Mr. Shibley stated that there are additionally DCNR grants applications that are in place to further enhance the park.

G. COG Report

No update this month

H. Communication Committee

Council Member VanGavree presented that they are busy onboarding a new media company which is doing very well. There are already posts for Hummelstown is Happening that have been uploaded. There is another meeting on the 20th.

I. Engineering Report

Issac received and reviewed the final close out documents for the Duke and High Streets project which was then passed to the Borough. These will be approved at the next Authority meeting. This project will then be closed.

10. Hummel Nature Trail

A. There was discussion on the submission of grant to DCNR due April 1st. President Black requested that Council members review the cost estimate and reminded everyone that the numbers are about a year old. Updated estimates will be given to the Council next week. Council Member VanGavree informed the Council that she has spoken to Manager Eberly about any overage in the project and the possibility of adjusting the monies in the grant. Eberly confirmed that can be done. Tabled for discussion on February 15, 2024, meeting. No motion made. Public Meeting to be held on March 21, 2024

11. Ordinance 2024-02: Sidewalk Ordinance Revision

A. Discussion of Ordinance 2024-02 amending Chapter 22, Part 6, Section 609 and Chapter 25, Part 1, Section 105. Updated language for the ordinance, presented by STC, would include the timeline for the removal of stumps, timeline to repair sidewalks, replacement of tree caliper of 1½ inches, and decreasing the width of the grass strip in which trees can be planted. Discussion was held primarily about the width of the grass strip from 6 feet to 2 feet. The Borough Council decided to Table this for further research and discussion with public works. An updated list of approved or appropriate trees was created by the STC. Resident Terry Gawlas mentioned that there was a location on Landis and Main

Streets where they took the tree to the ground, not below the ground. Borough Council stated that staff would look at this location.

B. Motion made to **Table** Ordinance 2024-02 made by Council Member Weber and seconded by Council Member Williamson. Motion carried.

12. Alexander Park Pavilion Roof

A. Discussion on roof replacement project

Council Member Weber presented quotes for the materials for the pavilion roof. Two sets of quotes with samples were provided for review. The quotes proved included Public Works staff completing the project with Council Member Weber's guidance. Borough Council requested to review both quotes, and this was moved to 2/15/2024 agenda for a vote. No motion held.

Council Member Williamson thanked Council Member Member Weber for his work in this list of building supplies and Public Works Director for the work that was completed for this item. Council Member VanGavree thanked Council Member Miller for all her work to pull this together.

13. Public Works Facility Upgrade

A. Discussion on the upgrade to the Public Works Facility

Council Member Weber presented a detailed list of materials and floor plan for the Public Works facility upgrade. The quote proved included Public Works staff completing the project with Council Member Weber's guidance. The project would include bringing loft area into compliance with an actual stairway, a place for the staff to eat, and will have lockers, and rest area to use during overnight operations. This would be a climate-controlled space. A key piece would be the kitchenette area, which they currently do not have. Council Member Weber highlighted the cost as this is under the budget line item for this project. Borough Council requested to review the detailed list, and this was moved to 2/15/2024 agenda for a vote. No motion held.

14. 2023-2024 MS4 Scope of Services/ 2024-2025 WREP Program Service Level B

A. Discussion on the 2024 -2025 WREP Service Level B- Regional Projects for Flood Reduction and MS4 Credit. Issac Underhill with HRG presented the request to approve the WREP Project. Discussion over what the Borough would be responsible for versus what would be paid out. Currently the WREP program requirements are not outlined. Detailed planning is not available at this time, as they are just looking for the buy-in. President Black requested of Issac to know where the monetary numbers were pulled from. Mr. Underhill stated that he was not part of that process and Manager Eberly would be the one to ask. President Black requested additional information before a vote was made.

B. Discussion on the HRG Proposed Scope of Work for 2023-2024 MS4 Services to include Annual Report. Issac Underhill with HRG presented the proposed scope to Borough Council and responded to questions regarding the inclusion of labor, expenses, and consultation. HRG would be responsible for some of the MS4 items and would cover the shortfall of what the WREP does not cover, specifically the inspections and the report.

C. Motion to **Table** the 2024-2025 WREP Program Service Level B at a cost of \$8,891 for 2024 and \$13,559 for 2025 made by Council Member Weber and seconded by Council Member VanGavree. Motion carried.

D. Motion to **Approve** HRG's 2023-2024 MS4 Scope of Work at a lump sum cost of \$9,500 All Inclusive (Includes Labor, Expense, Consultant) was made by Bob Weber and seconded by Kelly Williamson. Motion carried.

15. Quarry Road Sidewalk

A. Discussion on the color choice for the dividing strip on Quarry Road as part of the sidewalk project. Issac Underhill presented the samples of color for the dividing strip along with the pictures showing where the color would be located.

Motion to use Hampshire Red as the color choice was made by Council Member Weber and seconded by Council Member Weaver. Motion carried.

16. Ordinance 2024-04: Short Term Rental

A. Discussion on the proposed change in the deadline for registration for the Short-Term Rentals from January 1st to June 1st in order to align the billing cycle with Rental Property Registration program. The license period would then run from June 1st to June 1st annually.

B. Motion to Advertise Ordinance 2024-04 for Public Hearing on March 14, 2024 was made by Council Member VanGavree and seconded by Council Member Weber. Motion carried.

17. Resolution R-1-2024: Fee Schedule

Discussion on Resolution R-1-2024. President Black thanked the staff for the work that was done to create this document and requested to know if anyone has any questions. This is the sixth version of revisions, and all board members should have taken time to review this. President Black highlighted many the items that are now included in the fee schedule and the necessity to have this document.

Council Member Weber thanked staff for the hours spent on the research and population of this document as it is very needed in the Borough and addressed that this was not an income maker but rather a means of covering the cost. Mayor Roeting was pleased with the ceilings that were added.

Council Member VanGavree stated that she had not had time to review the sixth addition and thanked the staff for the time put into the document. Zoning/Codes Officer Miller highlighted that the Special Event permit was missed, and Borough Council stated to keep it what it currently is at \$250.00.

A member of the public requested to know where they could find this document and Borough Council informed the public that is the reason it was needed. This new fee schedule is not available to public review. At this time, there was no fee schedule available to the public. This document will be posted tomorrow online as well as available in the office.

Motion to **Approve** Resolution R-1-20 24 was made by Council Member Weber and seconded by Council Member Williamson

Motion Carried.

18. Handicap Parking on 33 West Main Street

A. Discussion on Handicap Parking in front of 33 West Main Street for a 90-day trial. Chief Hess presented that request for a handicap parking sign to be placed in front of 33 West Main Street. The tenant of 33 West Main and her relative both have handicap permits issued by the Penn Dot. There is no rear parking available. The Chief reminded the Counsel that there is a 90-day trial handicap parking on the first block of South Rosanna Street and there are permitted Short-Term Rentals located at 41 and 39 West Main Street. It is important to understand the general parking restrictions in the area. Also, the reminder that because a specific person requested the sign be placed, that does not mean that it is limited to that one person. Anyone with a handicap placard is able to park there.

This is a discussion item; no action is needed at this meeting. This item has been moved to the agenda for 2/15/2024.

19. Other Business – No other business was mentioned.

20. Executive Session (if needed) – An Executive Session was held prior to the public meeting to discuss personnel and or legal matters.

21. Adjourn – Meeting adjourned at 8:43 pm

Respectfully Submitted,
Laura Miller – Codes and Zoning

February 2024

02/09 2nd Friday Event, 6-8 PM
02/13 Hummelstown Municipal Authority, 5 PM
02/14 Happy Valentine’s Day
02/15 Borough Council, 7 PM Held If Needed Please Check Website
02/19 President’s Day, Office Closed
02/20 Shade Tree Commission, 5 PM
02/26 Hummelstown Community Foundation, 6 PM
02/28 Zoning Hearing Board, 7 PM

Our Journey in 2024

Investing in Infrastructure and Connectivity Maintaining our Charm-Property Maintenance and Rental Property Program* Improving Communication with Residents* Investing in Economic Development* Improving Sustainability/Efficiencies* Supporting our Fire and EMA Partners*