

Minutes
Workshop Meeting
Hummelstown Borough Council
Thursday, April 8, 2021
7:30 PM

The April 8, 2021 Workshop meeting was called to order by President Brian Foster at 7:33 p.m. Members in attendance included Bob Weber, Dee VanGavree, Chad Lister, Chris Black, and Randy Lutz. Chief Justin Hess, Borough Manager Mike O'Keefe, Finance Director Deb Hummer, Asst. Zoning officer Steve Wyld, and Solicitor Michael Miller were also present.

Citizens Hearings

Attorney Jeff Engle introduced himself to council. He is running for the position of Dauphin County Judge.

Sarah Ordille of Trinity United Methodist Church requested permission from council to rent Alexander Park for the week June 7 – 11, 2021 to run a soccer themed based vacation bible school. Council will be discussing this topic later in the meeting.

Public Works

A. Motion: To authorize advertisement and receipt of bids for the 1995 F-700 dump truck through Muncibid online auction

Motion made by Bob Weber, second by Chad Lister. Motion carried.

Status Reports

A. Status Report on DTMA Stormwater Collaborative Project

Steve Wyld reported that a meeting will be scheduled in the near future with Derry representatives and their Stormwater Authority. They have some new staff members so there has been some delay. The MOU is still being reviewed.

B. Status Report on Quarry Road Sidewalk Project – Project to be overseen by Larson Design Group

Bob Weber reported that a kickoff meeting has been scheduled for April 22, 2021 at 10 AM. This meeting will be with Gene Chabak of Larson Design Group and grant recipients. Mike O'Keefe reported that he, Bob Weber, Deb Hummer and Steve Wyld will be attending the virtual meeting.

C. 7-11 Purchase

Mike Miller reported that it is getting to the finish line and has to get a signature from the other side. That should be happening soon.

D. Social Media Policy

Mike Miller reported that Dee VanGavree and Tara Burns have been working on some revisions and could be available for a decision at the next meeting. He will circulate it to everyone after this meeting for review.

E. Hershey West End Project

Mike O'Keefe reported that he received an email from Craig Mellot stating that the project was getting closer to PennDOT approval. Once approved the Borough will need to sign off so the traffic signal permit can be issued. The permit is in the Borough's name.

Administration

A. Continued review of opening parks for rentals.

Sarah Ordille of Trinity United Methodist Church explained the program will run from 6 – 8 PM, June 7 – 11, 2021 for ages 3 years to 5th grade. She had provided a list of all the COVID protocol that the program would be following including the wearing of masks, capping number of attendees, sanitizing all tables and bathrooms before and after each day, and roping off the playground equipment to name a few. She agreed to complete all paperwork required by the Borough.

Motion to allow the soccer themed Vacation Bible School run by Trinity United Methodist church be held at Alexander Park from June 7 – 11, 2021 subject to completion of required paperwork made by Chad Lister, second by Bob Weber. Motion carried.

B. Recommendation to approve proposal from Conley Consulting dated March 4, 2021 providing community event logistics and other services for a project fee of \$1,500 per event (additional time to be agreed upon by both parties).

Dee VanGavree reported that this has been talked about for some time. This would be on a retainer basis based on events that council feels would require press releases, etc. Brian Foster explained that this will cover special events. At this time there are no special events being planned. Mike Miller agreed the letter itself is fine and doesn't obligate the Borough to pay anything unless a project is identified. After some discussion Mike Miller will be making some changes to the current proposal.

Recommendation to put approval of the proposal on next weeks agenda made by Bob Weber and Dee VanGavree.

C. Review of revised proposed Professional Services Agreement for the Hummelstown Borough Communications Coordinator (Anthem Marketing Group)

Dee VanGavree reviewed some changes that were made to the previous agreement with the former Communications Coordinator. Brian Foster feels this company is a good choice and stays within the budget. He thinks this group will work well with the Borough staff and will be a good step. Dee had provided resumes of the two individuals of the company for council to review.

Motion to approve the professional services agreement for the Hummelstown Communications Coordinator with Anthem Marketing Group effective April 12, 2021 made by Chad Lister, second by Chris Black. Dee VanGavree abstained from the vote. Motion carried.

Zoning/Planning

A. Review of proposed amendment to sign regulations in Zoning Ordinance.

Steve Wyld reported that it is time to get the amending of the sign regulations that are in the zoning ordinance back on the agenda and moving forward. He had included a three page document with the evenings agenda. The first two pages were items that had been discussed and completed by the Planning Commission and are recommended for approval by the Commission. The third page was a discussion regarding murals. These items have not been finalized. The Commission hopes to fine tune these items in the next month and he will come to next months meeting with a completed document. If there are no changes suggested at that meeting the solicitor can prepare and advertise an ordinance to amend the zoning ordinance for the sign regulations. Mike Miller requested Steve email a copy of the changes to him. He has some thoughts about the personal expression signs that he would like to discuss with Steve.

Other Business

Mayor Roeting reported that he will be attending a ribbon cutting ceremony at Renewed Hearing Solutions, 112 E Main St on Saturday, April 10 at 10 AM. He invited members of council to attend. He also mentioned that he is working on the details for the Duke Street Bridge re-dedication on May 3rd at 11 AM.

Brian Foster reported that the Lower Dauphin High School jazz band is planning on a potential outdoor jazz band concert, but he did not have all the details.

Dee VanGavree reminded everyone of the EMA fundraiser on April 17th. There are still some tickets left.

Executive Session – Personnel Matter

Borough Council recessed the Workshop meeting into Executive Session at 8:15 PM to discuss personnel matters.

Borough Council concluded the Executive Session and reconvened the Workshop meeting at 9:00 PM

Motion: To accept the resignations of full-time police officer Joseph Scerbo, effective April 16, 2021 and part-time police officer Joseph Murphy effective April 5, 2021

Motion made by Dee VanGavree, second by Chris Black. Motion carried.

Motion: To approve the hiring of Noah Kling as full-time police officer, at a starting salary of \$49,032, effective April 8, 2021.

Motion made by Bob Weber, second by Chad Lister. Motion carried.

Motion: To approve the hiring of Robert Allen as full-time police officer, at a starting salary of \$49,032, effective April 18, 2021.

Motion made by Bob Weber, second by Chris Black. Motion carried.

There being no further business, the meeting adjourned at 9:20 PM.

Respectively submitted,

Deb Hummer, Finance Director