

Minutes
Workshop Meeting
Hummelstown Borough Council
Thursday, May 13, 2021
7:30 PM

The May 13, 2021 Workshop meeting was called to order by President Brian Foster at 7:30 p.m. Members in attendance included Bob Weber, Dee VanGavree, Chad Lister, Patti Krow, Chris Black, and Randy Lutz. Mayor Dave Roeting, Chief Justin Hess, Borough Manager Mike O'Keefe, Finance Director Deb Hummer, Asst. Zoning officer Steve Wyld, and Solicitor Tara Burns were also present.

Citizens Hearings

There were none.

Status Reports

A. Hershey West End Project

Craig Mellott of TPD and Mark Hackenberg of RGS gave council a refresher on the traffic signal at the intersection of Waltonville Rd and the ramp off 322 West. PennDOT has given technical approval of the signal plan. He is requesting a signature from a Borough representative to continue the process. There was some additional discussion. Brian Foster questioned where the control box will be due to the possibility of installing a sidewalk in the location of the signal. Craig reported HRG requested they move the signal to another corner which they did on the plan. Mike O'Keefe stated that he had been in contact with the Borough signal maintenance company, PERCS. They gave him a recommendation as to what controllers and OptiCom they prefer. He passed that information onto Eric Stump. Chris Black asked what the annual maintenance will be on the light. Craig said between \$500 and \$1,000.

Mark Hackenberg gave council a refresher on the Land Development plan. Randy Lutz questioned the Hershey Trust consultant regarding various stormwater retention facilities. He was seeking information on the discharge points of said basins. The consultant provided information to Mr. Lutz. There was a lengthy discussion regarding stormwater and plan phasing. After some discussion regarding the roundabout and sidewalk plans Bob Weber mentioned the Borough is working with Dauphin County Planning Commission on some grants for the design for a sidewalk from the Hershey West development to get into the Borough. He would like to make sure the Trust will support that along with possibly helping with the cost of construction. He asked that this be shared with the Hershey Trust. He was assured they would.

Motion: To authorize the President of Council to sign the request for the traffic signal plan for submission to PennDOT to obtain the necessary permit to be installed at the Waltonville Road and Route 322 westbound off ramp.

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

Police Department

A. Motion: to make a conditional offer of employment as part-time police officer to Ethan Kell.

Motion made by Chad Lister, second by Dee VanGavree. Motion carried.

Public Works

A. Update on meeting with DTMA regarding stormwater project

Steve Wyld reported that he, Mike O'Keefe and Bob Weber met with Mike Callahan, the new Executive Director, Bill Rehkop and the new engineer Mike Postik. The Bullfrog Valley Stream Restoration project is on schedule. DTMA hopes to obtain the permit from DEP and bid in 2021 and start construction in 2022. The proposed MOU has been revised by the Borough solicitor and DTMA is now reviewing. Their initial reaction was that it was okay. If DTMA agrees with the reviews, then the document will come back to council for approval. Bob Weber suggested possibly looking into catastrophic event insurance in the case of a disastrous event.

B. Status on sale of dump truck, update on sewer cleaning truck

Deb Hummer reported that she had to take the dump truck off the original bid ad due to issues with the truck. It has been advertised and will be placed on the Municibid website starting May 14th. Deb spoke to Scott Deal regarding the sewer cleaning truck that is at Bortek. They are busy and have not had an opportunity to look at it but they are fairly certain they can repair it.

C. Status report on final payment to Uhrig Construction (\$13,281.12) for Borough building project.

Steve Wyld reported that he met with a representative of DCCD today and she performed the final inspection of the site and stormwater facilities. She will send the final termination/inspection paperwork next week. Once received the Borough can make the final payment to Uhrig.

D. Review of proposed 2021 Resurfacing project

Steve Wyld reviewed the proposed street list he feels should be milled and paved. They are as follows: N. Landis from Second Street to M&H. railroad tracks, N. Early Street from Second to M&H. railroad tracks, Pine Street from Landis to Linden, Kokomo from Crescent to the upper intersection with Circle Dr, and Quarry Alley from Main St. to Second St. If the winning bid comes in at or below the budgeted amount of \$120,000, any wearing or leveling material left over from quantities will be used on Village Ln.

Recommendation to place approval of proposed resurfacing project on the May 20th agenda made by Bob Weber and Patti Krow.

E. Review of proposal dated March 29, 2021 from HRG for development of a funding strategy for downtown area improvements.

Dee VanGavree said in March the Downtown Committee met with HRG to identify needs and wants for the downtown. The Committee is seeking available funding for downtown projects. Lauren Zumbrun of HRG is in charge of financial project services. Lauren made the Committee aware of a Commonwealth Financial Authority Multi-Modal Funding grant. This grant is open in July. Normally this grant comes with a 30% match of funds. There is a waiver until the end of the year for which the Borough would not have to pay a match. The committee feels the Borough should move ahead with HRG's proposal. HRG will work with the committee to pinpoint exactly where to start. Chris Black feels things need to move in an expeditious manner because of the time frame due to the waiver deadline.

Motion: to approve the Proposal dated March 29, 2021 from HRG for development of a funding strategy for four main project concepts for improvements to the downtown area, the square, North Hanover St area and South Hanover St. area for a fee of \$9,850.

Motion made by Dee VanGavree, second by Bob Weber. Motion carried.

Administrative/Zoning

A. Motion: to accept the resignation/retirement of Borough Manager Michael O'Keefe, effective May 28, 2021

Motion made by Bob Weber, second by Dee VanGavree. Motion carried.

B. Motion: to approve a Separation and General Release Agreement with Michael O'Keefe, dated May 13, 2021

Motion made by Dee VanGavree, second by Bob Weber. Motion carried.

C. Status report on purchase of 7-11 property

Deb Hummer reported that she wired \$5,000 earnest money and that's where things stand. Additional information was received and was passed onto Tara Burns. Tara stated that she had been in contact with the title company and they will be included in any future correspondence.

D. Status report on Social Media policy

Tara Burns said that there is a Social Media policy in draft form and will have a copy available for council at the next meeting.

E. Status report on Quarry Road Sidewalk project

Steve Wyld reported that he, Mike and Deb attended a recent kick-off meeting for this project. The meeting was run by TCRPC and grant program engineer Larson Design Group. The project was reviewed and there are several matters that need resolved. 1) The Borough is waiting for a PennDOT rep to make contact regarding the selection of an engineer, 2) an answer as to whether there will be any future funding for construction available. Right now there is none. 3) waiting to hear if the Borough spends its match of the \$44,000 for design will it be required to pay it back if the project is not constructed.

- F. **Review of request from the Hummelstown Fire Company, received April 28, 2021 requesting permission to use Schaffner Park for their annual carnival from June 20 to June 27, 2021.**

Motion: to approve request subject to submission and execution of proper waivers and review by staff and Borough solicitor.

Motion made by Christopher Black, second by Patti Krow. Motion carried.

Other Business

Executive Session – Personnel Matter

Borough Council recessed the Workshop meeting into Executive Session at 8:45 PM to discuss personnel matters.

Borough Council concluded the Executive Session and reconvened the Workshop meeting at 9:15 PM

There being no further business, the meeting adjourned at 9:15 PM.

Respectively submitted,

Deb Hummer, Finance Director