

Minutes
Workshop Meeting
Hummelstown Borough Council
Thursday, May 14, 2020
7:30 PM

Due to the COVID-19 pandemic the May 14, 2020 Workshop Meeting of the Hummelstown Borough Council was conducted via Skype. The meeting was called to order at 7:30 PM by Council President, Brian Foster. Members in attendance remotely in different areas of the Borough building included; Brian Foster, Bob Weber, Chief William Ryan, Finance Director Deb Hummer and Borough Manager Mike O'Keefe. Dee VanGavree, Chad Lister, Chris Black, Patti Krow, Randy Lutz, Mayor Dave Roeting, Steve Wyld and Tax Collector Angie Durantine attended the meeting remotely from home.

Citizen Hearing

There were none.

Administration

- **Review of Current Financial Forecast for 2020**

Deb Hummer had provided council with a memo highlighting some of the potential decreases in revenue that may occur due to the COVID-19 pandemic. She did not review the entire memo but told council she thinks the largest revenue loss would be the Earned Income Tax. She told council if anyone had any questions after they reviewed it to give her a call.

- **Recommendation on Personal Tax Penalties and Sewer Late Fees**

Deb Hummer reported that due to the fact that the majority of utility companies are temporarily waiving their late fees she and Donna Spittle had discussed that the Borough may want to do the same for the 2nd quarter sewer bills. These bills were due May 5th so Donna would like council to make a decision so that she know whether or not to charge a late fee before processing checks received after the due date. Deb also stated that it would just be for this quarter. The next bills will go out July 1st and will not be due until August 5th.

Council agreed by a role call to waive the late fee.

Tax Collector Angie Durantine offered her opinion on the waiving of the penalty for personal taxes. Because the county waived the penalty for late filing of real estate taxes it may be suggested that the Borough do the same for personal taxes. She stated that at this point in time Lower Dauphin School District is not planning on doing that. She also feels it would be too confusing for taxpayers to have one bill that waives the penalty and one that does not. She also thinks administratively it would be difficult and she would be writing many refund checks because people may not realize a penalty had been waived.

Council agreed by a role call not to waive the penalty.

- **Vacancies on Planning Commission and Zoning Hearing Board**

Mike O'Keefe said that there are still vacancies on these boards. He said if any council members can think of anyone that may be interested to let him know and to keep their eyes and ears open.

Public Works

- **Review of Potential Collaborative Stormwater Projects with Derry Township. Recommended action to authorize a committee of Borough Staff and Councilmembers Bob Weber and Chad Lister to work with Derry Twp to explore and possibly develop a draft Memorandum of Understanding regarding a collaborative Pollution Reduction Program Project**

Mike O'Keefe said there have been several meetings with Mike Callahan of Derry Township Municipal Authority (DTMA) regarding this topic. Part of these discussions revolved around the purchase of credits from Derry rather than proceed with the MS4 project at the Hummel Nature Trail (HNT). The DTMA board met recently and authorized through a resolution the DTMA staff and solicitor work to develop a formal Memorandum of Understanding (MOA) with the Borough. Mike O'Keefe arranged a phone meeting recently with Mike Callahan and asked Bob Weber and Chad Lister to participate.

Chad Lister addressed council and reviewed the information that was discussed. He feels purchasing credits from DTMA is a good idea. The credits would be used toward two projects in Derry Township. Instead of completing the HNT project just to meet MS4 requirements these two projects would benefit the Borough and aid in meeting the MS4 criteria before the Borough's permit runs out at the end of 2023. It is also a possibility

that the Borough could pay for the credits in installments. The purchase of these credits will cost the Borough approximately \$428,000. This would be a savings of roughly \$75,000 over the HNT project. There would also be no long term maintenance costs for the Borough.

Recommendation to put authorization for the committee to work with Derry Township with the goal of developing a MOU on the May 21 agenda made by Chad Lister and Dee VanGavree.

- **Swatara Treatment Plant Dryer Project**

Mike O’Keefe received an email from Gene Lank of Swatara Township Authority regarding this project. Gene stated that due to the pandemic the project is going to be behind schedule. They hope to have the design completed this year but the project will probably not be bid until next year with installation next year as well. If this occurs the Borough will be responsible for 10% of the cost in 2021.

Status Reports

- **Replacement of 1995 Dump Truck**

Steve Wyld reported he had received an email from the salesperson. The order for the truck has been placed but due to the COVID-19 pandemic the Ford plant was closed and the truck is in an unscheduled status. With this delay Steve thinks the truck will not be ready until 2021. The public works crew continues their attempts to keep the 1995 truck running.

- **Kokomo Avenue Sanitary Sewer Replacement Project**

Steve Wyld reported that he has been in contact with the contractors of this project. The first phase of the project will be started in June with the main portion beginning the end of July. He will keep council posted.

- **2020 Resurfacing Program**

Steve Wyld reported that he and Mike O’Keefe have been working on this the past couple of months. With the plan they received from HRG they have met with representatives from Asphalt Maintenance Solutions and Stewart & Tate . They are trying to put together a list of streets and surface treatments and will come up with a final list. Chris Black commended Mike and Steve for all their hard work. Chris is hoping to get one or two more contractors names for them. Steve said that when there is a final work plan he will bring it to council, hopefully within the next few months.

- **Website Upgrade Project**

Deb Hummer reported that the website design has been completed and it is in the content phase. The content from the old website will be transferred to the new website and adjusted to work with the new one. As soon as she has a completed example she will email it to council.

Army Corp of Engineers Project

- Mike O’Keefe reported the paperwork has been received for Brian Foster to sign. This will bring the Borough one more step closer to being put on the Army Corp’s schedule though he does not know how soon that will be.

- **Cancellation of the Memorial Parade**

Mayor Roeting reported that the Memorial Day Parade, the ceremony at the Hummelstown Cemetery and Legion picnic have all been cancelled. There will be a small ceremony in the cemetery at 9:30. There will be no speakers or band. It will probably last 10 minutes. He is hoping that maybe later in the summer there will be some type of parade, possibly for July 4th.

- **Cancellation of Summer Recreation Program**

Dee VanGavree reported that after much discussion with Tim Bartholomew it was decided to cancel the program. There will be no access to Nye Elementary where the program is held and the size of the group would be too large.

- **Executive Session scheduled for May 21 meeting regarding a Personnel matter with Attorney Michael Miller**

Brian Foster explained that this is just an announcement so that council can be prepared for this at next week’s meeting.

Other Business

Deb Hummer brought up the topic of the rental of the parks to get councils thoughts. Chief Ryan commented that it would be difficult to control the amount of people and a nightmare to keep clean. It was decided that the parks will remain open but park rentals would not be allowed until Dauphin County enters the Green phase.

Dave Roeting said the he had talked to John Hollenbach of Suez to see if it would be possible for them to disinfect the Fire House after the election. In answer to Dave’s question Suez has purchased a fogger for the Fire Company and Borough to use.

Chief Ryan reported that this is National Police week and though all events have been cancelled they will be honoring all those who served tomorrow, May 15th.

Dee mentioned that her friend Melissa Miller has been making masks. If anyone needs any, Melissa has given her some to pass out. Dee also reminded everyone that the judging for the Red, White and Blue contest is next Wednesday.

Executive Session (Personnel Matter)

There was no need for an Executive session

The meeting adjourned at 8:35. PM.

Respectively submitted,

Deb Hummer, Finance Director