

Minutes
Workshop Meeting
Hummelstown Borough Council
Thursday, June 10, 2021
7:30 PM

The June 10, 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, Finance Director Deb Hummer, Asst. Zoning officer Steve Wyld, and Solicitor Tara Burns were also present.

Citizens Hearings

Steve Weaver and Steve Kienzle, Jr of the Hummelstown Chemical Fire Co. gave a letter to council requesting their approval to sponsor the Fire Company for a Gaming Grant for \$500,000. They would like to replace the 2004 ladder truck with a new one. The cost will be approximately \$1.3 million. Steve Kienzle said they have quotes and have narrowed it down to two manufacturers. They have put a funding plan together.

Jamie Brubaker explained that he owns some properties in town and one particular property has a neighbor that hasn't always looked the tidiest. He saw some improvement a couple of days ago and he appreciates the encouragement from the Borough for making some improvements. He just wanted to say thank you.

Mike VanGavree, owner of Rubber Soul, said that he has concerns regarding the blind corner near his building. There have been near misses with kids crossing there, etc. There was extensive discussion on how to improve the safety of the Hanover Street crossing and the parking situation. Chief Hess gave a brief update regarding the parking issue, especially on the first block of Poplar Ave. Before Mike O'Keefe retired he came up with a simple solution. He suggested utilizing angled parking. Chief Hess spoke with someone from PennDOT who told him angled parking is still permitted. This may be an option to alleviate the problem. This type of parking is being used in Linglestown and Chief Hess is planning on taking a look at it. There were several comments regarding the parking issues. The Chief told council before next council meeting or the following workshop meeting he'll have some more information regarding these topics.

Police Department

Motion: to make a conditional offer of employment as part-time police officer to Andrew Weaver.

Motion made by Dee VanGavree, second by Patti Krow. Motion carried.

Public Works

A. Update on Collaborative Stormwater PRP with the Derry Township Municipal Authority

Steve Wyld reported he received an email from Mike Callahan at DTMA providing an update on the status of the MOU. They are incorporating our solicitor's revisions into the document and doing some insurance research to determine if any type of coverage would be available in the event of a catastrophic event. Once they are finished, we will have our solicitor review the revised copy.

B. Status on Sale of 1995 Dump Truck

Deb Hummer reported the high bid for the truck was \$8,300. Council needs to approve the bid and she will notify the bidder and complete the sale.

Motion: to accept a bid in the amount of \$8,300 (highest bid received through Municibid) for the sale of the Borough's 1995 Ford F-700 Dump Truck

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

C. Status on Repair/Sale of 1973 Sewer Cleaning Truck

Steve Wyld reported that the estimate to repair the water pump on the sewer flush truck is \$3,019.82. A quote has not been received for the tank repair. Steve asked council what they would be willing to spend to repair the truck. After some discussion a figure of \$10,000 was agreed upon.

D. Status of Quarry Road Sidewalk Project

Steve Wyld reported that we are still waiting for answers regarding future funding of the project and if there would be any ramifications if we proceeded with the design grant we received and did not proceed with construction due to lack of funding sources. PennDOT is going to be scheduling a meeting regarding our current status and what needs to get done to get started. We will continue to update council on this matter.

E. Status of 2021 Street Resurfacing Program.

Steve Wyld reported there was not enough time between last months meeting and this months meeting to have the bid package reviewed by Penn DOT, meet all advertising requirements and allow the mandated time the bid must be open to be ready for this month. Bids will be advertised today and next Thursday. He sent bid packages out to three local contractors. Bid opening is scheduled for July 5th. Once the bids are open they will be given to the solicitor for review. Steve hopes to have a bid ready to accept at the July workshop or regular meeting.

F. Update of Walking Tour/Meeting with HRG Engineers May 25, 2021 for Downtown Improvements/Funding Strategy

Dee VanGavree stated that there is not much to discuss at the point. HRG did reach out to the committee to have a zoom call to look at preliminary drawings. The meeting is scheduled for June 21st. Dee had spoken to Lauren Zumbrun and Lauren would like council to approve the application process now because the grant needs to be submitted in July. HRG has quoted a price of \$5,000 to prepare the grant application. There are several downtown improvements that are being looked at; replacement of trees, sidewalks, crosswalks, beautification within the Square, lighting among many other things. The Borough can ask for up to \$3 million although there is a match, but if a waiver is filed the Borough would not have to pay any kind of match. Brian Foster said that he could support the application if there is a chance the Borough could get some money out of it. Bob Weber asked if quotes and documentation would be needed to support the grant. Chris Black said HRG is getting that information together. Bob feels that the Borough could write the grant instead of spending \$5,000 for HRG to do it. After considerable discussion, Dee suggested having Lauren come to the next meeting and answer council's questions regarding the writing of the grant. Brian agreed that Lauren should come to next week's meeting. Dee will reach out to Lauren.

Finance

A. Update on American Rescue Plan Funds

Deb Hummer reported that she submitted the application for the funds last Friday. The Borough will be receiving \$504,819.62. 50% of this or \$252,409.81 should be received within the next 30 days. The other 50% will be distributed in 12 months. There are restrictions placed on how the money can be spent and we have until December 31, 2024 to do so.

B. Update on Gasoline Purchase

Deb Hummer explained that the company that bids the gasoline prices did not do it for the July 2021 to June 2022 contract period. After talking with a representative from Talley Petroleum she reached out to another co-op, Keystone Purchasing Network and secured a fixed rate of \$2.33 per gallon.

C. Transfer of Funds

Deb Hummer reported that as of today the Borough is carrying a balance in the General Fund of \$2,758,022.76. Of this total \$834,139.07 are funds that have been set aside for capital improvements. In order to have a more accurate picture of available monies for expenses in these two funds, she recommends the transfer of \$834,139.07 from the General Fund to the Capital Improvement Fund.

Motion: to approve the transfer of \$834,139.07 from the General Fund PLGIT account to the Capital Improvement PLGIT account

Motion made by Bob Weber, second by Patti Krow. Motion carried.

Administrative

- A. Brian Foster announced that council had an Executive Session on May 29, 2021 at 9 AM regarding a personnel matter.

Motion: to appoint Theresa Eberly to the position of Borough Manager of the Borough of Hummelstown based on the terms set forth in the Manager's Agreement, at a salary of \$110,000 per year.

Motion made by Patti Krow, second by Bob Weber. Motion carried.

B. Update on status of Borough Social Media Policy

Tara Burns reviewed a draft of a Social Media Policy that she passed out during the meeting. Chief Hess had several concerns regarding the policy as it pertains to the police department. The Mayor and Chief asked for copies of the policy for their review as they were not provided a copy during the meeting. This policy will be revisited at a later date.

C. Status report on purchase of 7-11 property

Tara Burns reported that right now the Borough is in the feasibility period. She had checked in with the seller's agent this week. Since the effective date was the date the contract was signed, which was April 23rd. The feasibility period as per the agreement is 60 days from the effective date which puts the Borough at June 22nd. Closing is 20 days after the feasibility period ends. This puts closing on or about July 12th.

Dee VanGavree mentioned that Steve Wyld had forwarded an email from Bob Martindill regarding Hazard Mitigation projects. There is going to be some money filtering down and maybe the Borough could get some money back from the mitigation of the 7-11. Brian Foster said that because this is FEMA money there are certain restrictions and it might be difficult to do certain things because of those restrictions. The eligibility requirement will be coming in the next couple of weeks.

D. Review of Proposed Changes to the Zoning Ordinance Relating to Sign Regulations

Steve Wyld read the document to council regarding all the changes that were being made.

Recommendation to authorize the solicitor to prepare and advertise this ordinance making those changes be made at the June 17th meeting by Bob Weber and Patti Krow.

Other Business

Deb Hummer reported that the Borough received \$4,000 from PA Skills for a grant she had prepared. These funds will be used towards the improvement of Mehaffie Park.

She also reported that she and Steve had received an email from Lauren Zumbrun regarding a grant called Healing the Plant Grant program. This money can be used for things such as trees, shrubs, and playground infrastructure. The grants range from \$2,500 to \$25,000 and the grant has to be in by June 30th. She asked council for some direction as far as what project they would like to fund with these monies. Beautification of the 7-11 area once it is demolished or a piece of playground equipment for Mehaffie Park would be possibilities.

Executive Session – Personnel Matter

Borough Council recessed the Workshop meeting into Executive Session at 9:15 PM to discuss personnel matters.

Borough Council concluded the Executive Session and reconvened the Workshop meeting at 10:20 PM

There being no further business, the meeting adjourned at 10:20 PM.

Respectively submitted,

Deb Hummer, Finance Director