

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

The July 8, 2021 Workshop meeting was called to order by President Brian Foster at 7:30 p.m. Members in attendance included Bob Weber, Chad Lister, Chris Black, and Randy Lutz. Mayor Dave Roeting, Chief Justin Hess, Finance Director Deb Hummer, Asst. Zoning officer Steve Wyld, and Solicitor Mike Miller were also present. Dee VanGavree attended via phone. Patti Krow joined the meeting later.

Citizens Hearings

Loren Barisch, Megan Barto, and John Curtis of Blue Mountain Velo were in attendance to discuss their desire to host a bike race in the Borough. They had a previous meeting with Mayor Roeting and Chief Hess to discuss the logistics. They reviewed all the safeguards and insurances that will be put into place. Brian Foster mentioned what when the last race was in town council, gave their permission after they had received a letter from the organization asking for support of the event.

Mike Miller suggested that staff double check the use of the fields and reach out to Dr. Barisch to get copies of the waivers and insurance and put this on the agenda for next Thursday. He also recommended the club have a follow up meeting with Steve Wyld, the Chief and the Mayor before the regular meeting. Dr. Barisch said they will reach out to EMS and do some things to button up any additional questions.

Engineer's Report/Presentation

Lauren Zumbrun of HRG was present to continue the review of the potential improvements to be included in the Multimodal Transportation Fund Grant application. After some discussion council decided to include the Quarry Road Sidewalk project, more crosswalks in the downtown area, lighting, sidewalk installation on Hanover Street by the Olde Factory and a possible crosswalk there as well. Lauren asked council what grant amount they would be comfortable applying for. Council agreed on an amount of \$1 million realizing that it may not be possible to include all their desired improvements. Council was also in agreement to move ahead with the grant application.

Motion: to authorize HRG Engineers to prepare and submit a grant application to the Multimodal Transportation Fund (Commonwealth Financing Authority) for various downtown improvements (scope to be determined by Borough Council), in accordance with an email proposal from HRG Engineers dated June 10, 2021. Said work not to exceed \$5,000.

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

Police Department

Motion: to make a conditional offer of employment as part-time police officer to Andrew Weaver, effective date after all necessary tests.

Motion made by Bob Weber, second by Randy Lutz. Motion carried.

Administrative

A. Update on status of Borough Social Media Policy.

Mike Miller reported that the Social Media Policy has been finalized. He will email a copy to council before next week's meeting for review.

Recommendation to place approval of prepared Social Media Policy on the July 8th agenda made by Chad Lister and Bob Weber.

B. Review of agreement between the Borough and Norfolk Southern regarding painting of the railway underpass on N. Hanover St.

This agreement will give the Borough permission to paint the underpass. The Railroad will not be held liable for any personal injuries, property damage, etc. that may result from the painting. The agreement allows the Borough to shift liability to the contractor that performs the repairs. Mike Miller explained that signing this agreement does not obligate the Borough to do these repairs but will allow the Borough to do repairs in the future.

Recommendation to place the signing of above-mentioned agreement be placed on the July 8th agenda made by Bob Weber and Chris Black.

C. Status of proposed changes to the zoning ordinance related to sign regulations.

Steve Wyld reported the solicitor has prepared the ordinance that amends the zoning ordinance. It has been sent to the Tri-County Regional Planning Commission for review and action at their August 2 meeting. Our solicitor will prepare an advertisement and publish it in The Sun on August 5th and 12th. That will be for the public hearing an adoption of the ordinance. That will occur at the regular meeting on August 19th.

D. Review of letter from Sarah Good-Wiest, owner of 50 N. Water St., requesting Borough Council to sponsor her request for a gaming grant. Said grant to be used for demolition of the entire structure at 50 N. Water St. current status and what needs to get done to get started.

Recommendation to approve the preparation of a letter of support for a gaming grant requested by Sarah Good Wiest be placed on the July 15th agenda made by Chad Lister and Bob Weber.

Finance

A. Mid-year review of 2021 budget.

Deb Hummer reviewed the previous year's comparative and budget to actual reports for the General and Sewer Funds. There were several disparities on the comparative statement largely due to the 2020 COVID pandemic. The only noteworthy issue upon review of the budget to actual reports showed a significant increase in legal fees. \$50,000 was budgeted for 2021 and year to date legal fees total \$41,752. She felt this was something worth mentioning.

B. Update on American Rescue Plan funds.

Deb Hummer reported that she received \$252,409.91 on June 29th and has transferred the funds to a designated PLGIT account. She also reported that Brian Marchuck, one of the Borough's auditors will be meeting with Deb and Borough manager Theresa Eberly to discuss the eligible uses of these funds.

C. Update on the Healing the Planet Grant application for purchase of new park equipment.

Deb Hummer reported that instead of the Borough applying for the grant she thought it would be better for the Hummelstown Community Foundation to apply for it. The Foundation is a 501(c)(3). The grant funds would be used to purchase 4 metal benches and 3 metal trash cans for use at Mehaffie Park. The total cost is estimated to be \$6328.00.

Public Works

A. Status on repair of 1973 sewer cleaning truck.

Steve Wyld reported that a quote of \$9,764.59 was received from MJR for the repairs. He was notified today that the truck was done. It was picked up today and is back in operation.

B. Status of Quarry Road sidewalk project.

Steve Wyld reported that an ad and resolution will need to be done for the selection of a consultant for the project. The ad will outline the criteria for selection and the resolution will set policy and procedure. PennDOT must approve the ad and then it will be placed on the Engineering & Construction Management System (ECMS). When the Borough receives Statements of Interest from consultants the Borough selection committee will grade the applicants and select a consultant. If approved by PennDOT a 5-year agreement will be signed with the consultant.

Motion: to adopt Resolution R-2021-7 setting Policy and Procedure for consultant selection of engineering services on authorized projects utilizing Federal funding. Selected consultant to enter an agreement with the Borough for a term of 5 years.

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

C. Review of Bids for 2021 Street Resurfacing program.

Steve Wyld reviewed the bids. The low bidder was H & K Group, Inc. at a cost of \$82,711.22. Mike Miller approved the bid document and found them satisfactory.

Recommendation to place the approval of the 2021 resurfacing bid on the July 15th agenda made by Bob Weber and Patti Krow.

D. Update on Swatara Twp. Sewer Authority sludge dryer purchase.

Steve Wyld reported that he had been in contact with George Moppin of Swatara. The owners of one facility that uses a dryer they are looking at is analyzing data to make sure it's sized properly. Swatara is also sending sludge to a dryer down south to see how it performs. Steve will keep council updated.

Other Business

Dee VanGavree reported that the new Hummelstown is Happening website has been launched and invited everyone to check it out.

Executive Session – Personnel Matter

There was no need for an Executive session.

There being no further business, the meeting adjourned at 9:30 PM.

Respectively submitted,

Deb Hummer, Finance Director