

**Minutes**  
 Regular Meeting  
 Hummelstown Borough Council  
 Thursday August 17, 2023  
 7:00 PM

**1. Call To Order**

Borough Council meeting was called to order at 7:PM by Vice President Weber who informed board President Foster would be arriving late to meeting.

**2. Devotions**

None

**3. Pledge of Allegiance to the Flag**

**4. Roll Call**

Mayor and Council Members:		
Mayor Dave Roeting ■	■	Robert Weber, Vice-President ■
Dee VanGavree ■	Chad Lister ■	Christopher Black ■
Kelly Williamson ■		
Also in Attendance:		
Theresa Eberly ■ Borough Manager	Justin Hess ■ Chief of Police	David Willard ■ Public Works Director
Brett Flower ■ Solicitor	Michael Miller Solicitor	Traci Eismann ■ Bookkeeper

**5. Announcements**

None

**6. Approval of the Agenda**

Motion to **Approve** the agenda was made by Chad Lister and seconded by Chris Black. Motion carried.

**7. Approval of the Minutes of the Following Meetings**

A. Regular Meeting of July 20, 2023

Motion to **Approve** minutes was made by Kelly Williamson and seconded by Chad Lister. Motion carried.

B. Workshop Meeting of August 10, 2023

Motion to **Approve** minutes was made by Kelly Williamson and seconded by Chad Lister. Motion carried.

**8. Public Hearing**

Resident Rob Panco wished to again address the need for a stop sign at Violet Alley and S. Walnut Street. Mr. Panco agreed that while the study conducted by Officer Mason was very thorough and impressive, he still has concerns about the criteria used to complete the study. Mr. Panco commented about there is lack of site line distance while vehicles are parked in front of 126. It was also mentioned

that the west side of town has many stop signs in areas with the same amount of traffic and criteria. Vice President Weber advised this would be discussed further later in the meeting.

## 9. Presentations

### A. STMP Report Review, Dan Connelly, Brooke Queenan, and Dave Unkovic from Keystone Municipal Solutions.

Keystone spoke on the benefits and recommendations to improve the financial conditions and stability of Hummelstown Borough and its future. The recommendations include a 5-year plan instead of just a snapshot of the current situation. Scenarios were shown using Keystone's recommendations as well as if council would decide to "do nothing" moving forward. A complete list of summary findings and charts can be found in the submitted draft report. The report also has Keystone's breakdown by year of funds received including pandemic relief aid which is a non-recurring source of income for the Borough as well as the Revenues falling below expenses beginning in 2021. Part of the 5-year plan recommends the General Fund maintain a balance equal to 30% of operating expenses. Options to increase Capital Fund with an annual contribution from General Fund from 2025-2027 were explained and targeted fund amounts were proposed.

Keystone provided an overview of the 5-year plans to include transition from Occupational Tax to ~~the Real Estate Tax~~ and EIT beginning in 2025 and requiring an increase in both the Real Estate Tax millage and EIT rates. Projections assume these increases will result in a 10% increase in revenues by 2027. It is recommended by Keystone to regularly evaluate the proposed changes to ensure Structural Budgetary Balance and adjust as needed. A .5 mill rate increase (17.5%) for 2024 along with 5% increases from 2025-2027 are part of the plan.

A brief explanation of our agreement with Swatara Township Water Authority and Sewer Fund was provided. Hummelstown Borough is responsible for making contributions for expenses to Swatara Township Authority treatment facility. The option of requesting a joint commission with Swatara Township as well as the possibility of selling the sewer collection system to a third party. The plan encourages Borough to apply for DCED Phase 2 of STMP grant to discuss these options as well as additional recommendations. An increase of 10% in 2024 to the sewer fees and 5% annual increases from 2024-2027 as well as contributions to sewer fund are all part of the projection.

## 10. Citizen Hearings

None

## 11. Staff Reports:

### A. Manager's Report

Manager Theresa Eberly announced the decision to change Borough buildings mailing address to 261 Quarry Rd for efficiency reasons and no longer use PO Box effective 10/1/2023. Forwarding services will still be offered by post office for up to 1 year for mail sent there. Several actions are being taken by office staff including changing address on sewer bills, updating vendors and customers, posting on social media and in newsletter. Previous letterhead and envelopes will not go to waste but instead be used in the next round of sewer billing. Manager Eberly thanked STMP group as well as all involved from Borough over the last 8 months for all their hard work. This grant will set up access to more grants as well as being able to reapply every five years for STMP. Suggestions for an upcoming newsletter were requested for anyone interested. Manager Eberly thanked Public Works for always being available and "showing up" when needed and let them know how appreciative everyone is for their hard work and dedication. It was shared that Shade Tree Commission will have an open seat beginning in September if anyone is interested. Lastly, condolences to the Lutz family in the upcoming days.

### B. Zoning/Code Enforcement Officer's Report

Available for Review

C. Police Report

Chief shared that 4 officers attended the bomb threat and swatting training recently which was offered free of charge. Chief wanted to express and share his gratitude to Officer Gonzales for assisting an 80-year-old resident who was a victim of a recent scam, Officer Gonzales was able to save resident over \$4,000 as well as restore all devices for her. Resident has since dropped off a donation of bottled water and a box of chips to show her appreciation.

D. Fire Company Report

Announced fire station would be setting up for Randy Lutz's funeral and Ladder Truck is in the station. September 9 will be Truck Housing ceremony at 6:00PM. September 11 at 6:00PM they will hold the annual 9-11 ceremony.

E. Mayor's Report

Mayor called on Chief to give further explanation of what "swatting" is for Borough Council. The final nights of FFO Carnival are Friday and Saturday. There are 2 set times to pay respects to Randy Lutz and his family on Friday the 18<sup>th</sup> as well as a service on Saturday the 19<sup>th</sup>. 2<sup>nd</sup> Friday will be held on September 8<sup>th</sup> from 6-8 with a live DJ for entertainment. September 9<sup>th</sup> is ribbon cutting ceremony at Toys on the Square. September 11<sup>th</sup> will be the 9-11 ceremony and as far as we know we are the only Borough who has held a memorial every year faithfully. September 12<sup>th</sup> is Candle Walk. September 16<sup>th</sup> is Arts Festival all day from 9-4.

F. Financial Report

Motion to **Approve** Financial Report was made by Robert Weber and seconded by Chad Lister.

G. Tax Collector's Report

Motion to Approve Tax Collector's Report was made by Kelly Williamson and seconded by Chad Lister.

H. Tax Exemption & Exoneration Report

None

I. Parks & Recreation Board

Kelly Williamson announced new piping is in pond and things look great at Nature Trail. National Night Out was great and PD and PW were thanked. Parks and Rec will be at the Arts Festival on September 16<sup>th</sup> in the kids' area helping with crafts.

J. Emergency Management Oversight Committee

Dee VanGavree thanked LD Field Hockey for helping at EMA tent and the Chicken BBQ from a few weeks ago brought in \$560 for both EMA & and the PD. At the September 11 meeting they will be planning a train derailment exercise, and everyone is encouraged to attend. EMA will be taking the year off from this year's Arts Festival and will not be attending on September 16<sup>th</sup>.

K. Shade Tree Commission

None

L. COG Report

Dee VanGavree announced they are meeting on Monday.

M. Communication Committee

Dee VanGavree informed Borough Council that the committee met on Tuesday and reviewed days and events through the end of the year as well as 90-day initiatives.

## 12. Ordinance 2023-06 Skateboarding

### A. Motion to **Approve/Deny/Table** Ordinance 2023-06.

Chief explained the only changes to the Ordinance included updated the current ordinance to reflect changes in new styles of skateboards..

Motion to **Approve** Ordinance was made by Chris Black and seconded by Robert Weber.

## 13. Traffic Study @ Violet Alley and S Walnut Street

### A. Discussion on Traffic Study

Chief stated the Borough followed State criteria and the study speaks for itself. Robert Weber announced that he agreed with resident Rob Panco, and we should honor the request to put a stop sign in. Chad Lister also supported this request made by Mr. Weber since there are other similar areas with stop signs and the fact that you must stop there anyways. Dee VanGavree suggested that Borough Council be given more time to review.

### B. Motion to **Approve/Table/Deny** need for stop sign at Violet Alley and S Walnut Street.

Motion to **Table** need for a stop sign was made by Chad Lister and seconded by Dee VanGavree

## 14. Hummelstown Is Happening – Borough of Hummelstown Communication Agreement

### A. Motion to **Approve/ Deny/Table** the Hummelstown Is Happening – Borough of Hummelstown Communication Agreement.

Robert Weber stated the Solicitor requested minor changes and Dee VanGavree acknowledged that these changes have been made. It was mentioned that the STMP plan addressed the need to communicate with our residents and this agreement will help us do just that.

Motion to **Approve** Communication Agreement made by Dee VanGavree and seconded by Chris Black.

## 15. Resurfacing Bid- S John Street

### A. Discussion on the bids received for the S John Street Resurfacing Project

Manager Eberly stated that the resurfacing project made sense to do since UGI was going to be doing road work at this location. Kinsley came in as the low bidder and is recommended to be selected for job. Solicitor will need to review and approve.

### B. Motion to **Approve** the award of the bid for the S John High Street resurfacing project to Kinsley Construction, as the low-cost provider at a cost to include \$130,942.00 for the Base Bid and \$99,468.00 for the Alternate that includes curb and sidewalk for a total not to exceed \$230,411.00, contingent on the solicitor's review.

Motion made to **Approve** Resurfacing Bid to Kinsley was made by Robert Weber and seconded by Chris Black.

## 16. Land and Water Conservation Fund (LWCF) State Assistance Program Grant - Hummel Nature Trail

### A. Discussion on the LWCF Grant

Manager Eberly explained that after a current conversation with DC&R Grant another avenue of grant money was suggested. DCNR has not made a decision, however funds are tight and the LWCF is an opportunity that is familiar to the Borough. The current Hummel Nature Trail was developed with LWCF money. We have two weeks to submit information to be considered for the grant There are some differences in the grant although it still falls under DCNR, the new funding option is a Federal

Grant and would be 50/50 split with money being due upfront as well as no option of In Kind work resulting in an additional cost of around \$35,000 being owed by Borough. Chris Black stated he thought the cost estimate is low. Kelly Williamson noted we need to move forward with some plan and shouldn't put the project on hold. It was stated this funding would take slightly longer when asked for by Chris Black. Manager Eberly also advised this land along with 7-11 building must always remain an outdoor recreation area through this grant.

C. Motion to **Approve/Deny/Table** submission of the LWCF Grant for Hummel Nature Trail.  
Motion to **Approve** moving forward with new Grant made by Robert Weber and seconded by Kelly Williamson.

**17. Approval of Bills Payable List dated from July 21, 2023 and August 17, 2023.**

Motion to **Approve** Bills Payable List made by Kelly Williamson and seconded by Robert Weber.

**18. Other Business(none)**

**19. Executive Session (none)**

**20. Adjourn**

Meeting adjourned at 8:44

Respectfully submitted.

Traci Eismann