

Workshop Meeting Minutes
Hummelstown Borough Council
October 11, 2018
7:30 PM

The Thursday, October 11, 2018 workshop meeting of the Hummelstown Borough Council was called to order by President Brian Foster at 7:30 PM. Members in attendance included Bob Weber, Amanda Donohue, Dee VanGavree, Ryan Taggart, Randy Lutz, and Patti Krow. Also in attendance were Manager Mike O’Keefe, Mayor Dave Roeting, William Ryan, Police Chief, Deb Hummer, Finance Director, and Jon Yost, Solicitor.

Before the start of the meeting Brian Foster gave citizens an opportunity to address council. No citizens wished to do so.

Administrative

A. Review of Proposed New Utility Billing System

Deb Hummer, Finance Director, advised Council that the current utility billing system for sewer and refuse, in place since 2001, is obsolete and no longer functional. Due to her knowledge of Access, she has been able to keep the system running. She and Donna Spittle have met with two utility billing systems; Diversified Technology (\$12,814 - Perpetual License and \$5,290 - Cloud Based; and Muni-Link (\$13,400 - Cloud Based). Deb and Donna were very impressed with Diversified Technology, who has numerous local clients. She would like to move quickly on this matter and is recommending retaining Diversified Technology. The new company would parallel bill for two quarters to make sure the system is working well and then the Borough would be on its own by the July 1, 2019 billing. Backup information will be kept by the company and the Borough.

The new system will permit customers to pay online and have their own portal to monitor their bill. Use of credit cards would cost a resident an extra \$3.00. Residents can also choose to receive an electronic bill. If so, they would need to read the newsletter on the Borough’s website.

Motion by Dee VanGavree, seconded by Patti Krow to authorize the purchase of utility billing software from Diversified Technology as per a proposal dated September 27, 2018 for a total cost of \$12,814 (including the first year annual support fee). Motion carried unanimously.

B. Establish Date of the Preliminary Budget Review Meeting

The Preliminary Budget Review meeting has been scheduled for October 30, 2018 at 7:30 pm.

C. Appointments to Various Boards and Commissions (term expire 12/31/18)

The following individual’s terms will expire 12/31/18. Everyone has agreed to a new term except for Kerry Fies. Chris Black has agreed to serve on the ZHB to replace Kerry Fies.

<u>Name</u>	<u>Board Commission</u>	<u>Agree to New Term</u>
Tom Christofes	Planning Commission	Yes
Doug Knoll	Planning Commission	Yes
Bruce Hartman	Zoning Hearing Board	Yes
Kerry Fies	Zoning Hearing Board	No
Jason DeHart	Civil Service Commission	Yes
Charles Stevens	Shade Tree Commission	Yes
Sharon Schwartz	Recreation Board	Yes

Public Works/New Borough Building Project

A. 2018 Resurfacing Project

Paving has been tentatively scheduled for the week of October 15th.

B. MS4 Stormwater Project Update

Mike O’Keefe reported that he and Amanda Donohue met with Tom Wilson regarding the stormwater project at the Hummel Nature Trail. Tom is still technically working for K & W but will be ending that relationship over the next year. Amanda is interested in continuing discussion regarding a separate

stormwater fee. Boroughs are not allowed to do this under Borough powers. An authority must be set up. There is pending legislation to change this requirement. If the Borough should decide to implement this fee Tom recommended a company that is very knowledgeable in setting these things up.

Another issue with the Hummel Nature Trail project is the Borough's relationship with PPL. It will be necessary to go through some red tape to allow some of the improvements that will need to be made on PPL property. Tom will be giving the Borough a proposal to outline what is necessary to work with PPL over the next year. The Borough must have control over the site in order to apply for a grant next year.

C. New Borough Building Punch list

Mike O'Keefe reported that there are still some loose ends. The general contractor has been contacted. The most significant issue is the moisture in the basement and some of the interior and exterior doors do not shut properly. Bob Weber reported there are still issues outside, mainly with drainage. He also feels that the only way to determine the cause of the basement moisture would be to dig up the ground around the foundation and figure out what is leaking. Brian Foster questioned maybe the Borough should take legal action. Mike stated that the Maintenance Bond may need to be executed in order to get the remaining issues resolved.

Updates/Status Reports

A. Possible crosswalk installation on East Main Street

Brian Foster reported that there is increased walking traffic on East Main St. He attributes a large portion of this traffic to the residents of the new Verde Apartment complex. He feels the best line of sight would be in front of Members 1st. He asked the chief to look into this.

The Chief presented a map highlighting the location of a potential crosswalk east of Laurel Ave. He will confirm this with a traffic study but believes this would be a good spot. The Chief was also approached by Mr. Vaughan who lives on East Main Street extended. Mr. Vaughan has requested a crosswalk be installed at the entrance to the Lower Dauphin Middle School located on the 400 block of East Main St. The Chief stated there are 26 children that come out of that driveway. The Chief's concern is that if a crosswalk is installed at that location there are very few sidewalks for the children to walk on. The majority of the children go through the Boro Bar parking lot which isn't safe. He did notice on the map that there is an unopened alley almost directly across from the Middle School entrance. If Peach Alley belongs to the Borough it could be used for the children to walk on and cross at the Post Office.

After much discussion it was determined that the Peach Alley issue would be investigated. The Chief will also be able to make a recommendation to council next week regarding the installation of the Laurel Ave crosswalk after he gets the results of the traffic study. Bob Weber asked what the site distance is for crosswalks. The Chief will find out for him.

B. Planning Commission Update

Bob Weber said at the October 4th Planning Commission meeting three topics were discussed.

1. Review of proposal to eliminate the Conservation Zoning District along the rear of residential lots on Kokomo and Circle Dr.
2. Review of proposal to amend the zoning ordinance to address/regulate medical marijuana growers, processors, transport vehicles and dispensaries. Steve has received inquiries from different entities.
3. Review of proposal to amend the zoning ordinance to regulate vacation/short term rentals.

Bob will keep council apprised of any developments regarding these subjects.

C. EPOC Committee

Dee VanGavree reported they had a meeting September 25th. They meet 4 times a year. There were 10 or 11 attendees. The Committee has applied for an Act 147 grant. A portion of this grant is used to pay for the Everbridge notification system. After the first of the year Matt Weber of Team Rubicon will talk to the group. Team Rubicon is a veteran service organization that aids in disaster recovery.

D. HCF/HBPA/Downtown Plan

Patti Krow discussed many topics. An intern from the Lower Dauphin High School will help market Hummelstown and it's Downtown through an increased social media presence. A \$5,000 grant has been secured to help pay for a Zagster bike sharing program. The total cost for this program is \$9,000. It was suggested that the Borough budget some funds to aid in the promotion of the town.

E. Hershey West End Transportation Study

Mike O'Keefe reported the study has been completed and Hummelstown was part of it. HRG is reviewing the study on behalf of Derry Township and has asked the Borough if they would be interested in their review of the Borough's portion of the study. The cost would be under \$1,000. If HRG is authorized to do the review Mike requested that the engineer highlight the parts that pertain to the Borough. The study is 91 pages long.

Motion by Bob Weber, seconded by Ryan Taggart to authorize HRG to review the Hershey West End Transportation Study on behalf of the Borough for a fee not to exceed \$1,000. Motion carried.

Other Business

It was reported that Jeff Neely, a property owner in Hummelstown, has approached several council members regarding the removal of a Two Hour parking sign in front of his property. Chief Ryan said the sign was removed because there was nothing in the ordinance stating that it should be there. Mr. Neely was told that if he wishes to have a Two Hour parking sign placed in front of his property he will need to address council regarding this issue.

Dee VanGavree will not be able to attend the COG meeting next week.

Mayor Roeting thanked everyone for their cards, flowers and well wishes after the death of his mother.

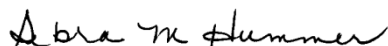
Executive Session

Council recessed into Executive Session at approximately 9:00 pm to discuss a real estate matter. Council reconvened the meeting at 9:20 pm

Adjourn

Meeting was adjourned at 9:20 pm

Respectfully submitted,



Finance Director