

Minutes
Workshop Meeting
Hummelstown Borough Council
Thursday, October 14, 2021
7:30 PM

The Thursday, October 14, 2021, workshop meeting of the Hummelstown Borough Council was called to order by President Brian Foster at 7:30 PM. Members in attendance included Randy Lutz, Dee VanGavree, Chad Lister and Chris Black. Patti Krow arrived later. Also in attendance were Theresa Eberly, Borough Manager, Mike Miller, Solicitor, Justin Hess, Police Chief, and Steve Wyld, Zoning/Code Officer and Deb Hummer, Finance Director.

Public Hearing

Prior to the regularly scheduled meeting of the Hummelstown Borough Council, Conditional Use Hearing 2021-1 was held, seeking approval of Conditional Use Application for Parcel ID 31-018-003, address of 35 N. Rosanna St, Hummelstown PA seeking approval to operate a Short-term Rental Use withing a single-family detached dwelling.

Motion: to Approve Conditional Use 2021-1 was made by Chris Black, second by Dee VanGavree. Motion carried

Citizens Hearings

There were no citizens in attendance who wished to make any comments.

Update on the Poplar Avenue Parking Cost

Chief Hess gave an update on the progress. Curb stops have been installed and Borough crew has cleaned up the area of the Olde Factory parking lot. Rubber Soul has purchased (2) Do Not Enter signs and a Loading Zone sign. Lines will also be repainted in the parking lot. Chad Lister feels the permit parking should have 24 hour per day permit parking. This would require rewriting the ordinance. Brian Foster stated that there will be several phases to the project and this is the 1st one. Chief Hess stated that there will be a 90 day trial period and then additional issues can be addressed at that time. The current estimated cost for the entire project is \$1,783.

Motion: to approve expenses associated with addressing the Poplar Ave parking concerns at an amount not to exceed \$1,783 was made by Chris Black, second by Brian Foster. Dee VanGavree abstained. Motion carried.

Discussion regarding New Patrol Vehicle

Chief Hess explained to Council his vehicle replacement strategy. The Department tries to purchase a new patrol vehicle every two years and cycles them out of patrol every 4 years. Due to the shortage of microchips, there is a limited supply of new vehicles and there are no 2022 vehicles available at this time. He has located a 2021 Chevy Tahoe and 911 Rapid Response is holding it until Council has an opportunity to discuss this as an option. Chris Black requested that Deb Hummer get some financing figures together for discussion at next week's meeting.

Recommendation to continue at next week's meeting made by Dee VanGavree and Chris Black.

Maintenance Worker Position

Theresa Eberly explained that this position has already been advertised in The Sun and Council will need to ratify approval of that advertisement.

Motion: to ratify the approval of the advertisement of the Maintenance Worker position made by Chad Lister, second by Patti Krow. Motion carried.

Discussion on 2021 annual Audit Proposal by Brown, Schultz, Sheridan and Fritz (BSSF)

Deb Hummer requested that Council approve the proposal. She explained the Borough has a very good working relationship with BSSF and this increase is only \$1,000 over last year's figure.

Motion: to approve proposal by the current Borough auditor, Brown, Schultz, Sheridan & Fritz to perform the 2021 Audit for a fee of \$18,450 made by Chad Lister, second by Patti Krow. Motion carried.

Overview of the Downtown Streetscape Design

Lauren Zumbrun of HRG presented council with a conceptual design of the Downtown Streetscape. She asked for Council's input on items they would like to see added or deleted from the design. Dee VanGavree said that she would like to see lighting extended further down Main Street and more benches for seating. Randy Lutz felt there should be flashing pedestrian signals installed for pedestrian safety at several crosswalks. When asked what the next step will be, Lauren stated that she will take Council's input from this evening and the design will be firmed up. When it is determined the amount of funding that will be received from the Multi-Modal grant she will then identify other funding sources in order to complete as many items as possible in this project.

U.S. Department of Justice Federal Fiscal Year 2020 Emergency Federal Law Enforcement Assistance (EFLEA) Grant Program Agreement

Deb Hummer reported that this grant was to reimburse police officer's overtime associated with the civil unrest in May and June of 2020. The Borough will be receiving \$750. This agreement required approval from Council but needed to be submitted before the October workshop meeting. Therefore ratification is required.

Motion: to Ratify the U.S. Department of Justice Federal Fiscal Year 2020 Grant Program Agreement made by Chad Lister, second by Chris Black. Motion carried.

Review of Ordinance 2021-4, Recycling Ordinance Update

Theresa Eberly reported that as she was preparing the 902 Recycling grant it was discovered that a few small changes needed to be made to the Borough's recycling ordinance.

Motion: to advertise Recycling Updates Ordinance 2021-4 and place on the November 11, 2021 agenda made by Patti Krow, second by Chad Lister. Motion carried.

Establish dates for 2022 Budget meetings

The listed dates of October 28th, November 4th and November 11th if needed were agreed upon by Council. All meetings will take place at 6 pm.

Review of Proposals for the demolition of 7-11 property

Theresa Eberly said that she received three proposals for the 7-11 demolition and two of them, ATO Excavating and BWB, Inc. were within \$1,000 of each other. After reviewing the proposals Chris Black recommended ATO Excavating. The Fire Department will be cutting holes in the roof on October 18th as a training drill. Residents of the home abutting the 7-11 parking lot will be notified that they must move their vehicles prior to Fire Company training and demolition.

Recommendation to add approval of the ATO demolition proposal to the October 21st agenda made by Chris Black and Dee VanGavree

Review of proposal by Borough Engineer HRG for 2022 MS4 service

Theresa Eberly reported that a proposal of \$11,500 to provide service and prepare the annual MS4 report had been submitted by HRG. They prepared the last report and did a phenomenal job. They were very instrumental in assisting the Borough in obtaining a “No comments” report from DEP on the permit cycle inspection. Steve Wyld echoed Theresa’s sentiments.

Recommendation to add approval of the proposal from HRG for 2022 MS4 service and report to the October 21st agenda made by Chad Lister and Patti Krow.

Review of Republic Services proposal for a 1-year extension with proposed 2022 rate increase from \$20.36/unit/month to \$21.38/unit/month

Deb Hummer reported that this is the 3rd year of a 5 year extension. She advised that council should accept this extension rather than putting the contract out for bid. She stated that other municipalities put their contracts out for bid and the bids came back significantly higher than the current contract amount. Solicitor Miller agreed that approving the extension was a wise thing to do.

Motion: to approve a 1-year extension of the Refuse Contract with Republic Services as per a written proposal dated September 3, 2021 for a total cost in 2022 of \$434,613.

Other Business

Patti Krow reminded everyone of the Miss Hummelstown contest on October 23. Right now she has 8 contestants but would like a few more if possible.

There being no further business, the public portion of the meeting closed and adjourned to Executive Session for a personnel and legal matter at 9:00 PM.

Respectfully Submitted,
Debra Hummer