

Minutes  
Workshop Meeting  
Hummelstown Borough Council  
Thursday, October 8, 2020  
7:30 PM

The October 8, 2020 Workshop Meeting of the Hummelstown Borough Council was called to order at 7:30 PM by Council Vice-President, Bob Weber. Members in attendance included, Dee VanGavree, Chad Lister, Patti Krow, Chris Black and Randy Lutz. Also in attendance were Mayor Dave Roeting, Chief Justin Hess, Finance Director Deb Hummer, and Solicitor Mike Miller.

**Citizens Hearings**

There were no citizens present.

**Administration**

**Establish a date for preliminary 2021 Budget meeting**

Deb Hummer set a tentative date of October 29, 2020.

**Recommendation to retain current Borough Auditor, Brown, Schultz, Sheridan and Fritz (BSSF) to perform the 2020 audit for a fee of \$17,450. (2019 Audit fee - \$17,100)**

Deb Hummer said that BSSF has been doing the audit since 2008. Every year things goes very smoothly.

*Recommendation to put on the October 15<sup>th</sup> agenda for approval made by Chad Lister and Patti Krow.*

**Recommendation to retain current Borough Engineer, HRG, to perform the annul MS4 report for 2021 and to perform all other requirements related to MS4 for a fee of \$11,000. (2020 fee- \$11,000)**

Deb Hummer reported that \$8,200 has been spent so far in 2020 Alex Greenly who is managing most of the MS4 work told Matt Bonanno this year will be very close to \$11,000. Matt said in an email HRG would be happy to hold that amount of \$11,000 for 2021.

*Recommendation to put on the October 15<sup>th</sup> agenda made by Dee VanGavree and Randy Lutz.*

**Continued review of proposed Resolution to permit open containers of alcoholic beverages in Schaffner Park at authorized special events approved by Borough Council**

Dee VanGavree reported that this resolution was updated in September and she's not sure where it stands. She feels it is conservative but allows a little room to move forward with some outdoor events. Bob Weber is concerned that there is not a "Special Event" application or associated fees. Mike Miller stated that those changes could be made to the resolution to include the application and fee. After council reviews the changes they should forward any comments to him. If council would like to put it on next week's agenda for action they could have a final review of it and solicit public comment. Action on the resolution could be taken at that time if they chose to do so. He will also create something in the resolution to make sure an individual entity that is putting together a program provides sufficient information as to how alcohol will be served, security provided, etc. so that council can make an informed decision whether to approve or not. He will circulate an email reminding everyone to provide input and he will update the resolution and send it out to everyone before next week's meeting.

**Police Department**

**Presentation by Dauphin County Victim Witness Program**

The Borough has been using an advocate from the Victim Witness office for two years at a cost of \$6,000 per year. Chief Hess would like council to decide if they would like to employ the services of an advocate for 2021 at a cost of \$6,000.

Amber Zambrana from Dauphin County Victim Witness program gave a presentation explaining what assistance she gives to Derry Township and Hummelstown Borough and the value of her services. Advocates in the Main office provide basic services to victims. As an In House advocate she can provide early outreach to victims and is on call and will assist during work hours as well as evenings and weekends. She gave several

examples of the assistance she has given victims dealing with various issues. At the end of her presentation Chief Hess thanked her and will ask council to take it under advisement and this will be discussed in future meetings as well.

**Review of Traffic Study for Cacia Alley between S. Hanover St and S. Railroad St. (Alley is adjacent to the South side of the newly opened Rubber Soul Brewery)**

Chief Hess said that in July the department received a request to designate that alley as a one-way alley, westbound. A traffic study was conducted. Due to the narrow roadway width the traffic safety was granted. There have been no reportable accidents there within five years which is a requirement to meet the accident module or 3 years for non-reportable accidents. Neither of those conditions existed but due to the narrowness of the alley and the traffic volume which is in excess of 300 vehicles during a one week period, Officer Mason determined that it would improve pedestrian and motorist safety by designating the alley a one-way, westbound. The public works department will also be painting a crosswalk and pedestrian signs will be put out warning motorists of the crosswalk.

**Motion: To approve the designation of Cacia Alley between S Hanover St and S Railroad as a one-way alley, westbound with the stipulation of a 90 day trial period.**

*Motion made by Chris Black, second by Patti Krow. Motion carried.*

**Other Items**

Chief Hess reported on September 22<sup>nd</sup> the department had its first staff meeting under his command and officers were each given new responsibilities to help them become more involved in the community. On September 26<sup>th</sup> both 2020 Tahoes were part of a Demo Day at 911 Rapid Response. On October 6<sup>th</sup> Officer Mason had “Art of De-escalation” training. In the near future the department will be advertising for the positions of Sergeant and Full-time officer.

**Public Works**

**Status report on Kokomo Sanitary Sewer project**

Bob Weber stated there was nothing new to report.

**Status report on new truck**

Bob Weber reported the truck was delivered and is in limbo waiting to be upfitted. It should be ready by winter.

**Designating PD liaison to Code Enforcement Department**

Chief Hess reported that Officer Mason will be assisting Steve Wyld with code violation issues. As he is patrolling, Officer Mason will be looking for issues and take pictures if necessary. He will forward this information and pictures to Steve and will also file citations if warranted.

**Planning Commission Update**

Bob Weber reported on the following:

- **Food Trucks** – These are not regulated in Hummelstown and there are no provisions for them in the ordinance. Steve Wyld has been getting a lot of questions regarding regulations. They are planning on addressing the issue with a new ordinance for food trucks and food carts.
- **Political Signs** – The Commission is planning on addressing the sign ordinance regarding this issue.
- **Hanover Heights** – Kevin Ricker has purchased the property and wants to build something. New stormwater plans will need to be submitted. Stay tuned for future updates.
- **Collaborative Stormwater PRP Project with DTMA** – The Commission is waiting for the MOU and will continue collaborative projects with Derry Township.
- **Quarry Road Sidewalk Project** – The Borough was approved for a \$44,000 grant from Harrisburg Area Transportation Study (HATS). These funds will cover design and permitting costs. The Borough is responsible for \$11,000 of those costs.

- **Hershey West End** – The first review of the plan contains 10 – 12 pages of comments. Matt Bonanno is in the process of reviewing it again. When he gets it to a certain point he will come in and give a presentation to council. Bob thinks it would be a good idea to invite the school district to that meeting as it involves the discharging of stormwater toward school property.

### **EMA Update**

Bob Martindill read a letter he wrote to Chief Hess accepting his resignation from HBEMA effective December 31, 2020 and presented him with a certificate of appreciation for all his years working with HBEMA. Dee VanGavree said that in his tenure they accomplished so much and gave several examples. Bob also read a letter to council advising them of the appointment of Officer Kopinetz as co-deputy of HBEMA effective January 1, 2021.

Bob gave council the final figures for the sale of the “Support Police” signs. 417 signs were sold and \$1,810 was made. \$1,500 will be donated to Hummelstown Borough Police Association for the “Shop with a Cop” program and \$310 will go to HBEMA. Chief Hess thanked Bob for all the time he took out of his schedule the past couple months to come to the office and sell the signs.

### **Other Business**

Mayor Roeting emphasized the importance of wearing masks and has instructed the administrative staff and police department to wear masks in all public areas and when entering each other’s area. He feels things have gotten a little loose.

### **Executive Session (Personnel Matter)**

There was no need for an Executive Session.

### **Adjourn**

There being no further business, the meeting adjourned at 8:35 PM.

Respectively submitted,

Deb Hummer, Finance Director