

Regular Meeting
Hummelstown Borough Council
Thursday November 16, 2023
7:00 PM

1. Call To Order

Meeting was called to order by President Foster at 7:00 PM.

2. Devotions

3. Pledge of Allegiance to the Flag

4. Roll Call

Mayor and Council Members:		
Mayor Dave Roeting <input checked="" type="checkbox"/>	Brian Foster, President <input checked="" type="checkbox"/>	Robert Weber, Vice-President <input checked="" type="checkbox"/>
Dee VanGavree <input checked="" type="checkbox"/>	Chad Lister <input checked="" type="checkbox"/>	Christopher Black <input checked="" type="checkbox"/>
Kelly Williamson <input checked="" type="checkbox"/>	Barbara Miller <input checked="" type="checkbox"/>	
Also in Attendance:		
Theresa Eberly <input checked="" type="checkbox"/> Borough Manager	Justin Hess <input checked="" type="checkbox"/> Chief	David Willard <input checked="" type="checkbox"/> Public Works Director
Traci Eismann <input checked="" type="checkbox"/> Finance	Michael Miller <input checked="" type="checkbox"/> Solicitor	

5. Announcements

6. Approval of the Agenda

Motion to Approve made by Chris Black and seconded by Chad Lister.

7. Approval of the Minutes of the Following Meetings

A. Special Budget Meeting of October 4, 2023

Motion to **Approve** made by Chad Lister and seconded by Bob Weber.

B. Special Budget Meeting of October 18, 2023

Motion to **Approve** made by Chad Lister and seconded by Bob Weber.

C. Special Budget Meeting of November 1, 2023

Motion to **Approve** made by Ded VanGavree and seconded by Kelly Williamson.

D. Regular Meeting of October 19, 2023

Motion to **Approve** made by Bob Weber and seconded by Kelly Williamson.

E. Workshop Meeting of November 9, 2023

A change was requested by Barbara Miller to include the change for the ornaments being offered for the 100th anniversary of the Police Department, NOT 150th.

Motion to **Approve** with correction made by Bob Weber and seconded by Dee VanGavree.

8. Public Hearing (none)

9. Presentations (none)

10. Citizen Hearings

Ron Harbin brought to the attention of Borough Council the concern that the height of the weeds while entering the Borough near 322 are high. The resident has been directed to PennDOT as well as Derry Township with still no answers as to who holds the responsibility of maintaining the area. The resident requested Borough Council to look into ideas in the spring and possibly take over responsibility of this area since it reflects on the Borough, given it is our entrance. Different suggestions were made including citizens maintaining the area or the Borough maintaining both sides of road. Mayor informed resident that Police Department already adopted part of this road, there was mention too that with the changes coming from sidewalk project this may change things.

11. Staff Reports:

A. Manager's Report

- Manager Eberly thanked everyone for their team effort on the budget and all the time devoted to the development of the budget.
- There will be a mailer sent out in before January from Republic which confirms trash pickup dates, provides guidance recyclable and bulk item pickups as well as notice that as of January 1, 2024 residents will be required to contact Republic directly beginning with service issues.
- The second set of playground equipment at Alexander Park is being installed.
- The railing at Shaffner Park stage has come separated from the ramp and needs to be replaced along ramp. The ramp is currently taped off and will be closed off until repaired. Commonwealth Codes informed the Borough office the ramp needs some minor corrections and must have engineer stamped plans.

B. Zoning/Code Enforcement Officer's Report

Report as Submitted

C. Police Report

Report as Submitted

D. Fire Company Report

- Fire Company representative were present and shared how much he learned from attending his first ever budget meeting this year.
- The 9th annual Santa Stop will be taking place in the Borough on December 9th from 12-8 PM.
- December 3rd from 9-3 will be the Borough's vendor show, which was switched from a Saturday to a Sunday to try and attract more people.
- Council Member VanGavree thanked Steve from the Fire Company for all of his assistance and gathering of information for the Tax Credit.

E. Mayor's Report

- Mayor acknowledged how busy things are in the borough.
- December 3rd will be Holiday Happenings followed by the annual tree lighting.
- December 8th will be the last 2nd Friday for 2023.

F. Financial Report

Motion to **Approve** Financial Report was made by Dee VanGavree and seconded by Kelly Williamson.

- G. Tax Collector's Report
Motion to **Approve** Tax Collector's Report made by Kelly Williamson and seconded by Chad Lister.
- H. Tax Exemption & Exoneration Report
None
- I. Parks & Recreation Board
-Parks and Recreation will be participating at Holiday Happenings making holiday cards the troops for VA Hospital.
-December 4-15 they will be doing a fundraiser for VA Hospital; information is available in October Newsletter and will be posted on Facebook for items being collected. Items can be dropped off at Borough office or Cubby's Café.
-December 10th at 2:00 PM will be holiday caroling at The Manor. The members of Borough Council were recently at The Manor for an open house and Kelly Williamson commended the owners and management on the extensive upgrades and repairs to the apartment units and community areas.
- J. Emergency Management Oversight Committee
-The committee met on November 9th and confirmed 2 dates for upcoming exercises: February 5th will be a tabletop exercise and February 12th will be a simulation of Emergency Operations Center.
-March 16th there will be a fundraiser at Chick's Tavern, featuring pulled pork BBQ again.
-Dee VanGavree thanked Borough Council for their support of the First Responder Volunteer tax credit.
-Elected Officials still need to complete their Emergency Management training.
- K. Shade Tree Commission
None
- L. COG Report
None-COG meeting coincided with the budget so was unable to attend.
- M. Communication Committee
-On October 26th Council Member VanGavree and Borough Manager Eberly attended the Hummelstown Business and Professionals Association Meeting. Manager Eberly spoke about the grants that would be coming available in the Borough and the Hummelstown communication video was previewed by businesses. A total of \$1,500 from the Tourism Grant was donated to local businesses for business owners to use toward the "Open in Hummelstown" business signs.
-Council Member VanGavree thanked the Communications Committee, Mayor Roeting, Manager Eberly and Council Member Williamson for the time spent this year on improving borough wide communication. All of our communication efforts have produced more information for our residents and a newly launched promo video, thanks were also given to SoJourn media in Camp Hill.
-Magnets are completed and will be able to be found at upcoming events and around town highlighting events in Hummelstown per month.

-Formal press release was conducted resulting in 17 media responses to video release.

-Anthem Marketing Statistics show: 33% more views for our website through Hummelstown is Happening, of these 89% were new visitors, the Borough has about 2,000 views as of recent and Hummelstown is Happening just over 2,000 views.

12. TISIP Intermunicipal Cost Sharing Agreement

A. Discussion of the Agreement for the construction of a 12 ft wide gated emergency access road from Sweet Arrow Road to Duke Street with a total cost not to exceed \$320,000 and a 20% cost share by the Borough.

Request was made by Council Member Black to correct Sweet Arrow Road to Sweet Arrow **Drive**. Manager Eberly announced that the Borough has received grant funding for the emergency access road. Thanks were given by manager Eberly to the county for approving and granting the Borough the funds. Council Member Black made correction that the Borough portion is 25% not 20%.

B. Motion to Approve/Deny/Table the TISIP Intermunicipal Cost Sharing Agreement Motion to Approve TISIP Agreement with corrections stated made by Chris Black and seconded by Dee VanGavree.

13. 2024 TENTATIVE Budget

A. Discussion of the 2024 Tentative Budget

It was noted by Council Member VanGavree that this motion is for the purpose of publication for community comment. Solicitor Miller added this is a tentative adoption and available for inspection. Borough Council can then make adjustments before budget is scheduled to be voted on at December 21st meeting. President Foster took a roll call request to see where Borough Council currently sits with budget all members agreed to the motion.

B. Motion to **Approve/Deny/Table** the Tentative 2024 Budget as follows:

Fund	Revenue	Expenditures	Balance
General Fund	\$3,333,878	\$3,333,878	\$0
Sewer Revenue Fund	\$1,591,981	\$1,506,692	\$85,289
Capital Improvement Fund	\$2,973,736	\$3,453,586	(\$479,850)
Road Maintenance Fund (Liquid Fuels)	\$282,073	\$125,000	\$157,073
Parks and Recreation-Summer Camp Fund	\$26,375	\$22,183	\$4,192
Shade Tree Commission	\$6,000	\$6,000	\$0
Parks and Recreation Fundraiser	\$3,000	\$3,000	\$0
EMA	\$7,500	\$5,000	\$2,500

Motion to **Approve** made by Chad Lister and seconded by Bob Weber.

14. 2024 Municipal Stormwater Budget

A. Motion to Recommend Approval of the 2024 Stormwater Budget to the Municipal Stormwater Authority

Motion to **Approve** made by Chris Black and seconded by Bob Weber.

15. PT Administrative Assistant

A. Motion to **Ratify** the offer of employment to Debra Clark @ \$18/hour with a start date of December 4, 2023.

Motion to **Ratify** made by Bob Weber and seconded by Chad Lister.

16. Approval of Bills Payable List dated November 16, 2023.

Motion to **Approve** made by Kelly Williamson and seconded by Bob Weber.

17. Other Business

-Mayor Roeting attended Swatara Township Sewer Authority meeting this week where it was announced that the overage is estimated at \$1.5 M. The Borough is responsible for approximately 10% of this cost but exact figures are not yet available and depending on contingencies. It was also shared that the job will not be completed until 2025.

18. Executive Session

None

19. Adjourn

Meeting adjourned at 7:32

Respectfully submitted, Traci Eismann