

MINUTES
Regular Meeting
Hummelstown Borough Council
Thursday November 17, 2022
7:00 PM

The Thursday, November 17, 2022, regular meeting of the Hummelstown Borough Council was called to order by President Brian Foster, at 7:10 PM. Members in attendance included Dee VanGavree, Randy Lutz, Chris Black, Chad Lister, Kelly Williamson and Robert Weber. Also in attendance, were Theresa Eberly, Borough Manager, Chief of Police Hess, Mayor Dave Roeting, Erika Brown Finance Director, David Willard Public Works Director, and Michael Miller Solicitor.

1. Announcements

Executive Session was held prior to the meeting; Discussion on adoption and publication of the 2023 Budget. Brian Foster mentioned that there was an executive session on 11/14 after the budget meeting

2. Approval of the Minutes

Motion to approve moved, by Dee VanGavree and seconded by Bob Weber. The motion was carried.

3. Approval of the Minutes of the Following Meetings

A. Regular Meeting of October 20, 2022

Motion to approve moved by Bob Weber and seconded by Chad Lister. The motion was carried.

B. Workshop Meeting of November 10, 2022

Motion to approve moved by Chad Lister and seconded by Kelly Williamson. The motion was carried.

C. Budget Meetings: November 10, 2022, and November 14, 2022

Motion to approve moved by Bob Weber and seconded by Chad Lister. The motion was carried.

4. Public Hearing (none)

5. Presentations

- President and Vice President read a statement (see attached).

- Theresa Eberly and Erika Brown provided a general overview of the 2023 Proposed Budget, which is balanced for the first time in years. The proposed budget included \$3,206,626 in revenue and expenses for the General fund; \$3,299,814 in revenue and expenses for the Capital fund; \$320,651 in revenue and expenses for the Liquid Fuels fund; and \$1,388,833 in revenue and \$ 1,384,987 in expenses for the Sewer fund.

The Borough Manager and the Finance Director stated the Borough has 6 months' worth of reserves, which is in alignment with best practices listed under GASB, GFOA, and SOX standards on reserves. They also noted that the Borough has reached their maximum borrowing capacity (per Municipal standards); which is crucial to keep in mind for the next five years, while also considering the five-year plan; along with any unexpected events/emergencies. (See attached presentation).

10. Citizen Hearings

-Stacey from Graystone asked “What does the \$100 occupational tax pay for?” – Borough Manager mentioned that those taxes go to the General Fund; Chad Lister also add that those tax funds go towards snow plowing, roads, and maintenance of the Borough.

Stacey also asked, “What is the Minimum requirement of reserves the Borough has to have?” – Borough’s Finance Director stated per GASB’s best practices, 3-6 months’ worth of reserves should be kept. Which would equal to about \$800,000 (for 3 months) and \$1,600,000 (for 6 months) for the Borough’s \$3.2M Proposed Budget. Furthermore, reserving 6 months’ worth of reserves will help the Borough incase of Emergencies. Stacey then asked, “How much was spent during COVID?” - Borough Manager indicated that although the Borough was not as heavily impacted by COVID as other municipalities, our residents were impacted. This is why the Borough received the ARPA funds. Borough Solicitor also stated that the ARPA funds can only be used for specific things, such as paying Police’ salaries. If the funds are used to balance the Budget, the Borough will be responsible for repaying those funds back to the Fed. Dee VanGavree also commented on her view of how the increase in taxes and fees will impact the Citizens, along with inflation.

- Richard Hovement asked, “What is the limit the Borough should have in Reserve?” – President Brian Foster mentioned that he is not aware of a limit

- Jill Roeting, Borough Resident gave a statement on how the increases will impact her as a single mother and requested for council to consider her and many others like her, when adopting the budget.

- Chad Lister gave his remarks and similar sentiments as Council President and Vice President. He congratulated the Borough Manager and Finance Director for the work they put into the budget and how they’ve provided options to Council. He also noted that the practices and transparency used to produce the budget this year, reminded him of the Budget Class he is currently taking. He believes the planning that is taking place now, for the future is also a positive and shows forward thinking, which will help maintain quality of life and continue providing Police service, snow plowing, leaf pick up, trimming, and parks.

- Mayor Roeting gave his position on the budget, regarding the increases on Real Estate Tax (which is not that much), Occupational Tax, and Cash Reserves. The Mayor believes if we are already seeing all the increases across the board, due to inflation; Borough council should consider reducing that impact to the residents by taking out the Real Estate Tax and reducing the Occupational tax and using the Reserves to fill in the gap.

11. Staff Reports:

- A. Manager’s Report - None
- B. Zoning/Code Enforcement Officer’s Report – As reported
- C. Police Report- Oct 22nd Police Department did a community outreach along with Mayor and Borough Manager and picked up trash along 322 and filled over 20 trash bags. He also attended the Hazard Mitigation meeting that took place on 11/17.
- D. Fire Company Report– As reported
- E. Mayor’s Report – Spoke at both schools, Saint Jones and South Hill Elementary School. Turkey Bowl will take place on Sunday. Also announced that we are in Small Business Season Month and encouraged everyone to shop in local businesses. Holiday Happenings will take place December 4th and tree lighting at 5:30pm.
- F. Financial Report– A motion to accept the financial report was made by Chad Lister and seconded by Dee VanGavree. The motion was carried
- G. Tax Collector’s Report - A motion to accept the financial report was made by Dee VanGavree and seconded by Chad Lister. The motion was carried
- H. Tax Exemption & Exoneration Report (none)
- I. Parks & Recreation Board – Swing set has arrived and will be installed once the weather is suitable. Holiday Happenings is doing cards for the troops.

- J. Emergency Management Oversight Committee – PO for Light Tower and outreach materials
- K. Shade Tree Commission - None
- L. COG Report - Monday
- M. Communication Committee – 11/16 Meeting Reviewed upcoming events: Tourism Grant.

12. 2023 Budget

A. Motion to **Approve** the Preliminary Proposed Budget and authorize to advertise as follows:

<u>Fund</u>	<u>Revenue</u>	<u>Expenditures</u>	<u>Balance</u>
General Fund	\$3,206,626	\$3,206,626	\$0
Sewer Revenue Fund	\$1,388,833	\$1,384,987	\$3846
Capital Improvement Fund	\$3,299,814	\$3,299,814	\$0
Road Maintenance Fund	\$320,650	\$320,650	\$0

B. Motion to **Authorize** the advertisement of the 2023 Tax Ordinance and Budget Inspection Notice.

Motion to **Approve** and **Authorization** to advertise was moved by Bob Weber and seconded by Dee VanGavree,
 motion carried.

13. 2023 Municipal Stormwater Budget

A. Motion to **Recommend Approval** of the 2023 Stormwater Budget to the Municipal Stormwater Authority; was moved by Chris Black and seconded by Bob Weber, motion carried.

14. Water Resource Enhancement Program (WREP)

A. Motion to **Approve** the Intergovernmental Cooperation Agreement, between the Borough of Hummelstown and Dauphin County, for the creation and implementation of the Dauphin County Regional Water Resource Enhancement Program, including a program fee of \$500; was moved by Chad Lister and seconded by Bob Weber, motion carried.

15. Resolution 2022-R-15 ACT 57

A. Motion to **Approve** Resolution 2022-R-15, authorizing the Tax Collector, Acting on Behalf of the Borough of Hummelstown to Accept and Approve Waiver Requests Pursuant to Act 57 of 2022; was moved by Dee VanGavree and seconded by Bob Weber, motion carried.

16. Separation Agreement

A. Motion to **Approve** the Early Retirement Separation Agreement for Donna Spittle; was moved by Kelly Williamson and seconded by Chad Lister, motion carried.

17. Zoning Hearing Board Meeting: 11-21-22

A. Motion to **Authorize** the Solicitor to appear at the Zoning Hearing Board Meeting on 11-21-22, on behalf of the Borough of Hummelstown; was moved by Randy Lutz and seconded by Dee VanGavree, motion carried.

18. Resolution 2022-R-16: Lease and Management Agreement with the Hummelstown Municipal Authority

A. Motion to **Approve** Resolution 2022-R-16, authorizing the lease of the Borough's Stormwater System to the Hummelstown Municipal Authority; was moved by Chris Black and seconded by Bob Weber, motion carried.

19. New Administrative Assistant/Receptionist: Jessica Fales

A. Motion to **Ratify** offer of employment for the Administrative Assistant/Receptionist position to Jessica Fales at the rate of \$23.50/hour with a start date of November 21, 2022; was moved by Chad Lister and seconded by Bob Weber, motion carried.

20. Ordinance 2022-06: Rental Property Registration

A. Motion to **Approve** advertising Ordinance 2022-06 for Public Meeting on December 15, 2022; was moved by Chris Black and seconded by Chad Lister, motion carried.

21. Hummelstown Bike Criterium Event- July 15, 2023

A. Motion to **Approve** the date of July 15, 2023 for the event; was moved by Dee VanGavree and seconded by Bob Weber, motion carried.

22. Approval of Bills Payable List dated November 17, 2022; was moved by Kelly Williamson and seconded by Chris Black, motion carried

23. Other Business – none

24. Executive Session (if needed)-none

25. Adjourn 8:36pm