

**Minutes  
Workshop Meeting  
Hummelstown Borough Council  
Thursday, November 9, 2023  
7:00 PM**

**Call To Order**

The Thursday, November 9, 2023, Workshop Meeting of the Hummelstown Borough Council was called to order by President Brian Foster at 7:00 PM. Members in attendance included Brian Foster, Robert Weber, Dee VanGavree, Chris Black, Kelly Williamson, and Barbara Miller. Also in attendance were Mayor Dave Roeting; Theresa Eberly, Borough Manager; Justin Hess, Police Chief; Traci Eismann, Finance; Brett Flowers, Solicitor; and Isaac Underhill, HRG.

**Presentations/Announcement**

None

**Citizens Hearings**

None

**Administration**

**1. Ordinance 2023-07: Vacant Properties**

a. Discussion of the revision to the previously proposed Draft Vacant Properties Ordinance.

Manager Eberly requested we pause this process until the Borough staff has an opportunity to provide additional options and information. Derry Township shared they utilize an outside organization who also serves other local communities like Susquehanna Township, Lower Paxton and Swatara. The third-party services include providing suggestions regarding effective processes and ordinance changes and overseeing the entire vacant property registration process. Manager Eberly suggested it was worth researching. Council Member Dee VanGavree reviewed the information included in the packet and requested wording be added that included consideration of any properties deemed a fire hazard or unsafe and dangerous to residents. President Foster also had a request to include snow removal which is currently not mentioned. Manager Eberly will have these additions added and will gather additional information on outside organization.

The Borough Council made the decision to **Table** the revisions of Draft Vacant Properties Ordinance.

**2. Update on L & I Audit**

a. Manager Eberly stated that the L & I Audit went well, and we will receive audit findings in a few weeks. The audit is conducted every 5 years and included FY 2018 through present for the audit. The audit includes reviewing all the documentation concerning ADA requirements as well as on-site inspection of two locations chosen by the auditor. Jeremy Blank from Commonwealth Code Inspectors was present during the audit and Manager Eberly thanked him for his knowledge and assistance. She also thanked BCO Laura Miller for all her efforts in preparing for the audit. Also, Manger Eberly stated that there is a Five-Year Pension Audit currently being conducted and she thanked Traci Eismann and Allison Burke for their efforts in pulling together extensive number of records.

**3. Cocoa Packs Prelim/Final Land Development Plan – HBPC Review**

a. Council Member Bob Weber described the overall plat design and location. He described the plan including a warehouse tucked in behind residential properties with loading docks facing the existing church. There are parking spaces around the building. Jamie Brubaker conducted an extensive review of the plan design, location, and traffic flow, including the number of peak hour trips per day which all were discussed at the Planning Commission meeting. The Borough has some concerns pertaining to the amount of traffic, and the direction of traffic flow, and stormwater draining. The Planning Commission recommended several considerations for changes to the plan, with restricting exiting traffic to right turn only, using a porkchop feature. The other plan modification requests were to loop all utilities, add additional buffer between church property and Cocoa Packs, and install guide rail along stormwater basin. Council Member Chris Black noted this land is zoned for lower use and was only tentatively approved by Derry Township. The new business with

be increasing traffic flow once their work with Lower Dauphin begins with Falcon Packs, the planned training is to take place as well as eventually offering clothing.

b. Motion to **Approve** the letter from HBPC be forwarded to Derry Township made by Bob Weber and seconded by Chris Black. Motion carried.

#### 4. Engineer Update

a. Isaac Underhill provided the following updates:

1. Quarry Road Sidewalk

He updated the Borough Council on the productive meeting that was held last week which included some road line sketches for Chief Hess to review and noted final design should take place at the end of November. Isaac expressed some concerns with filling in culvert and drainage. Manager Eberly noted this job should go out to bid in the spring.

2. Duke and High Streets Stormwater project

Isaac Underhill noted the Borough received a change order for a project consisting of three inlets and pipes, 2 originals and 1 on Duke Street. There are materials that are additional now and the Borough will purchase them for public works to use instead of paying a restock fee. There is a total decrease of \$11,834.50, making the new contract amount \$65,375.25. A discussion was had pertaining to the visibility of other damaged pipes that were removed from the scope of work, due to the inlet not falling in the Borough's Right of Way. Mr. Underhill explained that most of the damage to the pipes were due to the way they were originally placed underground. Project should only take about a week to complete, and residents will be notified prior to work beginning.

Motion to **Approve** work to begin as soon as next week on Duke and High Streets was made by Bob Weber and seconded by Chirs Black. Motion carried.

3. S John Street Pavement Project

Isaac Underhill noted once ramps are certified then the job can be completed. Council Member Chris Black inquired about the cost associated with UGI and their portion. Manager Eberly has reached out to UGI and they are committed to paying the portion which has already been invoiced to them.

#### Other Business

Isaac Underhill announced that the Bullfrog Valley project which we were a co-applicant with Derry Township on was recognized for project.

Police Chief Hess recognized his department as well as the Mayor for their hard work to clean up the portion of RT 322 which has been adopted by our Police Department. Hummelstown Police are the only police department to adopt a highway and collected 21 bags of garbage this past week, which is significantly less than last year's collection.

Council Member, Barb Miller announced the Hummelstown Community Foundation has been working diligently with the Police Department and Mayor on the release of the 150<sup>th</sup> year police department ornament. The Foundation is hoping to have ornaments ready for Holiday Happenings. Council Member Kelly Williamson will do a press release on Facebook and ornaments will be available for purchase for \$10 at Borough office. Hummelstown Print House, located in the Borough, was involved in the production of the ornaments.

#### Executive Session

None

**Adjourn**

Meeting was adjourned at 7:40pm.

Respectfully submitted,

Traci Eismann