

Minutes  
Workshop Meeting  
Hummelstown Borough Council  
Thursday, December 10, 2020  
7:30 PM

The December 10, 2020 Workshop Meeting of the Hummelstown Borough Council was called to order at 7:30 PM by Council President, Brian Foster. Members in attendance included, Bob Weber, Dee VanGavree, Chad Lister, Patti Krow, and Randy Lutz. Also in attendance were Mayor Dave Roeting, Borough Manager, Mike O’Keefe, Chief Justin Hess, Finance Director Deb Hummer, Asst. Zoning Officer, Steve Wyld, and Solicitor Tara Burns.

**Citizens Hearings**

There were no citizens present.

**Administration**

**A. Review of changes to the Proposed 2021 Budget.**

Deb Hummer had given council a list of adjustments that were made to the proposed budget since the budget meeting in October. She said there were no significant changes and end of year figures were right on track.

**B. Review of the following Ordinances and Resolutions related to the Budget.**

1. Ordinance 2020-3 – Establishing Tax Rates for 2021
2. Resolution 2020-R-10 – Establishing Sewer Rental for 2021
3. Resolution 2020-R-11 – Establishing Refuse Rates for 2021
4. Resolution 2020-12 – Establishing Building Permit Fees for 2021
5. Resolution 2020-13 – Establishing Zoning Hearing/Permit Fees for 2021
6. Ordinance 2021-1 – Establishing Compensation for Tax Collector (this Ord. needs approval to be advertised in anticipation of adoption at Jan 21, 2021 meeting)

Deb Hummer reviewed Ordinances and Resolutions item #1 – #3 reminding council that sewer and refuse rates will be increased by \$2/quarter beginning in 2021. Steve Wyld reviewed Resolutions item #4 & #5 explaining that our rates have not been increased in years. These increases will now cover the administrative costs and legal fees of the preparation of permits and zoning hearings. Deb Hummer addressed item #6 stating that Angie Durantine will be running for tax collector in 2021 and this ordinance must be passed before the primary election.

*Recommendation to put approval of the items A & B on the December 17<sup>th</sup> agenda made by Bob Weber and Patti Krow.*

**C. Appointments to Boards and Commissions.**

Mike O’Keefe reported that the following individuals have agreed to a new term.

<u>Name</u>	<u>Board/Commission</u>	<u>Agrees to New Term</u>
Danielle Rafferty	Recreation Board	Yes
Bill Fultz	Civil Service Commission	Yes
Bob Weber	Planning Commission	Yes
Ben Mader	Planning Commission	Yes
Mark Mattern	Civil Service Commission	Yes
Mike Henry	Civil Service Alternate	Yes

*Recommendation to put approval of the appointments on the December 17<sup>th</sup> agenda made by Chad Lister and Patti Krow.*

**D. Review of the Proposed Cable Franchise Agreement with Verizon.**

Mike O’Keefe told council this agreement had been given to Mike Miller for review and he said everything looked good.

*Motion to approve Resolution No. 2020-R-14 and authorize President of Council to execute the Cable Agreement with Verizon Pennsylvania LLC was made by Bob Weber, second by Patti Krow. Motion carried.*

## **Police Department**

### **Other Business**

Chief Hess reported that 75% of the force has completed their Spanish training and some have had the opportunity to use it. He also said Bio 1 the company that cleans up any biohazard contamination for the department has offered to pay for the officers to take an online course. After taking this course the officers will be OSHA certified in blood borne pathogens. Chief Hess also mentioned that fingerprinting for the public has been suspended for the time being.

### **Discussion of the proposed Community Outreach program.**

Chief Hess explained that the department will be starting activities on a volunteer basis for the betterment of the community. Donations will pay for the program and he will keep council informed as the program develops.

## **Planning Commission**

### **Review of recommendation to amend Health Officer ordinance by adding regulations for Food Trucks.**

Bob Weber reported that the Commission has been working on a list of amendments to this ordinance addressing the regulation of food trucks. The commission is recommending to council to proceed with these ordinance changes.

*Add the approval of recommendation to amend the Health officer ordinance to the December 17<sup>th</sup> agenda made by Bob Weber and Chad Lister.*

### **Review of Recommendation to amend zoning ordinance regarding changes/additions to sign regulations.**

Steve Wyld explained that the Borough's sign ordinance has not been updated since 1988 and needs to comply with technology. The changes will tailor regulations based on separate zoning districts. There will be a formula to calculate sign size based on the size of the building. The commission will also be looking into the regulation of murals. Dave Roeting said he felt the setback of the building should be addressed as well. Once all issues have been addressed Steve will prepare a list of changes to give to the solicitor.

## **Communications Committee**

### **Report of meeting held December 2, 2020 regarding "Communication Centralization"**

Chad Lister felt the meeting was successful and well received. About 20 people were in attendance either in person or virtually. Chad said he thinks the committee is off to a great start and meeting some of the goals that were set. Patti Krow commented that Melissa Miller is doing a good job.

Dee VanGavree mentioned that at the last meeting they discussed the Downtown Revitalization plan and what the next steps will be. She doesn't want this topic to be buried.

## **Other Business**

Brian Foster said the December 17<sup>th</sup> meeting will be held virtually via Skype. Deb Hummer will put the information and link on the website when it becomes available.

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

Council rose into Executive Session at 8:00 PM

## **Adjourn**

Council reconvened at 8:30 PM

There being no further business, the meeting adjourned at 8:30 PM.

Respectively submitted,

Deb Hummer, Finance Director