

**AGENDA**  
 Regular Meeting  
 Hummelstown Borough Council  
 Thursday, February 15, 2024  
 7:00 PM

*THIS MEETING IS BEING RECORDED FOR THE PURPOSE OF MINUTES  
 As a courtesy to others in attendance, we ask that you please silence mobile devices and limit  
 public comment to no more than five (5) minutes per person.*

**Call To Order**

**Pledge of Allegiance to the Flag**

**Roll Call**

Mayor and Council Members:		
Mayor Dave Roeting	Christopher Black, President	Dee VanGavree, Vice-President
Robert Weber	Kelly Williamson	Barbara Miller
Chris Weaver		
Also in Attendance:		
Theresa Eberly Borough Manager	Justin Hess Chief	David Willard Public Works Director
Traci Eismann Finance	Michael Miller Solicitor	Isaac Underhill, HRG

**1. Announcements/Presentations**

**2. Public Comment**

Any resident, business owner, and/or taxpayer of the Borough, or any representative of a non-profit organization serving the Borough wishing to address the Council must first be recognized by the President and then must identify him/herself by name and address.

**3. Consent Agenda (none)**

**4. Public Hearing –None Scheduled**

**5. New Borough Council Member**

- A. Discussion on the applicants for the open seat
- B. Motion to Appoint to TBD to serve on Borough Council for a term to expire on 12-31-25

**6. Hummel Nature Trail**

- A. Review of updated estimated cost
- B. Motion to Approve additional cost of \$ for a total of \$ to include the Borough’s share of \$
- C. Announce Public Meeting to be held on March 14, 2024

**7. Alexander Park Pavilion Roof**

A. Motion to Approve the purchase of materials to replace Alexander Park Roof at an estimated cost of \$6,900 with work to be performed by Public Works

**8. Public Works Facility Upgrade**

A. Motion to Approve the purchase of construction materials for the renovations of the PW Facility at an estimated cost of \$13,700, with work to be performed by Public Works.

**9. 2024-2025 WREP Program Service Level B**

- A. Discussion on the 2024 -2025 WREP Service Level B- Regional Projects for Flood Reduction and MS4 Credit.
- B. Motion to **Approve** the 2024-2025 WREP Program Service Level B at a cost of \$8,891 for 2024 and \$13,559 for 2025 or
- C. Motion to Table the decision for 2024 at a cost of \$500 and continue to participate in the Advisory Committee Meetings.

**10. Newsletter Vendor**

- A. Discussion on changing our current newsletter provider to Picture Perfect Production. Services will be more efficient and streamlined at the following cost:
  - Reproduction of 1500 color brochures: \$795
  - Additional editing @ \$85/hour
  - Stuffing envelopes / .04 per envelope
- B. Motion to **Approve** Picture Perfect Production as our newsletter provider for the cost outlined above.

**11. Handicap Parking on 33 West Main Street**

A. Discussion on Handicap Parking in front of 33 West Main Street for a 90-day trial

**12. Trash and Recycling Services Bid**

A. Discussion on establishing a committee to examine the service components to be included in the upcoming bid.

**13. Other Business**

**14. Executive Session (if needed)**

**15. Adjourn**

**February 2024**

- 02/19 President’s Day, Office Closed
- 02/20 Shade Tree Commission, 5 PM
- 02/26 Hummelstown Community Foundation, 6 PM
- 02/28 Zoning Hearing Board, 7 PM

Our Journey in 2024

*Investing in Infrastructure and Connectivity\* Maintaining our Charm-Property Maintenance and Rental Property Program\* Improving Communication with Residents\* Investing in Economic Development\* Improving Sustainability /Efficiencies\* Supporting our Fire and EMA Partners*



# BOROUGH OF HUMMELSTOWN

Founded 1762

Incorporated August 26, 1874

261 QUARRY ROAD  
HUMMELSTOWN, PA 17036  
www.hummelstown.net

PHONE: (717) 566-2555  
FAX: (717) 566-3324

## Agenda Item Review

Meeting Date:	2-8-2024
Agenda Item:	Hummel Nature Trail
Description:	DCNR opened park grants and deadline for submission is 4-4-2024. The Borough previously submitted a project but is was not awarded.
Submitted by:	Theresa Eberly
Background:	Since project was not awarded, met with DCNR Regional Director who made several suggestions to improve competitiveness of grant.
Mandated:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No by Whom:
Pros:	BC can decide to submit this design or can out for another project. I did ask our current consultant to review cost given the cost have not been updated for 1 year.
Cons:	Given we have to submit by 4-1 and hold a public meeting prior, timing is of the essence.
Approval Limitations / Deadline:	Need decision at this meeting.
Financial Information:	Project was budgeted in the 2024 Capital Fund Budget
Budget Impact:	Previously budgeted
Discussion:	Regional Director ask that we have additional letters of support and to confirm approval by PPL to work on the trails. Looking for an easement agreement.
Scheduled Vote:	2-8 or 2-15

\*\* for Public Comment on this item, please contact the Borough Manager



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## Agenda Item Review

Meeting Date:	2-8-2024
Agenda Item:	Alexander Park Roof Project
Description:	Council Member Weber researched options including materials and suppliers. Option is to purchase the materials and have PW install under CM Weber's supervision.
Submitted by:	Robert Weber
Background:	Seeking an alternative to the lowest cost bid of \$16,100, including gutters. Material cost are \$2864.97 or \$6,878.86, depending of the metal roof style selected.
Mandated:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No by Whom:
Pros:	Project gets completed by staff at a cost far below the lowest bidder.
Cons:	Project will require the assistance of 3 PW staff members for one week
Approval Limitations / Deadline:	If approved-installation could happen in conjunction with park
Financial Information:	Project was budgeted in 2023 & 2024 Capital Fund Budget
Budget Impact:	Previously budgeted
Discussion:	CM Weber will review materials
Scheduled Vote:	2-8 or 2-15

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## Agenda Item Review

Meeting Date:	2-8-2024
Agenda Item:	PW Facility Project
Description:	Council Member Weber researched options including design, materials, and suppliers. Option is to purchase the materials and have PW install under CM Weber's supervision.
Submitted by:	Robert Weber
Background:	Total cost of materials and supplies is \$13,694.49. PW would install the upgrade, under CM /Weber's supervision.
Mandated:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No by Whom:
Pros:	Project gets completed by staff at a reduced cost
Cons:	Project will require the assistance of 5 PW staff members.
Approval Limitations / Deadline:	If approved-installation could occur during down times
Financial Information:	Project was budgeted in 2023 & 2024 Capital Fund Budget
Budget Impact:	Previously budgeted
Discussion:	Design includes a separate temp controlled space for meals and needed rest during storms, ada compliant steps, kitchen area and relocation of bathroom door.
Scheduled Vote:	February or March

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## Agenda Item Review

Meeting Date:	2-8-2024
Agenda Item:	WREP and HRG Annual MS4 Scope of Work
Description:	The regional stormwater group, WREP, assigned 3 levels of potential service. Level B will allow the borough to participate in the upcoming PRP project at a reduced cost.
Submitted by:	Theresa Eberly
Background:	Total cost is \$8,891 for 2024 and \$13,558 for 2025. Given these fees will set us up for PRP projects in the future, the funding should come our of the HMA budget.
Mandated:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No by Whom: DEP
Pros:	Will reduce our future PRP cost dramatically
Cons:	Project is regional and will not occur in our borough
Approval Limitations / Deadline:	WREP requires approval by March 1st
Financial Information:	There are project cost in the HMA budget
Budget Impact:	none in the General or Capital Funds
Discussion:	WREP does not offer full Annual MS4 Report efforts. Therefore we will need to engage HRG to complete the report.
Scheduled Vote:	2-8 or 2-15

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## Agenda Item Review

Meeting Date:	February 13, 2024
Agenda Item:	Newsletter
Description:	Seeking new vendor to offer additional services and who can assist with developing a more streamline process.
Submitted by:	Jessica Fales/Theresa Eberly
Background:	There is an opportunity to improve our newsletter process and we wanted to find a company who could offer more services, especially with layout, design and editing at the same cost
Mandated:	Yes <b>No</b> By Whom:
Pros:	We will begin by developing a standard layout and once complete we will be able to provide articles directly to the new vendor. We will save time on design, layout and editing.
Cons:	None
Approval Limitations / Deadline:	Need approval at the 2-15-24 meeting in order to meet deadline.
Financial Information:	Quote is included. Prices for newsletter are comparable. Envelope stuffing charges are ½ of what we currently pay.
Budget Impact:	None
Discussion:	We feel Picture Perfect Productions is a solid partner. They are in Hummelstown and are eager to work with the Borough to help us to continue to improve our newsletter.
Scheduled Vote:	February 15,2024

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