

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

The Thursday, March 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 Dee VanGavree, Chris Black, Chad Lister, Robert Weber, and Mayor Dave Roeting. Also in attendance were Theresa Eberly, Borough Manager, Chief of Police Hess, Erika Brown, Finance Director, David Willard, Public Works Director, Brett Flowers, Solicitor, and Isaac Underhill, HRG.

**Presentations/Announcement**

Alexander Park- DCNR Grant – Ann Yost, from YSM discussed Alexander Park plans, equipment and grant information with Borough Council. She mentioned that there will be a Toddler section which will have: Seesaw, Turley Cup, Bucket Swings (which is for both child and parent).

There will also be a Youth section that will have:

Slides and Elements that are higher, Gaga Ball Pit, and 15x 15 Shade Sail. See attached. Cost estimate from Burke Play which includes discounts thru June 30, 2023.

Theresa Eberly mentioned the Parks and Recreation Board discussed having various themes for each park. Further discussions were had regarding the playground equipment and the cost associated with it. Chris Black asked if this was the most cost-effective quote available. Ann Yost answered yes, because this is under a State contract which is bid out; Furthermore the Parks and Rec Board reviewed the quote. Theresa Eberly noted that the Borough can draw down 50% of the grant amount to put down for the purchase of the park equipment, per Chris Black's question. Chad Lister asked if the Borough is planning to obtain the Shade Sail Canopy and suggested that trees be planted in place of that structure if possible. Theresa Eberly noted that the Shade Sail is an option and if purchased it would be placed in the center of the courtyard where there is pavement. Furthermore, the Shade Sail is made durably and could last over 10-15 years, per Chad Lister's question of life span of the product. Chris Black asked where the Shade Sail Canopy was in the original plan; Ann Yost, mentioned that it was not part of the original grant request and plan and neither was the Gaga Pit; however these two additions were based on the request of the Rec Board. Dee VanGavree agreed with Chad that the Shade Sail, which is worth \$6,624.00, is not necessary. Chris Black asked how much over the budget we are, from the quote from Burke, and Theresa Eberly said its over the budget by \$8,766; Council had further discussion on the Gaga Ball Pit and the Shade Sail, Theresa Eberly also discussed removing the Drum, Chime due to the sound and they were in agreement that the Gaga Ball and Shade should not be purchased to be on budget. Theresa Eberly mentioned that the expected installation is the second week of September. Dee VanGavree suggest that funds could be raised for the Shade Sail and Gaga Ball Pit. Ann Yost also suggested that the Gaga Pit and Shade could be purchased later when the funds are available but suggested that the other equipment be approved because of the savings and value.

Hummel Nature Trail DCNR Grant Submission- Ann Yost, from YSM – The original 80/20 grant submission was not successfully obtained; however, a 50/50 grant is being suggested to because of the feedback Ann Yost received from DCNR. This 50/50 grant will be based on exterior loops being improved no longer the interior. \$600k Project with 50/50 and a cash requirement of \$257,365 (in-kind \$43,635 & \$107,000 donation). This needs to be put in a resolution for the borough to commit \$257,365. The grant application has a start date of January 2024 with a four-year plan to spend the funds. Chief Hess requested that no trees be planted in the island until the front parking lot is paved for security purposes. He also asked if lighting will be in the parking lot and Ann Yost explained that the four yellow dots by the trees in the plan are the lights that will be placed.

## Citizens Hearings - None

### Administration

#### 1. UCC Changes, Jeremy Black, Commonwealth Codes

##### a. Discussion on the recommended changes to the UCC permit requirements.

##### 1) RESIDENTIAL DETACHED ACCESSORY STRUCTURES

Current UCC states Residential Detached Accessory structures over 1000 sf require building permit. The proposal is to reduce it to 500 sf that way garages and anything that is not attached to the house is not required to have a permit.

Mayor Roeting commented that years ago there was a dollar value threshold on what was being build which would be require a building permit and asked if this is still true today. Jeremy Black said the UCC provisions don't have that, however the square feet regulation would help catch individuals who might be trying to build an extra living space that is detached to the property.

**RECOMMEND:** Residential Detached Accessory structures over 500 sf and for all structures exceeding on story above grade need building permit.

##### 2) RESIDENTIAL ALTERATIONS

Current UCC does not require permits for basement alterations.

**RECOMMEND:** Alterations involving the addition of new bedroom/sleeping room

b. Robert Weber made a motion to Request and Ordinance be prepared to incorporate the proposed UCC building permit amendments seconded by Chris Black; Passed

#### 2. Alexander Park- DCNR Grant

a. Discussion Playground Design and the purchase of equipment from Burke Playground equipment took place earlier in the meeting.

b. Dee VanGavree made a motion to **Add** the purchase of playground equipment from Burke Playground at a cost of \$67,164 to the March 9th meeting agenda seconded by Robert Weber; passed

c. Robert Black made a motion to **Approve** Scope of Services submitted by Ann Yost for the Alexander Park Playground for a cost not to exceed \$29,300 seconded by Dee VanGavree; passed

#### 3. Hummel Nature Trail DCNR Grant Submission

a. Discussion of the grant submission to DCNR for a total project cost of \$600,000 with the borough portion of 300,000, to be offset by a donation of \$107,000 and in-kind service credit \$42,635 and previous commitment of \$158,000.

b. Robert Weber made a Motion to **Add** the DCNR grant submission for the Hummel Nature Trail Improvement to the March 16<sup>th</sup> meeting agenda seconded by Chad Lister.

#### 4. Sewer/Trash/Stormwater Billing Service

a. Theresa Eberly discussed on the cost of a service provided by UPS to stuff bills and newsletter. Cost is .22 per mailing and total cost estimated at \$400.

b. Robert Weber made Motion to **Add** for approval to the March 16<sup>th</sup> agenda seconded by Chris Black

#### 5. Shop Garage Doors Purchase

a. Theresa Eberly discussed on the purchase of Garage doors with Capital Expense of \$12,000. The cost of the garage doors exceeds budgeted amount by \$2,924.79. David Willard

explained that the current garage doors have major issues and that there is a big gap between the garage door and the edge of the wall where grown men can put their hand right thru the gap to the other side. There was a current incident the day before where one of the garage doors almost collapsed in the middle but instead come off the track and thankfully no one was around. Then the other garage door had a rotten panel that is starting to pull a spring which is very dangerous and is a hazard to the Public Works employees. David Willard suggests purchasing the Baker Doors which are remote controlled, have a middle support, and will be mounted to the wall. Chris Black requested that the doors be purchased with the compromise to reduce line 6 so the Borough stays within the budget.

b. Robert Weber made a motion to **Add** the purchase of 3 garage doors from Baker Door Company, with 5 remotes at total cost of \$14,924.79 from the Capital Improvement Fund to the March 16<sup>th</sup> meeting agenda seconded by Chris Black.

#### 6. Tarp and Coal Chute

a. Discussion on the purchase of tarp system and coal chute tail gates from Stevenson Equipment from the Capital Improvement Fund budgeted at \$12,000. Under budget \$982.80.

b. Chris Black made a motion to **Add** the purchase of two (1) new tarp system at a cost of \$4,501.22 and two (1) new 3 coal chute tail gate at a cost of \$ 6,512.98 from Stevenson Equipment to the March 16<sup>th</sup> meeting agenda seconded by Robert Weber.

#### 7. Transit Purchase

a. David Willard discussed the request to purchase a new transit with tripod from Service Supply, which is a local business. This item is not budgeted; however, it will be needed for the Nature Trail project. The request to purchase the transit is to allocate the savings from Hummel Trail that will be in-kind to purchase.

b. Robert Weber made a motion to add the purchase of the Transit from Service Supply at a cost of \$1,229.86 from the Stormwater Fund to the March 16<sup>th</sup> meeting agenda seconded by Chad Lister.

#### 8. Sewer/Stormwater Camera Purchase

a. David Willard discussed how multiple cameras were demoed and is requesting council to approve the purchase of an Aries TR3320 sewer/stormwater camera with 3200 GVW trailer at a total cost of \$129,975 from Golden Equipment. The other two quotes he received were, one was above the budget and the other was about \$200 less than Golden Equipment and had a lower grade trailer. Budgeted \$130,000 split between Stormwater Fund and Sewer Fund. David Willard and Council Members had furthered discussion on the specs of the Camera and Trailer. Council also asked multiple questions regarding the purpose of the camera and compared to it being outsourced as a service. David Willard mentioned that there was a quote he had received last year, of \$53,000, for a contractor to do the inspection of the sewer lines with a camera for x amount of feet for a week. Further discussions were had as to what is the best option for the Borough. Dee Vagavree asked if there was any communication with Derry Township regarding borrowing equipment. David Willard and Theresa Eberly mentioned that they spoke to Mike Nostic from Derry Township. However, he mentioned that because Derry Township took over the Milton Hershey sewer line they will be utilizing their equipment and Mike said he will be more than glad to help out in an Emergency; However Derry township will not be able to help with the Borough's preventative maintenance. Dee VanGavree asked how many employees are needed and David Willard said usually two guys are needed and its always best to do it on a rainy day. The reason being is because that's when the water can be seen going down the pipes and you can see the water infiltration. Chad Lister commented that he is glad that the Borough is taking steps in owning their own equipment which will pay for themselves in a few years. Because Public Works has been

doing a great job with what they have to fix and maintain the Borough. He commented he likes the this preventative step is taking place. Theresa Eberly commented that this item as many others (over \$1,000) will be added to the agendas for Council to be part of the purchasing process, thought process and for transparency purposes. Chad Lister asked if there's a plan regarding how many feet a year the Borough will inspect. David Willard said he is looking forward to viewing all of the Sewer Lines however that they will be split into sections/zones, starting with pump station 3 because most of those pipes are commercial and then moving forward to pump station 2 because that's low line. Chris Black asked if majority of the Public Work employees are trained on the equipment or familiar with it. David Willard said that himself, Scott Brown and Jerimiah Thomas have experience with the equipment. Brian Foster asked how many feet can the camera go and Willard answered 1,000 feet. However, the issue is that there's about 200 feet between two mantels (from one man whole to the other). Mayor Roeting suggested for Council to consider this purchase wisely since it is for \$129,975 plus the men hours that will put into using the equipment. He also commented that the maintenance of the sewer lines should be considered, because when the Borough has contracted out those services the contractor also have suggested specific maintenance actions in the past. Chad Lister commented that this purchase will help the Borough actually plan ahead if an issue is identified in a sewer line; which long term will start saving money. He mentioned that his is a preventative purchase as well. Theresa Eberly also reminded Council that the Borough is committed, per the stormwater fee, to have annual stormwater inspections and getting a handle on the condition of the Borough's stormwater. Whether funds are committed to the purchase of the camera or outsourcing the commitment is there. Robert Weber asked if the camera was the one he saw demoed. David Willard said yes.

b. Robert Weber made a motion to **Add** the purchase of Aries TR3320 sewer/stormwater camera with 3200 GWV trailer to the March 16<sup>th</sup> meeting agenda seconded by Chad Lister.

## 9. Oak Alley Stormwater Issue

- a. Theresa Eberly discussed on the flooding on Oak Alley and potential improvement of the alley because three residents have lost the functionality of their backyard due to the water being stagnate in the alley. She showed recent pictures taken of the alley where the water turned into a sheet of ice. The resident who has been consistently bringing this issue up, since 2019, mentioned that the big puddle of water never existed until the pavement was raised on Wall street and the side walk was installed back in 2016. Theresa also mentioned that the Borough owns maybe 16% of the right of way however the rest is owned by the Apartment Building owner. Dee VanGavree mentioned she has seen this issue and has also seen children play in the stagnant water, which concerns her. Theresa Eberly also mentioned that a decision needs to take place whether a French drain is created, or pump lines directed to a drain box installed. Issacs Underhill made some comments. He mentioned that the original plan was to raise up the parking lot with pavement a little higher level than the street and there will be a curve where all is slipped down. Which will force the water out to the street. This project was estimated at \$32,000 in 2019. He is mentioned that millings could be used to surface the area which will save money since that's material the Borough already has. Chad Lister asked if the Apartment Building owner doesn't want to cooperate can a lien be placed on the property for the future. Ms. Flower said that the code does allow the Borough to assess the cost of improvement to adject land owners. She explained the cost break down with the historic value and taking out the 16% that is owned by the Borough in square footage from the cost estimate and doing a linear feet for everyone else is about \$13,500 for the commercial parcel and the highest person on Landis ave. is \$5,100 and the middle two are \$2,400 and the bottom corner is \$3,500. Theresa also mentioned that

they looked into just doing the Borough's side however Issac Underhill mentioned that the Borough could be liable for any damage that could take place on the privately owned properties. Further discussions were had and Council agreed on coming out with a solution for the homeowners that are being affected by the water damage. Theresa Eberly was assigned to contact the company who owns the apartment buildings to have further discussions.

#### 10. Code Enforcement and Zoning Officer

a. Chris Black made the motion to **Approve** to hire Laura Miller as the Borough's Code and Zoning Enforcement Officer at an hourly rate of \$28.36 and a starting date of March 13, 2023 seconded by Weber.

#### 11. Resolution 2023-R-3 Revision Park Rules and Regulations

a. Theresa discussed some of the minor revisions to Resolution 2023-R-3. Took out security deposit and updated rate structures and made minor changes to the rules to make it more explanatory.

b. Robert Weber made the motion to **Approve** updated to Resolution 2023-R-3 Park Rules and Regulations seconded by Chad Lister; passed.

#### 12. Quality-of-Life Program

a. Theresa discussed on a Quality-of-Life Program which is a program to streamline the enforcement process which consists of using a ticketing system with warnings and it will create enforcement on the property. Jeff from Barry Lisset will provide us with a presentation of April 13th.

A resident, Rob Painko from 130 S Walnut, mentioned he was in yesterday discussing with Mrs. Eberly on an ongoing issue with his neighbor. He is concerned of the pests that will be attracted by the loads of trash bags and debris that are on his neighbor's lawn. He is requesting for Council and the Borough to help in this matter because he is also concerned for the well being of the little kids that come to the property. Furthermore, he is seeking help because if this is prolonged for another month or more there will be rodents and pests that will be attracted with the smell and warmer weather. Theresa Eberly discussed how the Quality-of-Life Program would be helpful in situations like these. She advised Mr. Painko to come to the meeting on April 13<sup>th</sup>.

b. Weber made a motion to **Prepare** a draft Quality of Life Ordinance and add to the April 13<sup>th</sup> meeting agenda for further discussion seconded by Dee.

#### 13. Chapter 27: Off-Street Parking Amendment

a. Ms. Flowers discussed the proposed amendment to the section 27-1703 of the Zoning Ordinance to clarify the compliance necessary when changing uses. She mentioned that there was an issue/confusion on the design of parking, because currently the requirement for parking spaces is 9ft wide by 18ft long. She provided an example:

If a commercial use has four parking spaces that have been in existence since 1962 they are 8ft wide by 15ft long and that's a nonconforming parking space. If that commercial use changes and requires more spaces they have to adhere to the number of spaces but they don't have to tear up two of their parking spaces because they are set back as nonconforming to the design.

The codes are not in agreement with the language which says "Structures and uses existing on this effective date should not be subject to the requirements of this part which includes the design standards". So this is an amendment to clarify that it will be subject to the requirements of the use. That way no one has to dig up their parking space.

b. Robert Weber made a motion to **Authorize** the advertisement of the proposed amendment to the section 27-1703 of the Zoning Ordinance seconded by Chad Lister; passed.

**Police**

Chief Hess mentioned that this is a requirement to adopt Resolution 2023-R-4 Adopting Emergency Operations Plan of Dauphin County

a. Discussion of Resolution 2023-R-4

b. Dee VanGavree made a motion to **Approve** Resolution 2023-R-4 Adopting Emergency Operations Plan of Dauphin County seconded by Robert Weber.

**Adjourned at 8:46pm for Executive Session**

**Respectfully presented by,**

**Erika Brown**