

**MINUTES**  
 Regular Meeting  
 Hummelstown Borough Council  
 Thursday, April 11, 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.*

1. **Call To Order**
2. **Devotions**
3. **Pledge of Allegiance to the Flag**
4. **Roll Call-All Present**

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

5. **Announcements/Presentations (none)**  
 President Black announced that a Executive Session was held prior to meeting to discuss legal advice as well as offering condolences to Council Member Weaver and his family with the recent loss of his father, Paul Weaver.
6. **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.  
 Resident, Lisa Kurcina inquired whether Rubber Soul was moving after seeing new construction taking place at the new location of the “Tasting Room”. President Black advised that this is an additional location which will host the production area as well as a tasting room. The original location will still operate as normal, serving food and beverages.
7. **Consent Agenda**
  - A. **Approval of the Agenda**
  - B. **Approval of the Minutes of the Following Meetings**
    - i. **Meeting of 3-14-24**
    - ii **Meeting of 3-21-24**
  - C. **Approval of Bills Payable List dated April 11, 2024**
  - D. **Financial Overview Report as of March 31, 2024**

### General Fund Checking

Balance	\$1,536,372.61
Revenue	\$707,397.29
Expenses	(\$593,566.63)

### Sewer Fund Checking

Balance	\$875,960.48
Revenue	\$317,687.74
Expenses	(\$224,667.12)

### Capital Fund Checking

Balance	\$2,920,473.53
Revenue	\$23,875.03
Expenses	(\$83,306.40)

### **E. Fire Company Report**

### **F. Tax Collector Report**

### **G. Tax Exemption & Exoneration Report (none)**

### **H. Zoning/Code Enforcement Officer Report**

### **I. Motion to Ratify the hire of Makenzie Stoval as Assistant Direct of Summer Recreation Program at \$18/hire as of March 21, 2024.**

### **Motion to Approve Consent Agenda As Presented.**

Motion made by Dee VanGavree and seconded by Kelly Williamson.

Council Member Brubaker inquired about the amount of taxes showing as collected in 2024 to date and why the shortage compared to last year. It was explained that it is only due to timing of deposits and when the reports are generated. Manager Eberly let him know she would send out an updated report. President Black acknowledged how helpful the new financial and zoning reports are for everyone.

### **8. Public Hearing (none)**

### **9. Additional Reports:**

#### **A. Manager Report**

Council Member Brubaker acknowledged from the report that Keystone Collections are at a 35% collection rate as of March from what was sent over to them, he also verified that there is no money lost and that we collect our cost in whole. Manager Eberly confirmed with him that the charges are being collected by us as a whole.

#### **B. Police Report**

As Submitted.

#### **C. Mayor Report**

April 12<sup>th</sup>-2<sup>nd</sup> Friday with many discounts being advertised.

April 13<sup>th</sup>-Spring Bash.

April 19<sup>th</sup>-Activate the Cure fundraiser at Cubby's, Miss PA will be present as well.

April 20<sup>th</sup>-Bark for Life at Indian Echo Caverns at 11:00 supporting the American Cancer Society.

April 20<sup>th</sup>-President Black mentioned is Electronics Recycling Day in the Borough.

April 23-Primary Election Day, residents will vote at LDHS from 7am-8pm.

April 27<sup>th</sup>-Arbor Day at Schaffner Park beginning at 10:30, entertainment and food trucks this year.

April 27<sup>th</sup>-Later in the day will be family day at the American Legion.

May 11<sup>th</sup>-Hummelstown Hunger Run will take place beginning around 9:00am.

D. Parks & Recreation Board

April 20<sup>th</sup>-Hanover & 2<sup>nd</sup> Streets is location of electronics recycling day.

May 4<sup>th</sup>-Trail Clean Ups: Hummel Trail at W. Main & Veola trail at N. Duke from 10am-12noon.

Adult Rec basketball at Middle School on Wednesdays from pm-10pm has been going really well with 10-20 participants weekly.

E. Emergency Management Oversight Committee

2<sup>nd</sup> Quarter meeting for this week is being rescheduled.

F. Shade Tree Commission

Grant for trees was used and all 8 free bare root trees are ready to be planted, 2 of which will be at Borough building as well at Schaffner Park and Nature Trail.

G. COG Report

Meets May 20th and has had very valuable trainings for Emergency Management, there is also an incident command training on April 23rd that Vice President VanGavree will try to attend.

H. Communication Committee

Books were produced to help promote small businesses and handed out, there are copies of "Live, Work & Play" at the Borough office. Vice President VanGavree received an email that Hummelstown area was ranked 1<sup>st</sup> out of about 2400 cities in their analytics for researching things to do in the area, which is great for our communication efforts.

I. Engineering Report

Engineers are finalizing the bid package for submission to PennDOT for Quarry Road sidewalk plan. Once submitted, the project will be in PennDOT and consultant's hands for review and to authorize project to be advertised for bidding.

## **10. iWorQ Proposal for Community Development and Rental License (Registration/Inspection) Management Software**

A. Discussion on the iWorQ software and agreement

Discussion was on the agreement and requesting the solicitor to negotiate conditions that protect the Borough as well as resident information. Borough Council agreed that the software will be of value to the borough. The iWorQ software will be used to track zoning and building permit activity in the Borough as well as provide necessary data recordation and process improvement code enforcement cases. It was suggested that we consider the alternative software that is also available with this being such a large investment. Manager Eberly explained what research has been done on each of the other software systems and the value found in iWorQ software.

B. Motion to **Approve** the purchase of the iWorQ software for an annual cost of \$9,500 for the Community Development and the Rental License software module with the stipulation that the solicitor negotiate the change to the agreement to indemnify the Borough for a minimum of \$25,000 was made by Bob Weber and seconded by Chris Weaver. A vote was taken to allow legal to negotiate acceptable agreement terms and meet the minimum of our deductible on behalf of Borough Council with a 5-2 vote. Yes-Barb Miller, Kelly Williamson, Bob Weber, Chris Weaver, Chris Black  
No-Dee VanGavree, Jamie Brubaker

## **11. Road Management- 5-year Plan**

A. Discussion on the proposed 5-Year Road Management Plan.

The 5-year plan is based on the revenue received from liquid fuels as well as the \$50,000/year from Capital Improvement Fund, this is for roads only not alleys. The plan was presented to Borough Council

with the intent to address the stormwater issues under the roads before repairing the roads to avoid digging up these roads in the near future. Excess funds would carry over from year to year to build funding for larger sections of roads to be replaced, in the case of 2025 that would be sections of East 2<sup>nd</sup> Street due to the number of road cuts from utility companies. The borough will be seeking participation from Veolia and UGI. Major repairs will occur in the odd numbered years to continue to build funding for larger projects. Line painting as well as pothole management would be something that is not in this plan but can be incorporated into the upkeep, the pothole program will be on an annual basis by sector. This plan will be able to be adjusted and changed as needed. Mayor Roeting addressed the road issues he sees in Graystone which affects plowing and the road sinking around the stormwater boxes, PWS director acknowledged this as well as the many other roads that are in worse condition.

## **12. Green Light Go Grant**

A. Discussion on the grant project and the low-cost submission for engineering and bid overview.

This is a program through PennDOT that allows the Borough to submit projects at a low cost. After received several quotes to provide bid preparation and bid/construction oversight, staff is recommending the lowest quote by Dawood Engineering. This project would address some ADA concerns, replace signal controllers, add a countdown to crosswalk signal and add LED lights and back shield. We received \$30,517 from PennDOT and Boro portion will be 20%.

B. Motion to **Approve** Scope of Work submitted by Dawood Engineering to include bid preparation and oversight, construction consultation/inspection and permit updates at a cost not to exceed \$5,500 made by Bob Weber and seconded by Chris Weaver.

## **13. Parking Restrictions Request (Traffic Studies)**

A. 16 S. Rosanna Street

Motion-90-Day Trial for limited time parking at 16 S. Rosanna Street.

B. Landis Street and to Advertise Ordinance

Motion -90-Day Trial for parking restrictions at 25 Landis Street as requested by Republic Trash Service to improve service operations.

Motion to **Approve** both A&B was made by Barb Miller and seconded by Bob Weber.

## **14. PPL Temporary Access Road Agreement**

A. Discussion of the proposed Temporary Access Road on Parcel ID # 31-012-010 for the purpose of maintenance.

PPL would like to use a section of the Nature Trail entrance to perform work on powerlines and store equipment. They will need to remove brush and limbs to be able to access the tower. This would be a temporary agreement for PPL to access the Borough's land, and they would be responsible for making repairs to any damaged property or paving. Borough Council in return would like PPL to entertain the conversation of use of the land previously discussed for lease behind ball field.

B. Motion to **Approve** Temporary Access Road Agreement subject to negotiations by Manager Eberly made by Jaime Brubaker and seconded by Bob Weber.

## **15. Application to the PA Commonwealth Financing Authority (CFA) through Greenways, Trails and Recreation Program**

A. Discussion on the CFA GTRP Grant Application for a Phase of the Hummel Nature Trail Master Plan in the maximum amount of \$250,000 with a 15% Borough Matching share.

This grant would either help the Borough to assist with already submitted DCNR grant or if not awarded the DCNR grant, would provide funding Hummel Nature Trail project on a smaller scope.

C. Motion to **Approve** scope of work proposal from HRG for a cost not to exceed \$2,000 made by Kelly Williamson and seconded by Bob Weber.

## 16. CD Program with PLGIT

A. Discussion on implementing a short-term CD investment strategy with our accounts currently in our PLGIT as follows:

- 1) \$750,000 for 12 month- CD and \$750,000 for 6 month-CD from the **Sewer Capital Fund**
- 2) \$100k for 12 month- CD from the **General Fund**
- 3) \$225,000 for 8 month- CD from the **Road Maintenance Account**

Discussion on investing funds through PLGIT will be tabled until a later time as well as different options being made available. Manager Eberly will gather different scenarios for May's meeting.

B. Motion to **Table** investing in short term CD in our PLGIT accounts as stated above made by Chris Weaver and seconded by Dee VanGavree.

## 17. Other Business

A. No Borough Council Meeting on 4-21-24, next meeting is 5-9-24.

B. Council Member Weber suggested having a 3<sup>rd</sup> party auditor work with the Borough office to audit the EDU's usage and billing for accuracy. This suggestion also includes taking a look at refuse before we go out to bid the end of this year. President Black requested the office staff look into different companies and options for audits and reviews and bring them to May's meeting.

C. Sergeant Spencer announced May 12, 2024, will be the 100<sup>th</sup> anniversary for Hummelstown Borough Police Department. Past employees came in to help the police go through old minutes to try to produce a listing of all past police officers since 1924. The plan is to tie the anniversary into National Night out for 2024.

18. **Executive Session (if needed)**-non

19. **Adjourn** – 8:31pm

Submitted by Traci Eismann

## APRIL 2024

4-12 2<sup>nd</sup> Friday

4-13 Spring Bash

4-15 Shade Tree Commission

4-16 Trash Service Committee Meeting

4-22 Hummelstown Community Foundation Meeting

4-24 Zoning Hearing Board Meeting

4-27 Arbor Day Celebration

## 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*