

**Minutes**  
 Regular Meeting  
 Hummelstown Borough Council  
 Thursday April 20, 2023  
 7:00 PM

**1. Call To Order**

**2. Devotions**

**3. Pledge of Allegiance to the Flag**

**4. Roll Call**

Council Members:		
Brian Foster, President *	Robert Weber, Vice-President *	Mayor Dave Roeting *
Christopher Black	Chad Lister *	Dee VanGavree *
Kelly Williamson *	Randy Lutz *	
Also in Attendance:		
Theresa Eberly Borough Manager *	Justin Hess Chief of Police *	David Willard Public Works Director
Issac Underhill HRG representative	Michael Miller Solicitor	Laura Miller, Codes and Zoning Officer *

**5. Announcements-NONE**

**6. Approval of the Agenda**

Motion to **Approve** the agenda was made by Robert Weber and seconded by Dee VanGavree. Motion carried.

**7. Approval of the Minutes of the Following Meetings**

A. Regular Meeting of March 16, 2023

Motion to **Approve** the minutes was made by Chad Lister and seconded by Robert Weber. Motion carried.

B. Workshop Meeting of April 13, 2023

Motion to **Approve** the minutes was made by Chad Lister and seconded by Dee VanGavree. Motion carried.

**8. Public Hearing**

Ordinance 2023-04: Off-Street Parking Amendment

i. Turn the meeting over to Solicitor for the Public Hearing.

The Public Hearing concerns dimensional changes to parking spaces. Ordinance 2023-04 changes the compliance requirements for non-conforming parking spaces when the use of the lot changes. Only the number of parking spaces must comply, and the dimensions are non-conforming can remain non-conforming until parking spaces are changed.

ii. Announce the closure of the Public Hearing

iii. Motion to adopt Ordinance 2023-04

Motion to **Adopt** Ordinance 2023-04 was made by Robert Weber and seconded by Kelly Williamson.

**9. Presentations (none)**

**10. Citizen Hearings**

Mr. Gary Kirman, Kirman Eye, wanted to make a comment on the consideration of restricted parking on the square. He indicated his father worked hard to have parking on the square. Also, he said people want to park in front of the storefront. He wants to keep the downtown vital and would speak against any plan to remove parking.

Curt Stabinsky of Poplar Avenue wanted to address an enforcement letter he received. He said he was “cited” for six different issues. There are concerns about the timeframe given to address the issues. For example, he was given 20 days to paint the garage. Several neighbors on the block were given notices and there are a few who would have difficulty addressing the issues. He said Officer Miller said that the timelines could be extended and to just keep in touch. Solicitor Miller stated that when a resident receives a notice it is to make them aware they are not complying with the code, and it starts a conversation with the Municipality. It does not lead to immediate enforcement or fines, just a means to start corrective action.

## **11. Staff Reports:**

### **A. Manager’s Report**

Manager Eberly thanked Public Works for their efforts in the month of April. They began the month with chipping service and added in three sink holes that needed repair. Saturday is the opening day for baseball and the fields are in great shape.

Staff is starting to work to update the website and meeting with the company to look at various features. We are reaching out to users to provide input on how we can improve the functionality of our website. We are also working on a survey for the community as part of the STMP project. Next week is the next DLCBA quarterly meeting hosted by the Borough on 4-25-23 at 6:30pm. Summer Recreation program is picking up steam. We have 40 registrants. Finally, the Swatara Township Authority annual meeting will be held next Monday.

### **B. Zoning/Code Enforcement Officer’s Report**

As submitted.

### **C. Police Report**

As submitted. Also, Chief indicated they will have a request for a handicap parking space at the next meeting. He said he would like to thank station ABC 27 on featuring the Hummelstown Square weather report. In addition, he wanted to thank Natal Amado for his assistance with the location of the camera. Training is important in the PD and the Chief wanted to recognize Sergeant Spencer for participating in training to keep taser instructor current. Two officers were assigned to investigative task forces within Dauphin County. Both Officers are commended for reaching this milestone. Officer Day completed 18 hours of Aggressive Driving enforcement.

### **D. Fire Company Report**

As submitted.

### **E. Mayor’s Report**

Fundraiser on Friday from 6-9 pm at Cubby’s. April 22<sup>nd</sup> is the Baseball Opening Day at 10:30 am. April 29<sup>th</sup> at Schaffner Park is Arbor Day and we be honoring the Lutzs by planting a tree. Lastly, what Chief Hess is trying to show that there is lots of training that needs to be completed. Chief does a good job of finding training at minimal cost. Chief had a long day, started early and is still here. All the while it is his birthday. Happy Birthday Chief.

### **F. Financial Report**

Motion to Approve Financial Report made by Robert Weber and seconded by Kelly Williamson. Motion carried.

Tax Collector’s Report

Motion to Approve Tax Collector's Report made by Dee VanGavree and seconded by Chad Lister. Motion carried.

G. Tax Exemption & Exoneration Report (none)

H. Parks & Recreation Board

Kelly Williamson announced that the Lower Dauphin Falcon Foundation awarded the Summer Recreation program \$1,000. The funding will be used for an educational program. Recycling program will be held this weekend in the Park and Ride parking lot from 9am -11am. Parks and Recreation will start a bench memorial program. The cost will be \$1,500 and include a plaque. On May 10<sup>th</sup> at 10 am, there we will have a ribbon cutting ceremony for the swing set and bricks at Mehaffie Park. She gave a big thank you to Public Works for all the work that they have done for the park.

I. Emergency Management Oversight Committee

EMA met on April 12<sup>th</sup> for quarterly meeting and discussed placing AEDs at the parks, Norfolk Southern contacts, and emergency access points. To those on Borough Council working online classes, they are hoping to have those finished by June 1, 2023. Chief Hess and Dee VanGavree attended training exercise at Dauphin County. EMA will be participating in Connecting our Community event. EMA will be sponsoring the Red White and Blue Contest.

J. Shade Tree Commission

Mike Danilowich spoke about the importance of the Shade Tree Commission and the efforts made to promote trees. He thanked Dave Willard for his help with tree planting and trimming. The Shade Tree Commission is starting a Memorial Tree Program. It would cost \$250 to memorialize a tree for someone. The Borough was awarded the Tree City USA designation. He asked for Borough Council's support in expanding the Shade Tree Commission budget in 2024.

K. COG Report

Dee VanGavree attended the meeting. There was a representative from Camp Hill who spoke about the difficulties with signs on private property. CapCog had a planning and zoning meeting and that all the boroughs and townships are going through the same issues. There was discussion about the cuts in mental health services at Cumberland County. The CapCog auction is July 19<sup>th</sup> and they are very interested in having heavy equipment.

M. Communication Committee

Dee VanGavree said we are waiting to find out if we are getting the Tourism Grant. We are investigating setting up an Instagram account. There was discussion on how to get people to come to Hummelstown to shop, eat, enjoy our parks and all that Hummelstown has to offer.

**12. Public Works Maintenance Employee – Seasonal Job Description**

Manager Eberly stated that there was a seasonal job position in the budget and this job description would be for that position. The salary would be set at \$18.50/hour.

Dee VanGavree asked whether the job description is open for discussion.

Manager Eberly said it is a seasonal position. Dee VanGavree asked if it was part time and Manager Eberly indicated it was part time, seasonal.

Motion to **Approve** the job description for PW Maintenance Employee- Seasonal position was made by Chad Lister and seconded by Robert Weber. Motion carried.

**13. First Amendment to Management Agreement**

Manager Eberly stated that the Hummelstown Municipal Authority discussed how payments will be applied to the stormwater, sewer, and trash bill. HMA was interested in setting up a procedure concerning the payments to avoid any confusion. This is currently not covered in the agreement in place. They are proposing that the first payment would go to the stormwater this is reflected in the update to the

Management Agreement. Chad Lister added that at times when there is a short pay, this change will make it clear how it is applied. Mayor Roeting stated that stormwater is unpopular now and he wanted to know how we decide which one goes first. Chad Lister indicated that there are delinquencies, and we need to establish an order. Robert Weber said we need to make it clear that we are responsible for these unfunded mandates and payments must be a priority. Mayor Roeting thought payments should be split equally between trash, sewer, and trash.

**14. Resolution 2023-R-7: Stormwater Management Agreement Approval**

Motion to **Approve** Resolution 2023-R-7, approving the First Amendment to the Management Agreement by Robert Weber and seconded by Chad Lister. Motion carried.

**15. Bookkeeper Job Description**

Manager Eberly stated that this is a new job description for the bookkeeper, replacing the Finance Director position. Dee VanGavree asked whether we would need our financial consultant going forward. Manager Eberly stated that we will need her services going forward for training new staff members and for potentially reconciliation. Dee VanGavree would like to know the financials for keeping the consultant on board.

Motion to **Approve** the job description for Bookkeeper position was made by Robert Weber and seconded by Chad Lister. Motion carried.

**16. Transportation Infrastructure Safety Improvement Program (TISIP)**

Manager Eberly stated there is an opportunity for a new grant to address road safety concerns in municipalities. The County has \$3 million dollars for projects. One potential project for Hummelstown would be to construct an emergency access road in Graystone Development. She said their was a preliminary meeting with the County, and there was a positive response. Dee VanGavree thanked Manager Eberly for her work on the finding the grant. Mayor Roeting thought the meeting was positive. He stated the minimum grant match from the borough is 25%.

**17 Approval of Bills Payable List dated from March 17, 2023 to April 20, 2023.**

Motion to **Approve** Bills Payable made by Kelly Williamson and seconded by Robert Weber. Motion carried.

**18. Other Business- none**

**19. Executive Session for personnel matters**

**20. Adjourn at 8:05pm**