

**MINUTES**  
**Workshop Meeting**  
**Hummelstown Borough Council**  
**Thursday, May 11, 2023**  
**7:00 PM**

The Thursday, May 11, 2023, Workshop Meeting of the Hummelstown Borough Council was called to order by President Brian Foster at 7:00 PM. Members in attendance included Robert Weber, Dee VanGavree, Chris Black, Randy Lutz, and Kelly Williamson. Also in attendance were Mayor Dave Roeting, Theresa Eberly, Borough Manager, Justin Hess, Police Chief, David Willard, Director of Public Works, Laura Miller, Brett Flower, Solicitor, and Isaac Underhill, HRG.

**Presentations/Announcement**

None

**Citizens Hearings**

None

**Administration**

**1. Revision to Preliminary/Final Subdivision Plan and Stormwater Management Plan for Talisman 7 Venture LLC's Automobile Parking.**

Elliot Shibley with Integrated Consulting provided an overview of the project. This project is back after receiving Conditional Approval in December with some minor revisions. Primarily, an entrance realignment. Instead of a one-way entrance off of N. Hanover, the entrance will be a full movement access off of Second Street and maintaining movement on Mulberry Alley. The applicant met with the Planning Commission and they recommended approval of the plan. One additional item to discuss concerns the conditional approval of the HOP. They are requesting that the HOP permit approval conditioned on the plan approval be separated from the plan. The proposal is that Talisman provide a financial security agreement to do the improvements, ADA ramps, closure of exiting access striping and signage at the intersections of Hanover and 2<sup>nd</sup> Street. Integrated Consulting would provide the HOP plans, HRG would review, and the Borough would be the applicant. Robert Weber indicated that the borough would serve as the facilitator for the HOP permit. He further stated that it is an improved plan because it eliminated the in and out off Hanover Street. In addition, it moved the handicap accessible spaces closer to the building and eliminated the need to cross over the ADA route.

Mr. Underhill indicated that there is a site distance issue. The borough's ordinance states there is a 290' site line distance requirement and PennDOT requires 147'. The plan has 264' off 2<sup>nd</sup> Street. They will need a waiver and HRG would support.

Motion to **Add** the Talisman Preliminary/Final Subdivision Plan and Waiver Request to the May 18<sup>th</sup> agenda was made by Robert Weber and seconded by Kelly Williamson. Motion was carried and approved by all present Council Members.

**2. Employment Agreement: Chief of Police**

Motion to **Ratify** Employment Agreement with the Chief of Police effective January 1, 2023 was made by Robert Weber and seconded by Chris Black. Motion was carried and approved by all present Council Members. Chief Hess thanked Borough Council for working with him through this and appreciates everyone's efforts. He looks forward to fulfilling his end of the deal.

#### 4. Collection Policy Delinquent Trash-Sewer- Stormwater Bills

Brett Flower indicated this is a continuation from a discussion at a previous meeting about delinquent accounts and how trash, sewer and stormwater payments are processed. There was discussion on engaging a third-party collection agency and placing liens on delinquent accounts. Current ordinance is good and with additional language on partial payments, this has all the information in one place. Dee VanGavree asked about the additional fees (interest, attorney fees, etc) and Ms. Flower indicated that these are added once the legal process begins to cover the additional cost. Brian Foster stated that there could be a policy that could be updated. Chris Black stated the policy reads that the third party is engaged after 90-120 days and thereafter a lien would be processed. Brett Flower suggested that there could be a time when the Borough sends out notices in an attempt to collect. The interest included in the policy is 10% and statutory. Mayor asked that the interest be fixed. Chris Black suggested that the policy be 31-90 days staff will handle collection and 90-120 days goes to third party collection and 120+ days goes to lien. Mayor offered to call residents with delinquent bills. Motion to **Add** the policy to the May 18<sup>th</sup> agenda was made by Robert Weber and seconded by Dee VanGavree. Motion was carried and approved by all present Council Members.

#### 3. 1" Reaper Nozzle from Hydra-Flex

Public Works Director, Dave Willard, indicated that there is a need to replace the current nozzle on the jet truck, estimating it is about 45 years old. Jets are worn out and the forward blast nozzle that is supposed to penetrate grease was blocked up. Also, this nozzle is not designed to cut roots and there has been a need to get this done. This nozzle will cut roots and grease and can be used in the future.

Motion to **Approve** purchase of the 1" Reaper Nozzle from Hydra-Flex at a cost of \$2,050 from Golden Equipment was made by Robert Weber and seconded by Chris Black. Motion was carried and approved by all present Council Members.

#### 4. Ordinance 2023- 05 UCC Revision

Brett Flower indicated that this is a follow up to the presentation that Jeremy Blanck provided Borough Council on recommended changes to the UCC. These included requiring building permits for construction basements and for accessory structures under 500 sf. Process is to set a hearing date and then send to L & I for review and approval. Plan is set the hearing date for June 15, 2023. Mayor suggested that we recognize the 2018 code. Motion to set hearing date for the UCC revisions as June 15, 2023, authorized it being submitted to L & I, and recognize the 2018 UCC code was made by Robert Weber and seconded by Chris Black. Motion was carried out and approved by all present Council Members.

#### 5. Graystone Emergency Access and TISIP Grant Discussion

- a. Update on progress with Graystone emergency access
- b. TISIP Grant Application and Scope of Work from HRG at a cost of \$4,500
- c. Resolution 2023-R-08
- d. Motion to Approve Resolution 2023-R-08 and Scope of Work from HRG in the amount of 4,500

Manager Eberly provided an overview of the EMA discussions about potential emergency access road out of Graystone Development. She indicated that several members of staff and the mayor met with the County to discuss this project being potentially funded by the TISIP grant. The emergency access exit is designed to be used in emergencies only and would provide an additional level of safety for the 250 homes that currently only have a single point of egress. The borough owns a property off Sweet Arrow that could provide two options for emergency access. The TISIP Grant would award applicants 75% of the total cost. HRG estimated the total cost of the project to be \$340,000, with the borough's match of \$80,000. A Resolution would need to be approved to commit the borough to the match. Also, HRG would offer assistance with preparing the grant at a cost of \$4,500.

Dee VanGavree stated that we did focus on the train, it could be any weather event, or accident. And to have only one point of egress is concerning. She said that if we can get a road built and use grant money, it should be considered. Brian Foster indicated it was planned in the initial phase of Graystone and not completed. He

stated that we are finally completing what was initially planned. Chris Black asked if there was a bond held for the road and Manager Eberly said there was not a bond.

Motion to approve Resolution 2023-R-08 and HRG scope of work to complete grant at a total cost of \$4,500 was made by Robert Weber and seconded by Dee VanGavree. Motion was carried out and approved by all present Council Members.

#### 4. Engineer Update

Isaac Underhill will provide an update:

1. Quarry Road Sidewalk

Predesign to be submitted for Borough Council review at the June meeting.

2. Traffic Signal- Quarry Road

PennDot has a deadline on the road opening as July 4<sup>th</sup>. They still may have partial closures, but the road will be open. All work will be done by August 3, 2023. Will have battery backup and designed to accommodate a generator. Streetlight will be attached to the streetlight.

3. Duke and High Streets Project

Utilities have been coordinated and bid documents are being prepared.

4. Oak Alley

Met with apartment property owners on site to discuss options. It was suggested by the apartment owners to add more grass and eliminate some of the pavement. HRG incorporated this suggestion into the updated design of the project. There will be a 12' right of way for the alley, needing a small easement from the apartment landowner. Alley will be crowned in the middle and pitched off to Wall Street. Blue line is a rolled 4" curb to create a barrier along the east side of the alley.

5. Pedestrian Improvement Plan

Theresa is working with HRG to pull together a meeting to discuss next steps. The plan is to discuss the scope of work at the June or July meeting. County will need to review since it will run through the HATS program

#### 5. Other Business

Dave Willard stated that all the pipes have been ordered for the Hummel Nature Trail Project. We are waiting for the permit that has been submitted to DEP. Trout lilies were in the vicinity of the project and had to be cleared. He said PW completed the installation of the swing set at West End. They repaired three sink holes. The water company was out to inspect the sink hole on Kokomo and determine it was not water service related. A sewer leak was found on W 2<sup>nd</sup> Street that will need repaired. There were 9 breaks in the pipe. Pipe can be lined and the estimated cost to repair is \$24,210.

Dee VanGavree mentioned that 2<sup>nd</sup> Friday will be held tomorrow, and the focus is to get people to come to town and spend their evening in Hummelstown: eating and shopping, enjoy the music. We had a great response from the businesses and organizations. She thanked the mayor, Kelly, Theresa, Chad Stine, and Tina Marie Chocolates. Mayor added that the town is walkable.

#### 6. Executive Session- None

The meeting was adjourned at 8:07pm.

Respectfully submitted,

Theresa Eberly