

**Minutes**  
 Regular Meeting  
 Hummelstown Borough Council  
 Thursday May 18, 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	Eugene Spencer * Sergeant, Police Department	David Willard Public Works Director
Issac Underhill HRG representative	Michael Miller * Solicitor	

**5. Announcements**

Executive Session was held prior to the meeting for discussion on a legal matter.

**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 April 20, 2023

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

B. Workshop Meeting of May 11, 2023

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

**8. Public Hearing**

A. Conditional Use 2023-01

Application for the property at 268 W Main Street, Parcel 31-24-031-000. Applicant proposes to use the detached garage as restaurant, tearoom, café, and other place severing food and alcoholic beverages. CRN District.

- i. Turn meeting over to Solicitor for the Public Hearing
- ii. Announce the closure of the Public Hearing
- iii. Council will provide a written decision within 45 days of the hearing.

**9. Presentations (none)**

**10. Citizen Hearings**

A. Brenda Pera at 290 W Main Street, expressed concerns about the shade tree removal application for property at 403 Birch. Application was submitted and received call from office to let her know it was denied. There was no reason given on application why the tree removal was denied. She reminded

Borough Council that the Shade Tree Commission is not required to be in existence. The reason the request to remove the tree was submitted was because the tree has heaved the sidewalk. She states she has a right to receive a letter with a reason why she was denied and a right to an appeal process.

B. Mike Spitler at 121 S Railroad Street discussed two ordinances concerning rental property registrations. He requested that the Borough consider repealing Ord. 2022-03 and 2022-06. He indicated there were issues with the ordinance. One is the right to inspect the property. In addition, he questioned whether a code enforcement officer will have a witness. He expressed concern about sewer bill and trash for multiple units.

## 11. Staff Reports:

### A. Manager's Report

Manager Eberly stated that the Borough was fortunate to have FEMA, PEMA and the County provide a Community Assistance visit. They were here to discuss the Borough's participation in the National Flood Insurance Program and discuss any issue they uncovered and issues the Borough wanted to discuss. They assessed our effectiveness in implementing floodplain regulations and provided technical assistance. The visit included inspecting permits from 2018 – 2023 and a tour of the community. She showed the floodplain map and indicated it will be on our website.

She also indicated that staff reached out to the Republic Services to find out if they will be providing a rate for the final year of the extension or whether the borough will need to go out to bid.

Finally, Borough Manager Eberly stated that the open Bookkeeper position has been advertised.

### B. Zoning/Code Enforcement Officer's Report

As submitted.

### C. Police Report

As submitted.

### D. Fire Company Report

President Steve Weaver indicated the new aerial truck has arrived and they hope to have it in service in July.

### E. Mayor's Report

Reminders: May 20<sup>th</sup>- Ellements of Health ribbon cutting at 11am followed by the Connecting Our Community event at 4pm. May 21<sup>st</sup> is Chicks Golf Outing and Memorial Day Parade starts at 10am with a ceremony at the cemetery at 11am. Also Red, White, and Blue Contest is still going on and finished up on May 29<sup>th</sup>.

### F. Financial Report

Motion to approve financial report was made Robert Weber and seconded by Dee VanGavree.  
Motion carried.

### G. Tax Collector's Report

Motion to approve financial report was made Kelly Williamson and seconded by Robert Weber.  
Motion carried.

### H. Tax Exemption & Exoneration Report (none)

### I. Parks & Recreation Board

Kelly Williamson indicated that the Recycling event was held on April 22<sup>nd</sup> with less donations this year as compared to last year. Mission Central will be back next year. Ribbon cutting ceremony at Mehaffie park was May 6<sup>th</sup>. Special thanks to Public Works for all their hard work in getting the swing set and bricks installed and making the park look good.

Parks and Rec will be attending the Connecting Our Community event.

On Memorial Day from 9am -10am they will be doing cards for the troops on the square.

### J. Emergency Management Oversight Committee

Dee VanGavree said that EMA would like to thank Borough Council for approving the scope of work by HRG to move forward with completing the submission of the TISIP grant for Graystone Farms emergency access drive. Grant it through the County Community and Economic Development and is designed to improve public safety. Thanks to Theresa for finding the grant. Quick reminder, June 1<sup>st</sup> is the deadline to complete EMS basic series. Congratulations to Kelly Williamson for getting it completed.

EMA will meet on May 30<sup>th</sup>.

K. Shade Tree Commission (none)

L. COG Report

No report

M. Communication Committee

Dee VanGavree said the committee met yesterday and discussed a new program involving Miss Hummelstown, Sage McKeever. This new campaign is called “Summer with Sage” and is designed to highlight summer days in Hummelstown and to visit business and special areas in the Borough. She showed an example of what the campaign would look like.

She announced the Communication Committee received a grant award from the Tourism Grant in the amount of \$20,000. She thanked the County, Kelly Williamson, Mayor Roeting and Brian Foster for all your help.

12. Revision to Preliminary/Final Subdivision Plan and Stormwater Management Plan for Talisman 7 Venture LLC’s Automobile Parking.

A. Discussion on the revised

B. Motion to **Approve** waiver request from Hummelstown Borough Code Section 22-502(8) regarding sight triangle requirements, and to meet the PennDOT minimum requirements was made by Robert Weber and seconded by Kelly Williamson. Dee VanGavree and Chris Black recused themselves. Motion carried.

C. Motion to **Approve** the revised Talisman Preliminary/Final Subdivision Plan made by Robert Weber and seconded by Kelly Williamson. Dee VanGavree and Chris Black recused themselves. Motion carried.

13. **Collection Policy**

A. Solicitor Miller stated that the policy is to keep collection efforts inhouse from 30 to 90 days and then send to Third Party Collections from 91 to 365 days, followed by sending to law firm for lien and placement for bills over \$1,000.

B. Motion to **Approve** Collection Policy made by Chris Black and seconded by Robert Weber. Motion carried.

14. **Handicap Parking Designation**

A. Sergeant Spencer stated we received a request for handicap parking in the area of 500 W Main Street, (west side of North Walnut Street) After review, it was determined that the space is warranted and should be located 60 feet north of intersection of Main Street for a distance of 20 feet.

B. Motion to **Approve** Handicap Parking Designation made by Chad Lister and seconded by Robert Weber. Motion carried.

15. **Employment Approvals**

A. Summer Camp Recreation Program Hires:

1. Ellie DeHart, Counselor 1@ \$14/hour

2. Cambden Cooney, Counselor 2 @ \$16/hour
3. Ainsley Black, Counselor 1 @ \$14/hour
4. Layla Snow, Counselor 1 @ \$14/hour
5. Thomas Corbin, Counselor 1 @ 14/hour
6. Rebecca Yeager, Counselor 2 @ 16/hour
7. Megan Williamson, Assistant Camp Director, @ \$18/hour
8. Suzanne Cavataio, Substitute Assistant Camp Director, @ \$18/hour
9. Emma Yeager, Substitute Camp Counselor 2, @ \$16/hour
10. Luke Brown, Substitute Camp Counselor 1 @ \$14/hour
11. Makenzi Lutz, Substitute Camp Counselor 1, @ 14/hour
12. Vivian Cavataio, Substitute Camp Counselor 1 @ \$14/hour

Motion to **Ratify** employment offers to Summer Camp Recreation Counselors effective May 11, 2023 made by Robert Weber and seconded by Dee VanGavree. Kelly Williamson and Chris Black recused themselves. Motion carried.

**B. Seasonal Public Works Maintenance Hire:**

Chris Black asked what the budget was for this position and what the hourly rate is for the position. Manager Eberly stated the budget is \$2,000 and the hourly rate is \$18.50. Chris Black asked how it worked and Manager Eberly said he works several full days per week and when the total hours are used up, he will end employment.

Motion to **Ratify** offer of employment to Garrett Doane effective May 8, 2023 for the Seasonal Public Works Maintenance position was made by Robert Weber and seconded by Chad Lister. Motion carried.

**15. Approval of Bills Payable List dated from April 19, 2023, May 5, 2023 and May 18, 2023.**

Motion to approve the above bills was made by Kelly Williamson and seconded by Robert Weber. Motion carried.

**16. Other Business**

Chicks Golf Outing is this Sunday, and they are still in need of hole sponsors. The golf event benefits the summer recreation program, baseball program and various nonprofit organizations.

**17. Executive Session - none**

**18. Adjourn**

Meeting adjourned at 8:55 pm

Respectfully submitted,

Theresa Eberly