

AGENDA
 Workshop Meeting
 Hummelstown Borough Council
 Thursday, July 11, 2024
 7:00 PM

Call To Order

Roll Call

| | | |
|-----------------------------------|---------------------------------|--|
| 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 | Michael Miller Solicitor | Isaac Underhill, HRG |

1. Agenda Approval

2. Presentations/Announcement

Girl Scouts

Gail Kulp- Historical Properties

3. Citizens Hearings

4. Invitation for Sealed Bids for the Collection/Disposal of Solid Waste and Recycling

A. Discussion on the Draft Bid

B. Motion to **Approve** the Invitation for Sealed Bids for the Collection/Disposal of Solid Waste and Recycling

5. Trees on the Square

A. Discussion on the request by 1762 to trim back Zelkova

B. Motion to **Approve Table of Deny** quotes submitted by Goods Tree Service for

i. Trimming at 1762 for a cost of \$864 or

ii. Trimming all trees at the Square for a cost of \$8,780

6. Volunteer Tax Credit Program

A. Discussion on Ordinance, Resolution and forms concerning the volunteer tax credit program

B. Motion to **Add** to the July 18th meeting agenda.

7. Public Works Building Construction

A. Discussion on the project and submitted quotes

B. Motion to **Add** to the July 18th meeting agenda.

8. 2024-2025 Local Shares Municipal Grant Application: Hummelstown Chemical Fire Company No. 1

- A. Discussion on the sponsorship request for the Local Shares Municipal Grant Application from the Fire Department in the amount of \$75,000 toward the yearly debt payment for the new ladder truck.
- B. Motion to **Approve/Table/Deny** sponsoring the 2024-2025 Local Shares Municipal Grant Application request from the Hummelstown Chemical Fire Company No. 1 of \$75,000 that will go towards the debt service payment for the new ladder truck.

9. 2024-2025 Local Shares Municipal Grant Application: Hummelstown Borough

- A. Discussion on the 2024-2025 Grant Application
- B. Motion to **Approved/Table/ Deny** the grant application request in the amount of \$ 173,477 for the DCIB debt service and the

10. 2024 Borough Goals

- A. Discussion on the 2024 Goals

11. 2025 Budget Schedule

- A. Discussion and confirmation of budget meeting dates for the discussion of the 2025 Budget as the follows:
 - September 9th @ 5:30 pm First Draft
 - October 9th @ 5:30 pm Second Draft
 - October 24th @ 5:30 pm Third Draft
 - November 6th @ 5:30 pm Special Meeting (if needed)
 - December 12th @7 pm Budget Adoption at the Borough Council meeting

12. Detective Gonzalez

- A. Motion to **Ratify** effective date of 6-22-24 for the change in hourly rate to \$16.50 for Detective Gonzalez.

Other Business

Executive Session (if needed)

Adjourn



BOROUGH OF HUMMELSTOWN

Founded 1762

Incorporated August 26, 1874

261 QUARRY ROAD
 HUMMELSTOWN, PA 17036
 www.hummelstown.net

PHONE: (717) 566-2555
 FAX: (717) 566-3324

Agenda Item Review

| | |
|----------------------------------|---|
| Meeting Date: | 6-13-24 and 6-20-24 and 7-11 |
| Agenda Item: | Trash and Recycling Bid |
| Description: | Included in your packet is the "Specification Section" of the bid. The legal section will be included in the packet next week, providing Brett a week to review the legal section. The Trash Committee reviewed the bid and provided their input. Borough Council has the opportunity to ask requestions pertaining to the bid. |
| Submitted by: | Theresa Eberly/Laura Miller/Trash Committee |
| Background: | Trash Committee consisting of Mayor Roeting, Dee VanGavree, Kelly Williamson, Barb Miller, Amanda Donohue, Brian Foster, Tammy Nagy, Alex Norris, Justin Hess, Dave Willard, Laura Miller and Theresa Eberly met as follows: <ul style="list-style-type: none"> ○ Committee Meeting - April 30th (Republic Services) ○ Committee Meeting – Discussion on Bid Terms - May 14th ○ Key Issues of Trash and Recycling Service Reviewed by BC -May 21st ○ Committee Meeting- Draft Bid Reviewed- June 4th |
| Mandated: | Yes No By Whom: |
| Pros: | The Trash and Recycling Bid has been vetted and reviewed by the committee to provide specifications that are both service driven and cost effective. Borough Council will review at the June 20 th meeting |
| Cons: | N/A |
| Approval Limitations / Deadline: | July 11 th |
| Financial Information: | N/A |
| Budget Impact: | N/A |

| | |
|-----------------|---|
| Discussion: | Approve low cost vendor, given the ability to start quickly on the project. |
| Scheduled Vote: | June 13, 2024 |

** for Public Comment on this item, please contact the Borough Manager



BOROUGH OF HUMMELSTOWN

Founded 1762

Incorporated August 26, 1874

261 QUARRY ROAD
 HUMMELSTOWN, PA 17036
www.hummelstown.net

PHONE: (717) 566-2555
 FAX: (717) 566-3324

Agenda Item Review

| | |
|----------------------------------|--|
| Meeting Date: | 7-11-24 |
| Agenda Item: | Trees in the Square |
| Description: | Dave Deimler from 1762, requested that our trees in the square be trimmed in front of his property. The squirrels are using the tree limbs as a gateway to inside his property. |
| Submitted by: | Theresa Eberly |
| Background: | Goods Tree Service has been trimming the trees in the square every two years. We did not budget the trim this year as part of our two - year programs as we were anticipating we would have started the Ped Improvement Project. However, the trees need trimmed as soon as possible in front of 1762 and can't wait for the completion of the project. This project will begin prelim design work this year with anticipated construction 2025-26. We ask Goods to give us a quote for the impacted property but also the entire square. The trees are generally trimmed in the spring. We could add the tree trimming of all the trees now along with the 1762 cut or trim trees in the square in 2025, waiting to see how the Ped Improvement Project to unfolds. |
| Mandated: | Yes No By Whom: |
| Pros: | Support our local business owner by cutting back the Borough Trees in the square. |
| Cons: | Minimum charge is \$864 |
| Approval Limitations / Deadline: | July 11 th |
| Financial Information: | Cost is \$864 and is an unanticipated expense |
| Budget Impact: | \$864 |
| Discussion: | One tree vs. entire square |
| Scheduled Vote: | July 11, 2024 |



BOROUGH OF HUMMELSTOWN

Founded 1762

Incorporated August 26, 1874

261 QUARRY ROAD
 HUMMELSTOWN, PA 17036
www.hummelstown.net

PHONE: (717) 566-2555
 FAX: (717) 566-3324

Agenda Item Review

| | |
|----------------------------------|---|
| Meeting Date: | 7-11-24 |
| Agenda Item: | Volunteer Firefighter Tax Credit |
| Description: | The Borough Council requested staff to provide a draft of a volunteer tax credit program for the Hummelstown Chemical Fire Company. An Ordinance and Resolution would be required for the development of the program. |
| Submitted by: | Theresa Eberly |
| Background: | Tax Credit would be for a maximum amount and the draft includes \$500 credit. The volunteer would need to meet requirements established by the fire department to qualify for the tax credit. The volunteer would receive "credit" from either paying real estate tax or Earned Income Tax or Both up to \$500. |
| Mandated: | Yes No By Whom: |
| Pros: | The Volunteer Tax Credit recognizes our volunteer firefighters who own property or work in the borough. |
| Cons: | There may be volunteers who neither own a property or work in the borough. |
| Approval Limitations / Deadline: | |
| Financial Information: | The ordinance and resolution drafted are standard for tax credit programs. The limitation for the fire fighters is that not all own property (RE Credit) or work in the borough (EIT Credit you need to work in the borough) |
| Budget Impact: | The cost of the program was not budgeted for this year since the program will be implemented next year. |
| Discussion: | |
| Scheduled Vote: | October |



BOROUGH OF HUMMELSTOWN

Founded 1762

Incorporated August 26, 1874

261 QUARRY ROAD
 HUMMELSTOWN, PA 17036
 www.hummelstown.net

PHONE: (717) 566-2555
 FAX: (717) 566-3324

Agenda Item Review

| | |
|----------------------------------|--|
| Meeting Date: | 7-11-24 |
| Agenda Item: | PW Building Construction |
| Description: | Borough Council approve a PW Building construction project as part of the 2024 Capital Improvement Budget. |
| Submitted by: | Theresa Eberly |
| Background: | <p>On 2-8-24 BC discussed the floor plan and detailed list of material for the PW project. The quotes provided included PW completing the project with the guidance of Council Member Weber. Project included adding ada compliance steps, loft for storage, lockers, kitchen area, and overnight accommodations. Climate control would be added.</p> <p>On 2-15-24 BC approved the purchase of construction materials estimated at \$13,700 with the work to be performed by PW employees. VP VanGavree requested an estimate of completed cost which BC Weber would provide once they know more about the project.</p> |
| Mandated: | Yes No By Whom: |
| Pros: | |
| Cons: | |
| Approval Limitations / Deadline: | |
| Financial Information: | To date \$2900 has been spent on materials |
| Budget Impact: | Under Budget currently |
| Discussion: | |
| Scheduled Vote: | No later than October |



BOROUGH OF HUMMELSTOWN

Founded 1762

Incorporated August 26, 1874

261 QUARRY ROAD
 HUMMELSTOWN, PA 17036
www.hummelstown.net

PHONE: (717) 566-2555
 FAX: (717) 566-3324

Agenda Item Review

| | |
|----------------------------------|---|
| Meeting Date: | 7-11-24 |
| Agenda Item: | Local Shares Grant Support Letter Request- Hummelstown Chemical Fire Co. |
| Description: | The Borough received a request from the Hummelstown Chemical Fire Company to support their application for a Local Shares grant application in the amount of \$75,000 to go toward their debt service for the new ladder truck. |
| Submitted by: | Theresa Eberly |
| Background: | The Hummelstown Chemical Fire Company submits a Local Shares Grant (Gaming Grant) on a yearly basis. The fire company purchased a ladder truck in 2023 and the request for funding would assist the fire company in paying down debt service. |
| Mandated: | Yes No By Whom: |
| Pros: | Support our local fire company in grant application efforts. |
| Cons: | N/A |
| Approval Limitations / Deadline: | July |
| Financial Information: | Application will have no impact on the Borough's submission |
| Budget Impact: | See Above |
| Discussion: | |
| Scheduled Vote: | July |



BOROUGH OF HUMMELSTOWN

Founded 1762

Incorporated August 26, 1874

261 QUARRY ROAD
 HUMMELSTOWN, PA 17036
www.hummelstown.net

PHONE: (717) 566-2555
 FAX: (717) 566-3324

Agenda Item Review

| | |
|----------------------------------|---|
| Meeting Date: | 7-11-24 |
| Agenda Item: | Local Shares Grant Hummelstown Borough |
| Description: | The Borough is applying for the 2024-2025 Gaming Grant. In the past the Borough has prepared the grant and requested financial support to offset the DCIB loan and the New Borough Building Construction Project loan Principal and Interest. The total request will be \$179,245. |
| Submitted by: | Theresa Eberly |
| Background: | The Borough received a DCIB Loan to cover the cost of the following: <ul style="list-style-type: none"> • \$120,995 for the Borough's portion of the replacement of the Swatara Township Authority Dryer and construction cost for stormwater projects at High and Duke Streets, and Hummel Nature Trail and for the Bullfrog Valley Stream Restoration Project. • 2025 Debt Service payment of \$58,250 for the new Hummelstown Municipal/Public Safety Building |
| Mandated: | Yes No By Whom: |
| Pros: | The DCIB Loan of \$1.5 Million was received to cover the dryer and the stormwater projects. The Gaming Grant, if awarded, will offset the entire amount of the principal and interest on the DCIB loan. |
| Cons: | N/A |
| Approval Limitations / Deadline: | July |
| Financial Information: | |
| Budget Impact: | See Above |
| Discussion: | |
| Scheduled Vote: | July |



BOROUGH OF HUMMELSTOWN

Founded 1762

Incorporated August 26, 1874

261 QUARRY ROAD
HUMMELSTOWN, PA 17036
www.hummelstown.net

PHONE: (717) 566-2555
FAX: (717) 566-3324

Agenda Item Review

| | |
|----------------------------------|--|
| Meeting Date: | 7-11-24 |
| Agenda Item: | 2024 Borough Goals |
| Description: | Update on the 2024 Borough Goals. In particular, staff is looking for direction on the goal to design a Rental Registration Inspection program in 2024. |
| Submitted by: | Theresa Eberly |
| Background: | 2024 Goals were developed as part of the 2024 budget and prepared as a means to track our progress throughout the year. |
| Mandated: | Yes No By Whom: |
| Pros: | Goals provide the direction in the budget year and serve as a means to tracking progress. |
| Cons: | N/A |
| Approval Limitations / Deadline: | July |
| Financial Information: | |
| Budget Impact: | |
| Discussion: | |
| Scheduled Vote: | July |



BOROUGH OF HUMMELSTOWN

Founded 1762

Incorporated August 26, 1874

261 QUARRY ROAD
 HUMMELSTOWN, PA 17036
www.hummelstown.net

PHONE: (717) 566-2555
 FAX: (717) 566-3324

Agenda Item Review

| | |
|----------------------------------|--|
| Meeting Date: | 7-11-24 |
| Agenda Item: | Detective Gonzalez |
| Description: | Hourly rate change was approved in June for Detective Gonzalez. The effective date was not included in the motion. Therefore the motion on the agenda only updates the effective date. |
| Submitted by: | Theresa Eberly |
| Background: | Hourly rate previously approved. Need the effective date of 6-22-24 approved and on the record. |
| Mandated: | Yes No By Whom: |
| Pros: | N/A |
| Cons: | N/A |
| Approval Limitations / Deadline: | July 11th |
| Financial Information: | |
| Budget Impact: | |
| Discussion: | |
| Scheduled Vote: | July |