

MINUTES
Workshop Meeting
Hummelstown Borough Council
Thursday, September 14, 2023
7:00 PM

Call To Order

The Thursday, September 14, 2023, Workshop Meeting of the Hummelstown Borough Council was called to order by President Brian Foster at 7:00 PM. Members in attendance included Brian Foster, Robert Weber, Dee VanGavree, Chris Black, Chad Lister, Kelly Williamson, and Barbara Miller. Also in attendance were Mayor Dave Roeting; Theresa Eberly, Borough Manager; Justin Hess, Police Chief; Traci Eismann, Finance; Michael Miller, Solicitor; and Isaac Underhill, HRG.

Presentations/Announcement

1. Welcome new Council Member, Barbara Miller
2. 2022 Financial Audit Review
Brian Marchuck, CPA, Principal and Scott Henry, CPA, MBA, Senior Manager,
Brown Schultz Sheridan & Fritz (BSSF), CPAs

Scott Henry presented the 2022 audit using condensed version of the completed audit which highlights many key factors and facts pertaining to overall financial state for the Borough at the end of 2022. He stated that there were no material findings. Adjustments needed to be completed due to bookkeeping procedures as well as accrual/cash accounting standards that were not completed when submitting the audit information for 2022. A suggestion was made by auditors to help with costs and accuracy throughout the year as well as at year end would be for the Borough to continue to use a CPA/consultant, such as we currently are doing with Allison Burke. Excess expenditures over budgeted amount were \$302,389 which auditors explained was mostly due to spending because of Borough's portion for grants. It was noted that the Borough is one of the most active municipalities when it comes to grant awards. This was encouraged by auditors to follow in upcoming years as it provides the Borough with the opportunity to stretch funds for needed projects/work. Auditors also responded to Mr. Weber's inquiries pertaining to the overall financial state of the Borough. Mr. Marchuck advised that gradual tax increases or other ways to increase revenue are necessary and cannot be avoided in order to have a balanced budget. The auditor suggested the Borough look at a 5-year Capital Fund spending plan and adjust accordingly, which follows what the Borough currently does as a best practice.

Citizens Hearings-None

Administration

1. Traffic Study @ Violet Alley and S Walnut Street
 - a. Discussion on a stop sign at Violet Alley and S Walnut Street continued from previous meeting. Chief Hess still stands by the officer and is confident in the findings of the study that a stop sign is not recommended for this intersection. Chief Hess had the opportunity to show Council Member VanGavree this location along with other areas close by that also do not have traffic signs. The study showed that no sign was needed per PennDOT regulations. Kelly Williamson noted she conducted her own "investigation" of all the stop signs on the west side and found several other intersections that don't have stop signs and agrees with following the findings of the study. Council Member VanGavree stated that after reviewing the intersection she felt we should support our traffic officer and his findings, and follow the rules set forth by PennDOT for stop signs. The resident that requested the stop sign was present at the meeting and decided to withdraw her request. She stated she was concerned about the

safety of the residents and realized the stop sign was not going to be an option at this time. She thanked The Borough for all their work on this concern. Chief Hess explained Officer Mason's extensive training with traffic studies and investigations throughout the Borough.

b. Motion to **Deny** the installation of a stop sign made by Dee VanGavree and seconded by Chris Black. Motion carried.

2. Update on the S Landis drain boxes repair

Borough Manager Eberly displayed images of the location of S. Landis and the intersection where the work is to be performed. Work is set to begin September 18th. All residents have been notified of construction as well as the No Parking on S Landis during the construction. It was stated again that residents on S. Landis to the railroad will need to pull trash to Main Street for service due to trash trucks not being able to pick up in the alleys. Estimated date for work to be completed is October 1st. Chris Black requested that Manager Eberly reach out to the construction company and require about plates being placed on road/drain boxes while work is not being performed. Further he stated that S. Landis Street should not need to be closed at night. Mayor Roeting suggested making sure there is no fee to have plates placed on drain boxes after hours.

3. 2024 MMO

a. Discussion on the 2024 MMO

b. Motion to **Add** the 2024 MMO to the September 21st agenda was made by Bob Weber and seconded by Chris Black. Motion carried.

4. Engineer Update

a. Isaac Underhill, HRG, provided an update:

1. S. John Street Pavement Project

Mr. Underhill stated he had a meeting today with the contractor, borough staff, and the Nye Principal to discuss the logistics and plans for the paving project. Work is to begin the first week of October, hopefully October 2nd. Project should be completed within 3 weeks and there should only be a complete closure for a few days during concrete portion. There will be door notices given to all residents giving 24-hour notice for driveways being blocked. Chris Black asked Solicitor Miller whether Liquid Fuels money could be used for these improvements. Mr. Miller said he would need to review but did not think it is allowable. The decision had been made at a prior meeting for the Borough to cover the cost of replacing the curb and the residents would be responsible for cost of sidewalks. It was decided to contact Kinsley and discuss our options to exclude sidewalks and curbs and only move forward with resurfacing the road and installing ADA ramps. Barbara Miller addressed the concern that the bid was already accepted and whether Kinsley would be willing to accommodate this change for us.

2. Duke and High Project

There was a pre-construction meeting last week to finalize details. Materials are to be delivered September 25th and project will be started. There will always be one lane of traffic open while work is being performed. The Borough is being required to have flaggers present from the M & H Railroad during work on the project. Manager Eberly was able to get this cost down to \$900/day for about 10 days of work and there is also a fee of \$3250.00 for application that was just brought forward by the consultant working

for M & H. Solicitor Michael Miller would like to look at the requirements for needing flaggers.

3. Quarry Road Sidewalk

Next step in the process is to order a UGI field walk through, and this would be final step in the preliminary design stage.

Brian Foster addressed the fact that there are no bike paths connecting to the east side of road. Mr. Underhill explained that due to the off ramps PennDOT would not allow this.

5. 2023 Achievements and 2024 Goals Review

Manager Eberly reviewed the 2024 goals to open the conversation about the Borough Council's direction for 2024. The Borough Council suggested that they have an opportunity to review and discuss it at Monday's meeting. There was a question on whether PW had a defibrillator at the shop. She advised that it was her understanding that PW was without one. The Borough Council suggested we have a conversation in 2024 about adding a Jr. Council member to council. Barbara Miller asked about costs for goals/projects and whether they could be provided to help identify costs related to each goal. Manager Eberly stated she would add the cost to the goals for the next meeting.

Executive Session

Executive Session was held after the meeting to discuss legal and personnel issues.

Adjourn

Meeting adjourned at 8:48pm

Respectfully submitted,

Traci Eismann