



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

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| Meeting Date: | January 18, 2024 |
| Agenda Item: | New Purchase Signature |
| Description: | Chief Hess requires BC approval to sign documents for the new police vehicle |
| Submitted by: | Theresa Eberly |
| Background: | The Borough Council must approve signatures on vehicle purchases and Chief Hess will be picking up the Chevy Tahoe |
| Mandated: | Yes No By Whom: Borough Code |
| Pros: | Required Approval for signatures |
| Cons: | None |
| Approval Limitations / Deadline: | January. Vehicle is ready for pickup |
| Financial Information: | None |
| Budget Impact: | None |
| Discussion: | No decision needed. Administration Approval only |
| Scheduled Vote: | 1-18-24 |

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



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Agenda Item Review

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|----------------------------------|--|
| Meeting Date: | January 18, 2024 |
| Agenda Item: | Resolution No. 2024-R-2 |
| Description: | Admin Resolution to Approve HMA Appt and Terms |
| Submitted by: | Theresa Eberly/Secretary – Hummelstown Municipal Authority |
| Background: | The Borough Council approves the terms and appointments of the Hummelstown Municipal Authority (HMA). HMA met and recommended the terms and appt for BC approval |
| Mandated: | Yes No by Whom: Borough Code |
| Pros: | Required Approval by Resolution. |
| Cons: | none |
| Approval Limitations / Deadline: | January |
| Financial Information: | none |
| Budget Impact: | None |
| Discussion: | |
| Scheduled Vote: | |

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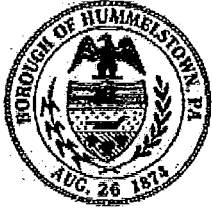
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Agenda Item Review

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|----------------------------------|---|
| Meeting Date: | January 18, 2024 |
| Agenda Item: | Ordinance 2024-01: Tax Ordinance |
| Description: | Ordinance 2024-01 is required when changing the tax rate |
| Submitted by: | Theresa Eberly |
| Background: | The Borough Council approved the advertisement of Ord 2024-01 on December 21, 2023. Ordinance was advertised on 1-4 and 1-11. |
| Mandated: | Yes No By Whom: Borough Code |
| Pros: | Required Approval for Ordinances |
| Cons: | None |
| Approval Limitations / Deadline: | January |
| Financial Information: | None |
| Budget Impact: | None |
| Discussion: | |
| Scheduled Vote: | 1-18-24 |

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Agenda Item Review

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|----------------------------------|--|
| Meeting Date: | January 18, 2024 |
| Agenda Item: | Ordinance 2024-02: Sidewalk Ord Revision |
| Description: | Ordinance 2024-02 updates language to require residents to remove stumps when tree is removed. |
| Submitted by: | Shade Tree Commission |
| Background: | The Borough Council approved the advertisement of Ord 2024-02 on December 21, 2023. Ordinance was advertised on 1-4 and 1-11. |
| Mandated: | Yes No By Whom: Borough Code |
| Pros: | Residents are not required to remove stumps after large trees are removed. STC believes the stumps are unsightly and should be removed when tree is removed. Stumps can also be unsafe. |
| Cons: | Residents will pay more to remove tree stump |
| Approval Limitations / Deadline: | January |
| Financial Information: | None |
| Budget Impact: | None |
| Discussion: | Shade Tree Commission appreciates residents removing dead and dying trees. The Commission states that a best practice would be to remove the stump as well. They have requested the Zoning Ord and Land Devel Ordinance be updated to require stump removal. |
| Scheduled Vote: | 1-18-24 |

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Agenda Item Review

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| Meeting Date: | January 18, 2024 |
| Agenda Item: | Ordinance 2024-03 Delinquent Collections |
| Description: | Ordinance 2024-03 amends Chapter 1 Part 7 Municipal Claims for delinquent accounts and Chapter 18 Part 1 Section 18-29 |
| Submitted by: | Administration |
| Background: | After reviewing delinquent accounts Borough Council has determined that a third party collection agency is required to assist in collecting past due sewer, trash and stormwater accounts |
| Mandated: | Yes No |
| Pros: | Borough will have additional methods to collect past due stormwater, trash, and sewer fees. |
| Cons: | none |
| Approval Limitations / Deadline: | Approve for advertising on January 18 th and offered for consideration at the February 8 th BC meeting |
| Financial Information: | None |
| Budget Impact: | None |
| Discussion: | Code of Ordinances of Hummelstown Borough, Chapter 1 (Administration and Government), Part 7 (Municipal Claims for Delinquent Accounts), Section 1-701 (Policies, Fees, Procedures and Actions for Municipal Claims); and Chapter 18 (Sewers and Sewage Disposal), Part 1 (Rules and Regulations for Sewer System), Section 18-129 (Collection Procedures and a Schedule of Attorney Fees to be Added to the Amount Collected); were amended . |
| Scheduled Vote: | 1-18-24 |



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Agenda Item Review

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| Meeting Date: | January 18, 2024 |
| Agenda Item: | Communication Services Agreement- Sojourn Media |
| Description: | Agreement to cover the social media services/communication provided to the borough by Sojourn Media. |
| Submitted by: | Theresa Eberly |
| Background: | The borough is working with a new communication consultant, Sojourn Media, to provide professional services |
| Mandated: | Yes No |
| Pros: | The borough has had the benefit of working with a communication professional, using the Hummelstown is Happening platform, and received grant funding to cover most of the cost. The borough will be working with a new communication company and is memorializing the partnership with an agreement. |
| Cons: | none |
| Approval Limitations / Deadline: | Need agreement approved at the January 18 th meeting for our consultant to begin work on February 1 st . |
| Financial Information: | Cost of services is \$1080 month with one time startup fee of \$240. |
| Budget Impact: | Monthly fee is budgeted |
| Discussion: | The agreement has been vetted by our solicitor and includes the required legal information. |
| Scheduled Vote: | 1-18-24 |

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Agenda Item Review

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| Meeting Date: | January 18, 2024 |
| Agenda Item: | ZHB Appointment |
| Description: | ZHB Appointment must be approved by Borough Council |
| Submitted by: | Theresa Eberly |
| Background: | Pursuant to Section 901 of the Pennsylvania Municipalities Planning Code, 53 P.S. Section 10101 et seq., (MPC), the state law establishing the framework for zoning and land use development regulations in Pennsylvania, every municipality in the commonwealth that enacts a zoning ordinance is required to create a zoning hearing board. A zoning hearing board is a quasi-judicial body, made up of 5 members, and rules on requests for exceptions to the zoning ordinance. Currently there is an open 5-year seat on the ZHB. All members must be a resident of Hummelstown Borough. |
| Mandated: | Yes No By Whom: MPC |
| Pros: | N/A |
| Cons: | N/A |
| Approval Limitations / Deadline: | Need agreement approved at the January 18 th meeting. Next ZHB meeting is January 24 th |
| Financial Information: | N/A |
| Budget Impact: | N/A |
| Discussion: | 4 Candidates have made application to the ZHB open seat. |
| Scheduled Vote: | 1-18-24 |

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| Meeting Date: | January 18, 2024 |
| Agenda Item: | Resolution 2024-R-1 Fee Schedule |
| Description: | Resolution contains a comprehensive list of borough services and associated fees. |
| Submitted by: | Laura Miller/Theresa Eberly |
| Background: | Municipalities are permitted to impose fees and charges reasonably related to the cost of any service or special benefit provided by the municipality. For the matter of efficiency and equally transparency, the resolution integrates all the fees from each borough department into one document |
| Mandated: | Yes No By Whom: |
| Pros: | All fees and charges are in one document, the Fee Resolution, and can be updated annually or as the Borough Council sees fit. |
| Cons: | None |
| Approval Limitations / Deadline: | None |
| Financial Information: | N/A |
| Budget Impact: | N/A |
| Discussion: | The fee schedule is a new document for the borough. All fees currently provided for in Ordinances and other Resolutions have been extracted, reviewed, updated, and placed into the Fee Schedule Resolution. In addition, services that did not have fees/charges associated with them have been assigned reasonable cost associated with those services. |
| Scheduled Vote: | February |



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| Meeting Date: | January 18, 2024 |
| Agenda Item: | Wawa Plan Review - Swatara Township |
| Description: | Swatara Township reached out to its neighboring municipality to seek input on the proposed Wawa plan at the existing Hoss's Restaurant location. |
| Submitted by: | Borough of Hummelstown Planning Commission/Theresa Eberly |
| Background: | The Planning Commission reviewed the Wawa Plan for the existing Hoss's Restaurant location and made recommendations to Borough Council. |
| Mandated: | Yes No By Whom: |
| Pros: | The Planning Commission and Borough Council appreciates the opportunity to weigh in on plans from neighboring municipalities that could, in general, have a transportation impact on the borough or general health and safety of its residents. |
| Cons: | None |
| Approval Limitations / Deadline: | January 18 th in order to provide recommendations on the plan as it moves through the Swatara Township planning process. |
| Financial Information: | N/A |
| Budget Impact: | N/A |
| Discussion: | Borough Council will review the recommendations provided by the Borough's Planning Commission and decide whether to approve the items as presented. |
| Scheduled Vote: | January 18 th . |

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