

Meeting Minutes
Reorganization Meeting
Hummelstown Borough Council
Tuesday, January 2, 2024
7:00 PM

1. Administration of Oath of Office to Newly Elected Members of Borough Council by Mayor David S. Roeting

1-Christopher Weaver

2-Christopher Black

3-Chad Lister

4-Barbara Miller

2. Call to Order – Mayor David S. Roeting Presiding

3. Devotions and Pledge of Allegiance to the Flag

4. Election of President of Borough Council – Mayor David S. Roeting Presiding

Council Member Williamson nominated Robert Weber as President of Borough Council and Dee VanGavree made nomination for Chris Black.

A vote was taken with Chris Black receiving the majority of votes 5/2.

Votes for Chris Black included Barb Miller, Dee VanGavree, Robert Weber, Chris Weaver and Chris Black. Votes for Robert Weber included Kelly Williamson and Chad Lister.

Chris Black was named President of Borough Council.

5. Election of Vice-President of Borough Council – Mayor David S. Roeting Presiding

Council Member Barb Miller nominated Dee VanGavree as Vice-President of Borough Council and Chad Lister made nomination for Robert Weber.

A vote was taken with Dee VanGavree receiving the majority of votes 4/3.

Votes for Dee VanGavree included Barb Miller, Chris Black, Chris Weaver and Dee VanGavree. Votes for Robert Weber included Kelly Williamson, Chad Lister and Robert Weber.

Dee VanGavree was named Vice-President of Borough Council.

Chris Black addressed Borough Council with a short speech mentioning his gratitude for being voted in as President as well as looking forward to working with everyone on Borough Council.

6. Election of President Pro-Tem of Borough Council – President of Council President

A nomination for Robert Weber for Pro-Tem was made by Council Member Dee VanGavree for Robert Weber with a unanimous vote. Robert Weber was named as Pro-Tem of Borough Council.

7. Motion: To Appoint

- a. Theresa Eberly as Borough Manager, Borough Secretary/Treasurer and Assistant Zoning/Code Enforcement Officer
Motion to Appoint made by Chad Lister and seconded by Dee VanGavree. Motion carried
- b. Traci Eismann as Assistant Treasurer
Motion to **Appoint** made by Chad Lister and seconded by Dee VanGavree. Motion carried
- c. Jessica Fales as Assistant Secretary
Motion to **Appoint** made by Chad Lister and seconded by Dee VanGavree. Motion carried
- d. Laura Miller as Building Code Official and Zoning/Code Enforcement Officer
Motion to **Appoint** made by Chad Lister and seconded by Dee VanGavree. Motion carried
- e. Beth Flick as Chairman of the Vacancy Board
Motion to **Appoint** made by Chad Lister and seconded by Dee VanGavree. Motion carried
- f. Theresa Eberly as Borough's Delegate and Traci Eismann as Alternate Delegate to the Dauphin County Tax Collection Committee
Motion to **Appoint** made by Chad Lister and seconded by Dee VanGavree. Motion carried

8. Borough Council 2024 Meeting Dates:

Motion to Establish the date and time of the First Meeting of Borough Council as the 2nd Thursday of each month at 7 PM and the date and time of the Second Meeting of Borough Council as the 3rd Thursday of each month (except for the month of January) at 7 PM AS NEEDED.

A discussion was held to discuss the option of changing meetings to once per month or the option of canceling one meeting if both are not needed. Borough Manager Eberly explained each meeting held would have to be it's own meeting and not a "Workshop" or "Regular" meeting as we currently have. Items being discussed would be voted on or tabled at same meeting they are discussed.

Motion to Approve two scheduled meetings per month with the ability to cancel one (seconded meeting of the month) if not needed was made by Barb Miller and seconded by Dee VanGavree.

Motion carried

9. Planning Commission Meeting Dates:

Motion to Establish the date and time of the Planning Commission meeting as the First Thursday of the month at 7 PM, except for July which will be held on July 3rd as needed.

Motion made by Robert Weber and seconded by Kelly Williamson.

Motion carried

10. Zoning Hearing Board

Motion to Establish the date and time of the Zoning Hearing Board meeting as the Fourth Wednesday of the month at 7 PM as needed.

Motion made by Chad Lister and seconded by Robert Weber.

Motion carried

11. Shade Tree Commission

Motion to Establish the date and time of the Shade Tree Commission meeting as the Third Monday at 5 PM except for January and February which will be held on January 16th and February 20th.

Motion made by Kelly Williamson and seconded by Dee VanGavree.

Motion carried

12. Park and Recreation Board

Motion to Establish the date and time of the Park and Recreation Board meeting as the First Tuesday of the month at 6 PM.

Motion made by Barbara Miller with no second.

13. Motion to Appoint the following:

- a. Herbert Rowland and Grubic, Inc. as Borough Engineer with attached Fee Schedule

Motion made by Robert Weber and seconded by Chad Lister.

Motion carried

- b. Michael Miller of the firm, Eckert Seamans, as Borough Solicitor

Motion made by Robert Weber and seconded by Chad Lister.

Motion carried

- c. M&T Bank, Fulton Bank and PLGIT as Borough Depositories.

Motion made by Robert Weber and seconded by Chad Lister.

Motion carried

16. Motion to Adopt Guidelines for Public Comment dated February 19, 2009

Motion made by Chad Lister and seconded by Robert Weber.

Motion carried

17. Motion to Appoint Dee VanGavree as Delegate and Chris Black as Alternate Delegate to the Capital Region COG.

Council Member VanGavree and President Black volunteered to fill spots. It was also stated by Council Member VanGavree that meetings will now be held bi-monthly.

18. Motion to approve the following signatures on the M and T Bank Accounts

- a. Theresa Eberly

- b. President Chris Black

- c. Vice President Dee VanGavree

Motion made by Chad Lister and seconded by Robert Weber.

Motion carried

19. Resolution 2024-01 Fee Schedule

a. Discussion of fee schedule

Manager Eberly explained the purpose of the fee schedule is to have all fees and charges in one place. Presented to Borough Council is the second draft with all changes made in red. Some fees are changes to existing due to being outdated and others are services provided but not charged as in other municipalities. This document is still in draft form and being worked by office staff. Manager Eberly requested of Borough Council to send any changes and suggestions to office staff prior to January meeting so they can be updated or added before discussion is had by Borough Council on January 18th.

b. Motion to add to the January 18th meeting agenda.

Suggestion made by Chris Black to carry over to Workshop meeting since there seemed to be a lot of questions. With no Workshop meeting being held in January, the discussion of fee schedule will be added to January 18th meeting Agenda by Borough Manager.

20. Other Business

Council Member made the correction that the next meeting would be held on January 18th not the 19th as stated in agenda.

21. Executive Session (if needed)

None

22. Adjourn

Motion to adjourn made by Chad Lister and seconded by Robert Weber.

Meeting was adjourned at 7:35 PM.

Respectfully submitted

Traci Eismann

Finance & Bookkeeping