

MINUTES

Regular Meeting
Hummelstown Borough Council
Thursday, August 15, 2024
7:00 PM

THIS MEETING IS BEING RECORDED FOR THE PURPOSE OF MINUTES

As a courtesy to others in attendance, we ask that you please silence mobile devices and limit public comment to no more than five (5) minutes per person.

1. **Call To Order-7:02**
2. **Devotions**
3. **Pledge of Allegiance to the Flag**
4. **Roll Call**

Mayor and Council Members:		
Mayor Dave Roeting-X	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	Jim Diamond Solicitor	Isaac Underhill, HRG

5. **Announcements/Presentations**

Executive Session was held prior to meeting to discuss personnel matters.

A. 2023 Financial Audit, Brian Marchuck, Brown Plus

A draft was presented to Borough Council to review and any questions they may have can be directed to our auditors for further clarification. The draft figures and year end totals were presented along with a condensed version of what is included in 2023 draft document which included an opinion, summary of financials as well as comments from auditors during audit. The auditors found that the Borough is in good standing and the numbers fall in line with the standards that are required. The comments given by auditors were all things that have previously been addressed and corrected by staff since our accounting consultant has started assisting the Borough with certain financial duties, which was also noted by auditors as being an asset and positive improvement for the Borough. If Borough Council agrees everything looks good, the finalized draft will be filed by Brown Plus at Borough Councils earliest response. It was originally thought that Borough Council would need to vote on the approval but auditors are just looking for the authority to file the final audit. Manager Eberly will get approval to submit the file from Borough Council to move forward.

6. **Public Comment**

Any resident, business owner, and/or taxpayer of the Borough, or any representative of a non-profit organization serving the Borough wishing to address the Council must first be recognized by the President and then must identify him/herself by name and address.

David Fake, resident at 614 W. 2nd Street was present to discuss some concerns he had regarding recent communications about permits for possible work at his residence. The concerns mentioned were in regard to an email he received from Borough staff asking Mr. Fake if he was having work done on his property that required a

permit since there was a skid loader and stone sitting along his property, per Mr. Fake this belonged to another resident across the street who was having new sidewalks installed. Mr. Fake let Borough Council know he is aware of what needs a permit and feels that Codes & Zoning along with Public Works employees shouldn't have to approach him about things he is doing on his property. President Black let Mr. Fake know that his comments were on record and that if he needed anything additional to reach out to Manager Eberly, Codes & Zoning officer Miller or President Black himself and they will be happy to address any comments going forward.

7. Consent Agenda

A. Approval of the Agenda

B. Approval of the Minutes from the following meetings

i. Meeting of July 11, 2024-Council Member Brubaker commented that the wording regarding approval of motion needed to be corrected on item #5, note taken and will be corrected.

ii. Meeting of July 18, 2024

C. Approval of Bills Payable List dated August 15, 2024

D. Financial Overview Report as of July, 31, 2024

General Fund Checking

Balance-\$2,045,312.47

Revenue-\$2,200,765.42

Expenses-(\$1,648,906.98)

Sewer Fund Checking

Balance-\$1,274,279.10

Revenue-\$850,261.57

Expenses-(\$854,961.26)

Capital Fund Checking

Balance-\$2,855,323.62

Revenue-\$175,596.51

Expenses-(\$266,780.00)

E. Fire Company Report

F. Tax Collector Report

G. Tax Exemption & Exoneration Report (none)

H. Zoning/Code Enforcement Officer Report

Motion to Approve Consent Agenda as Presented made by Dee VanGavree and seconded by Chris Weaver.
Motion carried

8. Public Hearing (NONE)

9. Additional Reports:

A. Manager Report

-Recently staff completed a Liquid Fuel audit for a period of 1/122-12/31/23 and are waiting for the final report.

-Currently the Borough takes our chipping to Ziegler Brothers and were just notified they are not accepting the chippings until further notice, attempting to find another site or fill area as well as the idea of putting an add in the paper advertising the need for a site. Manager Eberly asked for any suggestions on somewhere the Borough could rent or a fill area while removing items from old 7-11 property.

-HMA met and approved the scope of work for HRG to review and prepare two options for best course of action for Parkside project, this will include surveys, drawings, design and cost estimates. The proposal to add additional area to the survey will be presented to Borough Council next month which was also approved by HMA.

-September 4th there will be a public meeting at 6:00 pm for residents to share their thoughts on important walking and biking improvements. This is an important effort while the Borough discusses how to stay connected.

-Staff is moving along with implementation of iWorQs system

B. Police Report

-As Submitted

C. Mayor Report (presented by Chief Hess, Mayor Roeting was not present)

-There is still time to support FFO at Schaffner Park every evening through Saturday which is when Pentagon will perform, and they have said this is their last year for touring. President Black added that Congressman Perry is also scheduled to be at the FFO event on Saturday, August 17 from 7:00-8:30 for anyone interested in meeting him.

-Saturday the 17th is Chicken BBQ at fire station to support EMA along with Police Officers Assoc. Police ornaments will also be available to purchase, celebrating 100 years of service, thanks to Council Woman Miller.

-First day of school for LD is Tuesday, August 27th and all should be aware of additional pedestrian traffic and children walking to school. All moving traffic is reminded that crosswalks exist at every intersection regardless of crosswalk markings.

-Mayor Roeting would like to wish everyone a happy Labor Day weekend. If anyone is looking for something to do Hamburg, PA where he will be a hamburger judge, this event has many vendors and beer garden.

-Mayor Roeting apologized for missing Borough Council meeting, due to traveling. With Mayor being in his 12th year of council and 7 years as Mayor he recognizes how important it is to attend every meeting possible.

D. Parks & Recreation Board

-Summer Rec was a huge success and was great moving it back to the park, there has been a lot of positive feedback from this summer's camp. All the directors and counselors did great and are all currently planning on returning in 2025, the new addition of Camp Director, Teisha Eismann was such a great asset to the Borough and the summer rec program who went above and beyond and getting things done.

-Parks & Rec will be at the arts fest on Saturday, September 14th from 9-4 in the kid's area doing crafts.

E. Emergency Management Oversight Committee

-New EMA Coordinator, Mark Mattern, was introduced last week to the public, he stepped in and kept everyone updated on tropical storm Debbie. Mark has also been out to meet with the fire company, supplied PW with an AED. Mark also attended a training at the County and the committee is scheduled to meet the last week of August.

-Vice President Dee VanGavree also mentioned chicken BBQ being held on Saturday the 17th.

F. Shade Tree Commission

-None

G. COG Report

-Golf outing coming up in September.

H. Communication Committee

-Committee meets on Tuesday, August 20th at 11:00.

I. Engineering Report

-None

10. Green Light Go Project Funding

Discussion on the six project scenarios for the use of the GLG funding.

The Borough received the Green Light Go approval for 2 signals in the square, including multiple components and equipment for a cost of \$38,146.00 with the Borough's portion being a 20% match. Moving forward to 2024 the project is not estimated at \$108,405. Manager Eberly, Chief Hess and Dave Willard from Public Works have come up with six scenarios to complete a project as well as ways to get the project closer to the original cost. Manager Eberly along with Dave Willard and Chief Hess like the details in scenario # 5 which removes the emergency pre-emption until a later date and adds a Generator Adaptor Kit for N. Hanover St. for a total of \$31,800. Also included in this cost is Econolite Cobalt traffic signal controller upgrades at both intersections. The other improvements would be added later with other grant funding.

Motion to **Approve** Scenario # 5 for the Green Light Go Project Funding with the upgrade of the controllers and countdown mechanism and Borough's match being 20% made by Bob Weber and seconded by Dee VanGavree.

11. 2024 Emergency and Maintenance Contract Bid: Scope of Work by HRG

Discussion on the scope of work presented by HRG

HMA & SF would split the cost of this project 50/50. HMA did approve this at their monthly meeting this past Tuesday. Solicitor Diamond mentioned that often these agreements need changes made to the terms and conditions due to certain things being put into agreement automatically that Eckert doesn't feel is appropriate in a public contract. One pocket that needs reviewed is the liability pertaining to HRG acting on behalf of contractors and the limits of liability for the Borough and a few of the terms and conditions. Lastly, Solicitor Diamond would want to look into the wording where only 6 questions for information would be answered and request that be changed.

Motion to **Approve** 2024 Emergency and Maintenance Contract Bid-Scope of Work by HRG in the total amount of \$15,500, split 50/50 with HMA and the Sewer Fund subject to review by our Solicitor and special provisions made by Dee VanGavree and seconded by Kelly Williamson.

Motion carried

12. Ordinance 2024-05 Volunteer Firefighter Tax Credit

Discussion on the draft Ordinance 2024-05

Tax credit is for a maximum of \$300 after meeting requirements established by the fire company and paying earned income tax and/or real estate taxes. This is in addition to the \$250 already offered by the County. Per Solicitor Diamond this is only for fire company personnel.

Motion to **Approve** Ordinance 2024-05 establishing tax credits for Hummelstown Chemical Company Volunteers made by Chris Weaver and seconded by Dee VanGavree.

13. Other Business

-Senior lunch bunch had a great turnout with almost 30 participants.

State Representative Tom Mehaffie will be a visitor at the senior lunch bunch along with a tour of the police department.

Thanks were given to Borough staff for all the work put into the lunches.

14. Executive Session (if needed)

15. Adjourn-7:56

August 2024

8-17 EMA/Police Chicken BBQ

8-20 Shade Tree Commission – 5pm

8-26 Hummelstown Community Foundation – 6pm

8-28 Zoning Hearing Board – 7pm

Our Journey in 2024

Investing in Infrastructure and Connectivity Maintaining our Charm-Property Maintenance and Rental Property Program* Improving Communication with Residents* Investing in Economic Development* Improving Sustainability /Efficiencies* Supporting our Fire and EMA Partners*