

MINUTES
 Workshop Meeting
 Hummelstown Borough Council
 Thursday, August 8, 2024
 7:00 PM

Call To Order-7:05

Roll Call

Mayor and Council Members:		
Mayor Dave Roeting	Christopher Black, President	Dee VanGavree, Vice-President
Robert Weber-X	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	Brett Flower Solicitor	Isaac Underhill, HRG

1. Presentations/Announcement

There was an executive session held prior to the meeting to address personnel matters.

Frank Grumbine, Community Preservation Coordinator, PHMC

Frank is the Central Region Community Preservation Coordinator from the State Historic Preservation Office, with a long history of Hummelstown and visited the Borough to discuss briefly preservation planning and how it relates to Hummelstown. Frank addressed how preservation of Hummelstown’s unique resources and building stock is important to sustain to continue to offer the downtown experience, services that exist in town as well as the lifestyle Hummelstown is known for, and this is accomplished locally not at the state level. Historic Preservation Ordinances are important because without them there is no protection or safeguards against the loss of Hummelstown resources. Currently the Borough has a Historic Demolition Overlay District which helps preserve building stock from demolition but doesn’t protect properties from alterations or destruction which does not fit into the streetscape of town. Changes made to meet living in the 21st century are important, so collaboration with local government, property owners and businesses is a big part of the planning process. Preservation of these historic structures ensures economic and financial sustainability as well as making sure the building stock is viable years down the road. The future master plan of downtown includes open space planning and adaptive reuse of land which is also compatible with preservation planning. Tourists want to spend time and money in Hummelstown because it is unique, interesting and is a “cool” place to be. An important thing to think about as a community is what matters to the town moving forward and the vision of Hummelstown.

Mark Mattern, Emergency Management Coordinator

Mr. Mattern is the newly appointed EMA Coordinator, after spending 35 years in Emergency Management in Dauphin County. Mark attended both middle and high school in town as well as a volunteer with the ambulance service out of high school. Mark joins us not only with a slew of certificates and accomplishments but most importantly practical experience handling issues on a large scale. Mark hopes to see Hummelstown evolve our plans and make updates where needed while preparing our residents and business owners as much as possible. Mark has hit the ground running and is already actively preparing for the upcoming storm this weekend should

there be a need for action. Mark welcomed any resident to sit down with him with any questions or even to find out how he plans to operate.

Vice President VanGavree expressed Borough Council's thanks for his volunteer service her and excitement for him to join EMA, she has known Mark for many years and is confident he will do great things for Hummelstown, and it makes her confident each night when she goes to sleep that we have the right guy, for the right position, right now. Chief Hess, being trained by Mr. Mattern during his 22 years with the police department, also expressed his thanks and encouragement for EMA. Chief Hess has worked with Mark through many issues and problems over the years and is looking forward to continuing to see him do great things for the Borough.

2. Public Comment-None

3. Local Shares Municipal Grant Application Co-Application Presentations

A. Discussion on the submission by Chocolates by Tina Marie

Chocolates by Tina Marie has been in town for 7 years and a resident since 1974 and is looking to expand and grow their business. They are looking to move their retail space to Main Street while hiring additional staff and keeping the manufacturing of their products at its current location, staff employed is 90% Hummelstown residents. Currently items are made 1 at a time and with the purchase of new equipment the process could be sped up drastically. After currently winning an award, they have seen a business boom with people coming from all over as well as out of state. One goal they have in mind would be to offer classes, training and kids camps.

Motion to **Approve** the co-application request from Chocolates by Tina Marie in the amount of \$75,000 made by Barb Miller and seconded by Kelly Williamson.

Motion carried

B. Discussion on the submission by Ronald McDonald House Charities of CPA

This submission was currently denied by Derry Township due to them not co-sponsorship to not profits. The grant funds will be used for a remake, modernization and upgrade of their technical services business center in the house, more so for the families not the operation of the house.

Motion to **Approve** the co-application request from Ronald McDonald House Charities of CPA in the amount of \$50,000 made by Kelly Williamson and seconded by Dee VanGavree.

Motion carried

C. Discussion on the submission by United Disability Services Foundation

This submission was currently denied by Derry Township due to them not co-sponsorship to not profits. Based out of Lancaster but serving all surrounding areas within a half hour with disabilities. Grant will be used to raise 2 service dogs from puppy to specific training to each client, who are both currently on waiting list and would receive these services, one of which is a Hummelstown resident and the other being a Hershey address. The program places 16 dogs per year, costing approximately \$35-\$40K per dog. This grant would be specifically earmarked for these two families.

Motion to **Approve** the co-application request from United Disability Services Foundation in the amount of \$50,000 made by Dee VanGavree and seconded by Kelly Williamson.

Motion carried

D. Discussion on the submission by Hershey American Legion Post 386 in the amount of \$42,183.85

This submission was currently denied by Derry Township due to them not co-sponsorship to not profits. The Legion has a very large membership spread out amongst many areas; their main purpose is community outreach. Currently they do not have any handicap accessibility and are not able to serve every visitor due to the lack of handicap accommodation. The Hershey legion is very active in the community due to receiving many donations throughout the year.

Motion to **Approve** the co-application request from Hershey American Legion Post 386 in the amount of \$42,183.85 made by Jaime Brubaker and seconded by Chris Weaver.
Motion carried

E. Discussion on the submission by HelloHershey

Eileen Voyles being a realtor, writer for The Sun & Harrisburg Magazine and Video Producer was present to present her mobile app she is requesting funding for. The purpose of the grant is to connect small local businesses in and around Hershey to each other as well as to consumers while rewarding consumers for shopping locally. Funds would help with app, website & logo design, initial gift prizes, admin support, podcast development as well as printing and marketing.

President Black had some questions on how the rewards would work and how the app works. There will be a giftshop within the app store to spend your “pins” for rewards. Vice President VanGavree suggested maybe looking into Tourism Grant funds. Council Member Miller inquired if this is a non-profit, she was advised this is a PA Benefit Corporation, a for profit company with a state emission which is to promote commerce and happy living.

Motion to **Approve** the co-application request from HelloHershey in the amount of \$150,000 made by Chris Weaver and seconded by Chris Black.
Motion denied. Vote taken and nobody in favor to approve motion.

4. Hummelstown Criterium Bike Race

Discussion on the bike race held on July 13th.

Council Member Miller began conversation letting everyone present know the purpose of the discussion is to see if the race is beneficial to Hummelstown residents and businesses, while also looking for more direction and understanding from organizers in a timelier manner. A few business owners spoke, including Dr. Kirman who all felt as though the race did not benefit their business or customers but rather made it inconvenient for them as well as regulars to come in. Tina Lerch, a resident, business owner and board member for Hummelstown Business Association acknowledges how important events are for our small town and the positive effects they can have on local businesses and revenue. The other events held in Hummelstown were mentioned, as promoting the town and giving back to the community. Some of the concerns mentioned by residents such as Bambi Deimler & Rob Panco in attendance were:

- Placement of the route.
- Being held on a Saturday.
- Businesses being landlocked and the reduction of the already challenging parking situations in town.
- Lack of communication from organizers as well as disrespect felt by residents when communicating with organizers.
- Fire Police not being local so unable to assist with directions.
- Organization being the only event from outside of Hummelstown and not giving back to Hummelstown like other events help. Example being the \$8-\$10K in scholarship funds that Community Foundation gives to LD students.
- No walk-in customers even with race day specials being offered.
- Disrespectful to have race in cemetery.

Rob Panco presented the Borough Council with a spreadsheet he created showing the comparisons of the events held. Mayor Roeting responded to inquiry from resident Bambi Deimler on how Hummelstown initially picked up the Criterium Bike Race, the race began 3 years ago in southwest area then moved to the square the following year and Mayor finds it positive that the race brings people to our town but agrees the turnout was much less this year. Mike VanGavree from Rubber Soul acknowledged that they sponsor the event but that they sponsor most athletic events in the Borough and support a variety of activities. Council Member Miller and Vice President VanGavree will gather notes from this evening’s meeting and will be prepared to discuss at September meeting.

Motion to **Add** to the September 12th meeting agenda made by Dee VanGavree and seconded by Barb Miller.
Motion carried

5. Rental Inspection Program (Moved from Item 12 to 5 by President Black)

Discussion on the Rental Inspection Program.

Karen from Commonwealth Codes was present to help discuss the future rental inspection program since the start of the rental program that began in 2023, they currently assist many municipalities including Manheim, Millersburg, Mt.Carmel, Elizabethtown and Millersville. Commonwealth Codes is a third party company that conducts inspections following the requirements and guidelines decided by Borough Council. Laura Miller has worked with Commonwealth Codes to come up with an example of what the inspection program would look like, since this was a goal listed on Borough Council 2024 list, staff is looking for guidance as to what direction Borough Council wants to go in. The program does require a lot of time and will impact the budget as well as staff workflow. The average time it will take for an inspection is a half hour to forty-five minutes. Some business owners that were present were interested in knowing the cost, expectations, requirements, especially for properties that are older. President Black requested getting the old steering committee that was formed a few years ago together to discuss items that were decided or may need adjusted now. The purpose of the inspections is to work together with the residents to make the changes that are needed to be in compliance and the safest living situations for all residents.

6. Traffic Signal Maintenance Contract (Moved from Item 5 to 12 by President Black)

Discussion on the two (2) year service contract as submitted by the Borough's current provider for a signal maintenance program with associated rates.

Contract was submitted by Boroughs current provider for a new two-year renewal to traffic signal maintenance agreement and covers preventative maintenance to our traffic signals. There is a modification to the rate since we now maintain the light at Quarry Road over 322. Mayor Roeting pointed out that Hershey Trust paid the Borough \$30,000 for maintenance on this traffic signal for about the next 20 years.

Motion to **Approve** contract for traffic signal services by Signal Service, Inc at rates included in the contract made by Kelly Williamson and seconded by Dee VanGavree.

7. 2024 Emergency and Maintenance Contract Bid - Scope of Work by HRG

Discussion on the scope of work presented by HRG

The proposal from HRG is for them to prepare a comprehensive bid package to acquire a contractor to perform emergency services related to sanitary, storm and sewer repairs, this would also relieve PW staff for other jobs and maintenance. Per Isaac from HRG the contract pricing provided would be broken out into many categories and would also cover routine maintenance if needed. The Borough would set the parameters for length of time for contract and costs would be known upfront. The fee would be split 50/50 with the Sewer Fund and HMA \$7,500 each.

B. Motion to **Add** to the August 15th meeting agenda made by Jaime Brubaker and seconded by Dee VanGavree.

8. Parkside Stormwater Project

Discussion on the proposed Scope of Work by HRG for Phase 1 of the Stormwater Project on Parkside Drive.

Existing infrastructure consists of approximately 295 feet of pipe along with 2 inlets which were designed approximately 10-12 years ago and requires infiltration to capture runoff, recently a possible sinkhole was identified and temporarily fixed by PWs. PWs ran a camera down Water Street to look at storm water line and with the exception of some debris that can be removed the pipe looks good. Dave Willards suggestion for repairs would include 2 new storm boxes on Parkside which is about 300 feet of piping to cut across infield of baseball field, with a 45 degree turn to run parallel to sidewalk and eventually tying into storm box at Poplar & Water Streets. There was also conversation had with Derry about placing a drain field in the outfield of park, but this could cause issues with how much the park is used for events. This was also one of the 4 concepts HRG presented along with an option to cut closer to the stage to use less pipe, replacing current

within kind or even a possibility of removing current piping and see where water flows if there's nothing there to catch it. The Borough is having conversations with DTMA and Derry since half of this road belongs to them and are hopeful this job can be split three ways. Mayor Roeting has also reached out to a contact he has at Veolia to inquire if the water main in this same area is one that they plan to replace. With so many unknowns for this project HRG would complete it in phases, Phase 1 being full survey, look at flows and runoff and cost estimates, Phase 2 would be final design with bidding to follow. Borough Council had a lengthy conversation with several suggestions and ideas as to what the final project could look like and what all would be involved. President Black requested a more in depth look at a proposal from HRG focusing on one single concept.

9. 2025 Division Street Repair – Joint Project with Derry Township

Discussion on the proposed road repair effort for Division Street with Derry Township for a total cost between \$55,381 to \$59,182

The Borough has been approached by Derry Township and this would be a joint project with them splitting this cost in half to complete street repair and overlay. Council Member Brubaker inquired about talks of repairing curbing and sidewalks since we have them on our side of street, but Derry does not, and this would be a key area to add sidewalks for safety reasons for kids walking to and from school and it would make sense to take a look at this while talking about other repairs in this area. Manager Eberly has a call scheduled the following day with Chris from Derry Township to discuss the paving for this job as well as Parkside job since they own part of both, she will bring information to next meeting.

Motion to **Add** to the August 15th meeting agenda made by Chris Weaver and seconded by Kelly Williamson.

10. Park and Ride

Discussion on the public use of the Park and Ride Lot.

Currently there is no overnight parking allowed and before Covid was used a lot by people using bus transportation but has drastically declined. Mayor Roeting and Chief Hess have several ideas of how this lot can be utilized which includes possible permit parking, employee parking for Borough businesses to open up street parking, making it a free for all, as well as other possibilities. This lot would still be available for anyone to park there on the weekends. Chief Hess suggested to Manager Eberly about reaching out to HBPA and possibly getting ideas and brainstorming with them. There are approximately 40 spots available and would have to be able to have plan change at any time if the need arises. No Motion was made, instead will be added as Old Business to workshop meeting in September.

11. Chipper Machine

Motion to **Ratify** the sale of the retired chipper machine by Margaret Brennan in the amount of \$6,705 was made by Dee VanGavree and seconded by Kelly Williamson. Chipper was sold on Municibid, proceeds will be deducted from grant.

12. Mehaffie Park and 7-11 Project

Discussion on the project involving 7-11 property and Mehaffie Park basketball court.

Currently old 7-11 lot stores topsoil and needs cleared out for FFO for football practice parking and traffic. Since we are currently looking to remove old blacktop at Mehaffie Park, suggestion was made to store the topsoil here until ready to redo basketball courts. Manager Eberly requested other areas we could store and rent space to drop at until we have a more permanent spot. Mayor Roeting has another option that may work outside of the Borough, and he will speak with Dave Willard on options.

Other Business

Executive Session (if needed)

Adjourn-9:08

August 2024

8/12-8/17 FFO Festival

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*