

## COUNCIL & STAFF AGENDA

### **Agenda 09/23/2020**

Myerstown Borough Council Committees will meet on Wednesday, September 23, 2020 at 6:30 P.M. at the Myerstown Community Center located at 101 South Railroad Street, Myerstown PA 17067. The Committee Meeting Schedule is as follows:

#### **6:30 P.M. – FINANCE & ADMINISTRATION COMMITTEE, Council Room**

The Finance and Administration Committee will meet at 6:30 P.M. in the Council Room to discuss matters of concern related to the following areas of borough business:

- Borough Administration
- Financial Management and Budget Analysis
- Taxation, Fines and Fees
- Purchasing and Contracts
- Personnel Management
- Records Management and Reporting

#### **6:30 P.M. – PUBLIC SAFETY & PLANNING COMMITTEE, Room 3**

The Public Safety and Planning Committee will meet at 6:30 P.M. in Room 3 to discuss matters of concern related to the following areas of borough business:

- Law and Code Enforcement
- Fire Prevention and Protection
- Emergency Management
- Motor Vehicle and Traffic Management
- Health and Sanitation
- Planning and Zoning

#### **7:30 P.M. – PARKS & RECREATION AND PUBLIC RELATIONS COMMITTEE, Council Room**

The Parks & Recreation and Public Relations Committee meets at 7:30 P.M. in the Council Room to discuss matters of concern related to the following areas of borough business:

- Recreation Places
- Community Pool
- Recreation Programs and Community Events
- Community Library
- Communications and Public Relations
- Waste Management & Recycling

#### **7:30 P.M. – PUBLIC WORKS & UTILITIES COMMITTEE, Room 3**

The Public Works and Utilities Committee meets at 7:30 P.M. in Room 3 to discuss matters of concern related to the following areas of borough business:

- Streets, Sidewalks and Curbs
- Facilities Maintenance
- Equipment Maintenance
- Wastewater Treatment
- Stormwater Management
- Utilities

#### **8:30 P.M. – FULL COUNCIL REVIEW, Council Room**

The Borough Council meets at this time to review the deliberations of the Committees of Council.

# Finance and Administration Committee Agenda

6:30 P.M. – Council Room

Borough Goals assigned to the Finance and Administration Committee:

- Create and activate a human resources system that supports talented and robust staffing and ensures efficiency and effectiveness of internal operations.
- Develop comprehensive strategies to ensure funding is in place for critical infrastructure, public safety, and quality of life needs of Borough residents and businesses.

## AGENDA

### 1. CALL TO ORDER

Time: \_\_\_\_\_ p.m.

### 2. ROLL CALL

Elected Officials:

- Dane W. Bicher, Council Member
- Jeffrey L. Thomas, Council Member
- Stacey A. Hackman, Council Member

Appointed Officials:

- Michael R. McKenna, Manager/Secretary
- Gale Edwards, Treasurer

### 3. APPROVAL OF MINUTES

ACTION: The Committee may approve the minutes of the meeting held on August 26, 2020.

### 4. CITIZEN AND VISITOR COMMENTS

## PRESENTATIONS

### 5. INSURANCE RENEWAL – Greg Zinn of Zinn Insurance Agency

- Mr. Zinn will present a proposal for insurance renewal for the Borough for the period of October 1, 2020 – October 1, 2021. Mr. Zinn represents Zinn Insurance Agency in Myerstown, PA which is the Borough's current insurance agent.

## OLD BUSINESS

### 6. FINANCIAL REPORTS

- The Committee may review budget v. actual reports for FY2020 through August 31, 2020.
- Document for Review: Budget v. Actual Reports for All Borough Funds.

### 7. SALDO and SWMO

- The Committee may review proposals from Light Heigel & Associates and RETTEW for the development of a Subdivision and Land Development Ordinance and Stormwater Management Ordinance to replace the Lebanon County Ordinances.

**8. NEW EMPLOYEE HANDBOOK**

- The Committee may review the proposed employee handbook and discuss key changes and additions from the previous handbook.
- Document for review: Part 2.4 through 3.8 of the proposed employee handbook.

**9. COMMENTS FOR THE GOOD OF THE BOROUGH**

**10. ADJOURNMENT**

# Public Safety and Planning Committee Agenda

## 6:30 P.M. – Room 3

Borough Goals assigned to the Public Safety and Planning Committee:

- Develop comprehensive strategies to ensure stronger codes and code enforcement for the improvement of public safety and quality of life.
- Develop strategies to improve zoning, subdivision, and land development ordinances and their enforcement.

### AGENDA

#### 1. **CALL TO ORDER**

Time: \_\_\_\_\_ p.m.

#### 2. **ROLL CALL**

Elected Officials:

- Park W. Haverstick, II, Vice President of Council
- Ronald L. Ream, Council Member
- Dane W. Bicher, Council Member
- Gloria R. Ebling, Mayor

Appointed Officials/Employees:

- Barry A. Ludwig, Assistant Manager
- Lisa A. Brubaker, Deputy Secretary

#### 3. **APPROVAL OF MINUTES**

- The Committee may approve minutes of the committee meetings held on August 26, 2020.

#### 4. **CITIZEN AND VISITORS COMMENTS**

### PRESENTATIONS

- 5. The Committee may hear a presentation from Marty Sowers and Erik Harmon of Light-Heigel and Associates regarding code enforcement in the Borough.

### OLD BUSINESS

#### 6. **POLICE SERVICES**

#### 7. **HANDICAP PARKING ORDINANCE**

### NEW BUSINESS

#### 8. **RESIDENT CONCERN ABOUT NEIGHBORHOOD WATCH GROUPS**

#### 9. **COMMENTS FOR THE GOOD OF THE BOROUGH**

#### 10. **ADJOURNMENT**

# Parks & Recreation and Public Relations Committee Agenda

7:30 P.M. – Council Room

Borough Goals assigned to the Parks & Recreation and Public Relations Committee:

- Develop comprehensive strategies to preserve, enhance, and protect natural and environmental resources.
- Develop and implement a communication and public relations plan with the Borough’s brand at its core.

## AGENDA

### 1. CALL TO ORDER

Time: \_\_\_\_\_ p.m.

### 2. ROLL CALL

Elected Officials:

- Jeffrey L. Thomas, Council Member, Chair
- Stacey A. Hackman Member
- Dana Reich, Council Member
- Gloria R. Ebling, Mayor

Appointed Officials/Employees:

- Michael R. McKenna, Manager/Secretary

### 3. APPROVAL OF MINUTES

- The Committee may approve minutes of the committee meeting held on August 26, 2020.

### 4. CITIZEN AND VISITORS COMMENTS

## PRESENTATIONS

### 5. MYERSTOWN VITALITY PARTNERSHIP

- The Committee may receive a presentation from Jack Gombach, the President/CEO of the Myerstown Vitality Partnership.

### 6. YOUNG LUNGS AT PLAY INITIATIVE

- The Committee may receive a presentation from Holly G. Dolan, Director of Education and Outreach of the Lebanon Family Health Services on the “Young Lungs at Play” initiative.

## OLD BUSINESS

### 7. REQUEST FOR PLAYGROUND EQUIPMENT

- The Committee may discuss a request from Jeanette Castillo of the Tri-County Worship Center in Bethel, PA for the Borough to donate the playground equipment on the Myerstown Community Center property to them.
- Document for Review: Letter from Jeanette Castillo requesting playground equipment donation.

8. **COMMENTS FOR THE GOOD OF THE BOROUGH**

9. **ADJOURNMENT**

# Public Works and Utilities Committee Agenda

## 7:30 P.M. – Room 3

Borough Goals assigned to the Public Works and Utilities Committee:

- Create, prioritize, activate, and monitor a multi-year capital improvements program to include a capital equipment & facilities replacement schedule, financing plan, and budget plan.
- Use Geographic Information Systems (GIS) mapping technology to create and activate an electronic work order system for Public Works and Wastewater Treatment Facility staff to manage infrastructure maintenance tasks.
- Carry out the successful transition of the new municipal building and the new pool.

### **AGENDA**

#### **1. CALL TO ORDER**

Time: \_\_\_\_\_ p.m.

#### **2. ROLL CALL**

Elected Officials:

- Ronald L. Ream, Council Member, Chair
- Park W. Haverstick, II, Vice President of Council
- Dane Bicher

Appointed Officials/Employees:

- Barry A. Ludwig, Assistant Manager
- Dave Fake, Public Works Supervisor
- Lisa A. Brubaker, Deputy Secretary

#### **3. APPROVAL OF MINUTES**

- ACTION: Council may approve the minutes of the committee meeting held on August 26, 2020.

#### **4. CITIZEN AND VISITORS COMMENTS**

### **PRESENTATIONS**

#### **5. PUBLIC WORKS DEPARTMENT UPDATE**

Public Works Supervisor Dave Fake may give an update on activities in the Public Works Department.

#### **6. WASTEWATER TREATMENT DEPARTMENT UPDATE**

Assistant Borough Manager Barry A. Ludwig may give an update on activities in the Wastewater Treatment Department.

### **OLD BUSINESS**

#### **7. ROUTE 501 SEWER RELOCATION PROJECT**

The Committee may receive an update on the Route 501 Sewer Relocation Project.

**8. PUBLIC WORKS MAINTENANCE BUILDING PROJECT UPDATE**

The Committee may receive an update on the Public Works Maintenance Building Project.

**NEW BUSINESS**

No new business for the Committee.

**9. COMMENTS FOR THE GOOD OF THE BOROUGH**

**10. ADJOURNMENT**



# Full Council Review

## 8:30 P.M. – Council Room

### AGENDA

#### 1. CALL TO ORDER

Time: \_\_\_\_\_ p.m.

#### 2. ROLL CALL

Elected Officials:

- |  |  |
|--|--|
| <input type="checkbox"/> Bryan L. Rittle, President of Council         | <input type="checkbox"/> Ronald L. Ream, Council Member    |
| <input type="checkbox"/> Park W. Haverstick, II, Vice-Pres. of Council | <input type="checkbox"/> Stacey A. Hackman, Council Member |
| <input type="checkbox"/> Jeffrey L. Thomas, Council Member             | <input type="checkbox"/> Dane W. Bicher, Council Member    |
| <input type="checkbox"/> Dana Reich, Council Member                    | <input type="checkbox"/> Gloria R. Ebling, Mayor           |

Appointed Officials:

- Michael R. McKenna, Manager/Secretary
- Barry A. Ludwig, Assistant Manager

#### 3. APPROVAL OF MINUTES

- ACTION: Council may approve the meeting minutes of the previous meetings held on August 26, 2020.

#### 4. CITIZEN AND VISITOR COMMENTS

### PRESENTATIONS

#### 5. FINANCE & ADMINISTRATION COMMITTEE REPORT

- The chair of the Finance and Administration Committee may give a report on their meeting held at 6:30 p.m. in the Council Room.

#### 6. PUBLIC SAFETY & PLANNING COMMITTEE REPORT

- The chair of the Public Safety & Planning Committee may give a report on their meeting held at 6:30 p.m. in Room 3.

#### 7. PARKS & RECREATION AND PUBLIC RELATIONS COMMITTEE REPORT

- The chair of the Parks & Recreation and Public Relations Committee may give a report on their meeting held at 7:30 p.m. in the Council Room.

#### 8. PUBLIC WORKS & UTILITIES REPORT

- The chair of the Public Works & Utilities Committee may give a report on their meeting held at 7:30 p.m. in Room 3.

## **NEW BUSINESS**

### **9. 2020 TRICK-OR-TREAT NIGHT**

- Council may discuss the annual Trick-or-Treat night.

### **10. INSURANCE RENEWAL – Greg Zinn of Zinn Insurance Agency**

- Council may discuss a proposal for insurance renewal for the Borough for the period of October 1, 2020 – October 1, 2021 from Greg Zinn of Zinn Insurance Agency.

### **11. POLICE SERVICES**

- Council may discuss options for bringing police coverage back to the Borough.

### **12. HANDICAP PARKING ORDINANCE**

- Council may discuss the adoption of an ordinance to regulate on-street parking reserved for persons with disabilities or severely disabled veterans.

### **13. MYERSTOWN HISTORY BOOK**

- Council may review a letter from Ellen Kramer sent in response to a request for an update on the Myerstown History Book.
- Document for Review: Letter from Ellen Kramer to Council.

### **14. COMMENTS FOR THE GOOD OF THE BOROUGH**

### **15. ADJOURNMENT**