

Finance & Administration Committee

A meeting of the Myerstown Borough Council Finance & Administration Committee was held on Wednesday, August 26, 2020 at 6:30 p.m. in Council Room at the Myerstown Community Center, President Bryan L. Rittle being in the chair the and the Secretary being present.

Present were: Council President Bryan L. Rittle, Council Members Dane W. Bicher, Jeffrey L. Thomas and Stacey A. Hackman, Treasurer Gale Edwards, and Manager Michael R. McKenna.

The Chair opened the meeting at 6:32 p.m.

Dane W. Bicher moved and Jeffrey L. Thomas seconded to approve the minutes of the meeting held on July 22, 2020. Motion carried.

Manager McKenna presented and reviewed the budget preparation calendar for fiscal year 2021. He noted that there will be a budget meeting with the Finance and Administration Committee on Tuesday, October 27, 2020, and a special budget meeting for Full Council on Monday, November 9, 2020. Any other budget discussion will take place at a regular Council meeting or Committee meeting.

Manager McKenna presented a proposal for a change in Council Committee structure to change the Parks & Recreation Committee to the Community and Economic Development Committee, and to move planning items from the Public Safety and Planning Committee to this new committee. He noted that the President of Council sets the committees and assigns members. President Rittle agreed with the proposal and said he would like to wait until 2021 to make any changes. The Finance and Administration Committee members had no objections.

Manager McKenna presented a proposal from Light-Heigel & Associates to prepare a subdivision and land development ordinance and a stormwater management ordinance for the Borough. He explained that the Borough currently falls under the jurisdiction of the County ordinances and is subject to their administration of the ordinances. Preparing one specifically for the Borough would allow for the Borough's engineer of choice to administer the ordinances. Manager McKenna informed the Committee that the Borough Engineer, Mike Knouse of RETTEW, offered to perform the preparation and administration of the ordinances. Dane W. Bicher said he would like to see a written proposal from RETTEW. Mr. McKenna agreed that we would get a written proposal from RETTEW and present it to the Committee in September for their consideration.

The Committee reviewed a draft of a Memorandum of Understanding between the Borough and the Myerstown Vitality Partnership to set forth the general intent of the parties in negotiating a contract for the lease and development of the Myerstown Community Center. Dane W. Bicher moved and Stacey A. Hackman seconded to recommend that Full Council approve the proposed Memorandum of Understanding between the Borough and the Myerstown Vitality Partnership. Motion carried.

Manager McKenna reviewed part of the proposed employee handbook and discussed key changes and additions from the previous handbook. This process will continue throughout the fall and winter, and adoption of the new handbook is expected in January of 2021.

The Chair asked if there were any additional comments for the good of the Borough. Seeing none, he asked for a motion to adjourn. Stacey A. Hackman moved and Dane W. Bicher seconded to adjourn the meeting. Motion carried.

The meeting was adjourned at 7:32 p.m.

Respectfully Submitted,

Michael R. McKenna, MPA
Borough Manager/Secretary

Public Safety & Planning Committee

A meeting of the Myerstown Borough Council Public Safety and Planning Committee was held on Wednesday, August 26, 2020 at 6:30 p.m. in Room 3 at the Myerstown Community Center. Council Vice President Park W. Haverstick, II being in the Chair and the Secretary being present.

Present were: Committee Chair Park W. Haverstick, II, Committee Member Ronald L. Ream, Assistant Manager Barry A. Ludwig, and Deputy Secretary Lisa A. Brubaker. Absent were Member Dana Reich and Mayor Gloria R. Ebling.

The Chair opened the meeting at 6:31 p.m.

Ronald L. Ream moved, and Park W. Haverstick, II seconded, to dispense with the reading of and approve the minutes of the previous month's meeting on July 22, 2020. Motion carried.

There was one (1) visitor-guest(s) present.

Park W. Haverstick, II opened the floor for public comments.

Steve Hansen – 2 E. Main Avenue – was present to discuss leasing parking spots from the Borough in the Borough owned parking lot at 6 E. Main Avenue for his tenants. He would like four or five spaces behind the former diner area for his tenants to park. That area would keep the tenants away from the entrance for the restaurant once it is open.

Committee member Dana Reich entered the meeting at 6:35 p.m.

Member Ream asked if some parking could be placed in the area next to the diner. Steve Hansen stated two spots may fit there, then he may only need two or three additional spots. He will need to keep an area for the dumpster in there to. Chair Haverstick, II stated if they allow this, it will set a precedence, if others come and ask the same thing to lease spots how do they say no when they have said yes to him. They appreciate what he is doing, and the Council has supported it, but this will have to be discussed with full Council. Assistant Manager Ludwig stated he will need to have a discussion with him regarding sewer EDU's for the building.

Old Business:

Police services were discussed. Dana Reich moved, and seconded by Ronald L. Ream, to recommend to full Council to adopt a Resolution stating their intentions to create a Police Department. Motion carried.

New Business:

A request was received from Brian Saul requesting no parking for a charity event. Ronald L. Ream moved, and seconded by Park W. Haverstick, II, to recommend to full Council to approve the request from Brian Saul to have no parking on the north side of Main Avenue from College Street to Coover Alley on September 13, 2020 from 6:00 a.m. to 5:00 p.m. for a fund raiser he is holding at Brian's Model Trains - 109 W. Main Avenue. Motion carried.

The Chairman asked if there were any additional comments for the good of the committee. Seeing none, he asked for a motion to adjourn.

Dana Reich moved, and Ronald L. Ream seconded to adjourn the meeting. Motion carried.

The meeting was adjourned at 7:36 p.m.

Respectfully Submitted,

Lisa A. Brubaker
Deputy Secretary

Public Works & Utilities Committee

A meeting of the Myerstown Borough Council Public Works & Utilities Committee was held on Wednesday, August 26, 2020 at 7:30 p.m. in Room 3 of the Myerstown Community Center, Councilmember Ronald L. Ream being in the Chair and the Secretary being present.

Present were: Committee Chairman Ronald L. Ream, Vice President Park W. Haverstick, II, Committee Member Dane W. Bicher, Public Works Supervisor David C. Fake, Assistant Manager Barry A. Ludwig, and Deputy Secretary Lisa A. Brubaker.

The Chair opened the meeting at 7:36 p.m.

There were no citizen(s)–visitor(s) in attendance.

Park W. Haverstick, II moved, and Ronald L. Ream seconded to dispense with the reading of and approve the minutes of the previous months' meeting held on July 22, 2020. Motion carried.

Presentation:

David C. Fake provided an update on the Public Works Department. The weed spraying is complete; the Handicap space was installed at 118 Garden Avenue; the signs were installed at the municipal parking lots; started the removal of playground equipment in the rear parking lot; the paving on Main

Avenue and Railroad Street will be starting on Friday; the grass at 112 E. Main Avenue has been mowed twice and the property owner will be billed; the Borough vehicle MB-20, the upgrades have been finished and is back on the road; Installed "No Parking Zone" at Railroad Street and State Route 422; met with Choice Communications for a quote for cameras on the park area; the summer help is finished, Kerry Lengle will continue to help; Barry Stoudt will be added as a seasonal worker for snow removal; the Elite Baseball Organization has been using the Legion Ballfield.

Barry A. Ludwig provided an update on the Wastewater Department. The sewer relocation on State Route 501 will be starting; we did not qualify for the H2O Mitigation Grant; there was manhole work for the paving project; there is nothing to report on the Agreement with ELCO School District; a letter was received from Daniel Ebling regarding the large bill for water/sewer usage.

Chairman Ream asked if there is anything new on the Pole Building at the Public Works Building. Assistant Manager Ludwig stated no. Chairman Ream recommended they take the sketch to Ridge Ply and Farmer Boy to see if they can give a quote. He informed Dave C. Fake of a road depression on Railroad Street. Supervisor Fake stated he will take a look at it. A list of Handicap Parking Spaces was discussed.

The Chairman asked if there were any additional comments for the good of the committee. Seeing none, he asked for a motion to adjourn.

Park W. Haverstick, II moved, and Dane W. Bicher seconded, to adjourn the meeting. Motion carried.

The meeting was adjourned at 8:17 p.m.

Respectfully Submitted,

Lisa A. Brubaker
Deputy Secretary

Parks & Recreation and Public Relations Committee

A meeting of the Myerstown Borough Council Parks & Recreation and Public Relations Committee was held on Wednesday, August 26, 2020 at 7:30 p.m. in the Council Room of the Myerstown Community Center, Council President Bryan L. Rittle being in the Chair and the Secretary being present. Present were: Council President Bryan L. Rittle, Council Members Jeffrey L. Thomas, Stacey A. Hackman and Dana Reich, and Manager Michael R. McKenna. Absent was Mayor Gloria R. Ebling.

The Chair opened the meeting at 7:45 p.m.

Stacey A. Hackman moved and Jeffrey L. Thomas seconded to approve the minutes of the meeting held on July 22, 2020. Motion carried.

Jack Gombach, President/CEO of the Myerstown Vitality Partnership, gave an update on the MVP and its recent activities. He discussed the Memorandum of Understanding with the Borough for the development of the Community Center. He also discussed the efforts in obtaining Main Street designation for the downtown. Mr. Gombach described the four committees that the MVP will be looking to fill with Borough residents, in accordance with Main Street guidelines.

Manager McKenna gave an update on the downtown façade improvement grant program and explained that the Planning Commission has reviewed and adopted guidelines for the program and will administer the program through June 30, 2020.

Dana Reich moved and Stacey A. Hackman seconded to adjourn the meeting. Motion carried.

The meeting was adjourned at 8:30 p.m.

Respectfully Submitted,

Michael R. McKenna, MPA
Borough Manager/Secretary

Full Council Review

A meeting of the Myerstown Borough Council was held on Wednesday, August 26, 2020 at 8:30 p.m. in the Council Room of the Myerstown Community Center, Vice-President Park W. Haverstick, II being in the Chair and the Secretary being present.

The Chair opened the meeting at 8:33 p.m.

Present were: President Bryan L. Rittle, Vice-President Park W. Haverstick, II, Council President Pro Tem Dana Reich, Council Members Jeffrey L. Thomas, Ronald L. Ream, Stacey A. Hackman and Dane Bicher, Mayor Gloria R. Ebling, Assistant Manager Barry A. Ludwig, and Manager Michael R. McKenna.

Dana Reich moved and Stacey A. Hackman seconded to approve the meeting minutes of the previous meeting held on August 26, 2020. Motion carried.

Jack Gombach, President/CEO of the Myerstown Vitality Partnership, provided an update to Council on the activities of the MVP, and their efforts to establish a Main Street Program for downtown and to find a developer to develop the Community Center.

Manager McKenna provided a report from the Finance & Administration Committee meeting held at 6:30 p.m. in the Council Room.

Ronald L. Ream provided a report from the Public Safety & Planning Committee meeting held at 6:30 p.m. in Room 3.

Manager McKenna provided a report from the Parks & Recreation and Public Relations Committee meeting held at 7:30 p.m. in the Council Room.

Ronald L. Ream provided a report from the Public Works & Utilities Committee meeting held at 7:30 p.m. in Room 3.

Ronald L. Ream moved and Dana Reich seconded to approve the Memorandum of Understanding between the Borough and the Myerstown Vitality Partnership (MVP) as drafted by the Borough Solicitor setting forth the general intent of the Borough and the MVP in negotiating a contract for the lease and development of the Myerstown Community Center. Motion carried.

Dana Reich moved and Stacey A. Hackman seconded to approve a request from Brian Saul of Brian's Model Trains at 109 West Main Ave. to prohibit parking on the north side of West Main Ave. between College Street and Coover Alley on September 13, 2020 between the hours of 6:00 a.m. and 5:00 p.m. during an event to raise money for charity. Motion carried.

The Chair asked if there were any additional comments for the good of the Borough. Seeing none, he asked for a motion to adjourn.

Stacey A. Hackman moved and Jeffrey L. Thomas seconded to adjourn the meeting. Motion carried.

The meeting was adjourned at 9:43 p.m.

Respectfully Submitted,

Michael R. McKenna, MPA
Borough Manager/Secretary