

**Borough Council Committee Meeting
Myerstown Borough, Lebanon County
101 S Railroad St
Myerstown, PA 17067**

Borough Council Committee Meeting Agenda

Agenda 08/22/2018

Myerstown Borough Council Committees will meet on **Wednesday, September 22, 2018 at 6:30 p.m.** at the Myerstown Community Center located at 101 S Railroad Street, Myerstown, PA 17067. The Committee Meeting Schedule is as follows:

- Finance & Administration Committee (6:30 p.m., Council Room)
- Public Works & Utilities Committee (6:30 p.m., Room 3)
- Parks & Recreation and Public Relations Committee (7:30 p.m., Council Room)
- Public Safety and Planning Committee (7:30 p.m., Room 3)
- Full Council Review (8:30 p.m., Council Room)

Open Meetings: In accordance with Pennsylvania's Sunshine Act (Open Meetings Law), Myerstown Borough Council ensures the right of the public to have notice of and the right to attend all its meetings at which Borough business is discussed or acted upon.

Public Participation: Residents and taxpayers of Myerstown Borough will have the opportunity to comment on matters of concern, official action, or deliberation which are or may be before the Council. Those who wish to comment MUST sign in on the form provided with their name and address. The opportunity to comment is given at the beginning of the meeting, after the approval of minutes from the previous meeting. When addressing the Council, please state your name and address before making comments.

Special Accommodations for Persons with Disabilities: Any person with a disability requiring a special accommodation to attend a borough meeting should notify the Borough Manager at (717) 866-5038 as early as possible, but no later than 3 working days before the meeting. The Borough will make every effort to provide a reasonable accommodation.

Finance and Administration Committee

6:30 p.m. in the Council Room

The Finance and Administration Committee meets once a month to discuss matters of concern related to the following areas of borough business:

- Taxation and Finance
- Budgets
- Purchasing and Contracts
- Ordinances and Resolutions
- Policies
- Human Resource Management
- Pension

Borough Goals assigned to this 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**

2. **Approval of Minutes**

First meeting, no minutes.

3. **Citizen and Visitor Comments**

4. **Reports**

- Determine what reports the committee would like to see each month at this meeting.

ACTION ITEMS

5. First Meeting – No Action Items.

6. Discuss how Council Action Items, Resolutions, and Ordinances may originate in committees.

OLD BUSINESS

7. First Meeting – No Old Business

NEW BUSINESS:

8. Review committee areas of oversight.

9. Determine which staff member should be assigned to the committee.

10. Determine what reports the committee would like to see each month.

11. Review “Council Meeting Due Dates” draft.

12. Review goals assigned to committee and discuss agenda items for next month.

13. Budget Calendar

14. **Adjournment**

Public Safety and Planning Committee

6:30 p.m. in Room 3

The Public Safety and Planning Committee meets once a month to discuss matters of concern related to the following areas of borough business:

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

Borough Goals assigned to this 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**
2. **Approval of Minutes**
 - First meeting, no minutes.
3. **Citizen and Visitor Comments**
4. Presentation from Pennsylvania Private Police.

ACTION ITEMS

5. First Meeting – No Action Items.
6. Discuss how Council Action Items, Resolutions, and Ordinances may originate in committees.

OLD BUSINESS

7. First Meeting – No Old Business

NEW BUSINESS:

8. Review committee areas of oversight.
9. Determine which staff member should be assigned to the committee.
10. Determine what reports the committee would like to see each month.
11. Review “Council Meeting Due Dates” draft.
12. Review goals assigned to committee and discuss agenda items for next month.
13. Meeting with Police Chief Feeser from North Lebanon Police Dept. on August 29th at 10:00 a.m.
14. **Adjournment**

Parks & Recreation and Public Relations Committee

7:30 p.m. in the Council Room

The Parks & Recreation and Public Relations Committee meets once a month to discuss matters of concern related to the following areas of borough business:

- Environmental Protection
- Recreation Places and Shade Trees
- Community Pool
- Community Library
- Community Events
- Recreation Programs
- Waste Management and Recycling
- Yard Waste Management

Borough Goals assigned to this 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**
2. **Approval of Minutes**
 - First meeting, no minutes.
3. **Citizen and Visitor Comments**

ACTION ITEMS

4. First Meeting – No Action Items.
5. Discuss how Council Action Items, Resolutions, and Ordinances may originate in committees.

OLD BUSINESS

6. First Meeting – No Old Business

NEW BUSINESS:

7. Review committee areas of oversight.
8. Determine which staff member should be assigned to the committee.
9. Determine what reports the committee would like to see each month.
10. Review "Council Meeting Due Dates" draft.
11. Review goals assigned to committee and discuss agenda items for next month.
12. **Adjournment**

Public Works and Utilities Committee

6:30 p.m. in Room 3

The Public Works and Utilities Committee meets once a month to discuss matters of concern related to the following areas of borough business:

- Streets
- Sidewalks & Curbs
- Facilities Maintenance
- Equipment Maintenance
- Sanitary Sewers (Wastewater Treatment)
- Storm Sewers (Stormwater Management)
- Utilities
- Water System

Borough Goals assigned to this 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**
2. **Approval of Minutes**
 - First meeting, no minutes.
3. **Citizen and Visitor Comments**

ACTION ITEMS

4. First Meeting – No Action Items.
5. Discuss how Council Action Items, Resolutions, and Ordinances may originate in committees.

OLD BUSINESS

6. First Meeting – No Old Business

NEW BUSINESS:

7. Review committee areas of oversight.
8. Determine which staff member should be assigned to the committee.
9. Determine what reports the committee would like to see each month.
10. Review “Council Meeting Due Dates” draft.
11. Review goals assigned to committee and discuss agenda items for next month.
12. **Adjournment**

Full Council Review

8:30 p.m. in the Council Room

The full Borough Council meets at this time to review the deliberations of the following committees of Council:

- Finance & Administration Committee
- Public Safety and Planning Committee
- Parks & Recreation and Public Relations Committee
- Public Works & Utilities Committee

AGENDA

1. **Call to Order**
2. **Roll Call**
3. **Approval of Minutes**
 - First meeting, no minutes.

NEW BUSINESS:

4. The chair of the Finance and Administration Committee may give a report on their meeting held at 6:30 p.m.
5. The chair of the Public Safety & Planning Committee may give a report on their meeting held at 6:30 p.m.
6. The chair of the Parks & Recreation and Public Relations Committee may give a report on their meeting held at 7:30 p.m.
7. The chair of the Public Works & Utilities Committee may give a report on their meeting held at 7:30 p.m.
8. Comments for the good of the Borough.
9. **Adjournment**