

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

Borough Council Committee Meeting Agenda

Agenda 10/24/2018

Myerstown Borough Council Committees will meet on **Wednesday, October 24, 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. **Roll Call**
3. **Citizen and Visitor Comments**
4. **Approval of Minutes**
 - Council may approve minutes of previous meeting held on September 26, 2018.

PRESENTATIONS

5. Reports
 - General Operating Fund Statement of Revenues and Expenditures
 - Wastewater Treatment Operating Fund Statement of Revenues and Expenditures
 - Pool Fund Statement of Revenues and Expenditures

OLD BUSINESS

6. FY2019 Budget
 - Document for review: Beautification Fund
 - Document for review: Unemployment Compensation Fund
 - Document for review: Street Lighting Tax Fund
 - Document for review: Liquid Fuels Fund
 - Document for review: Municipal Center Fund
 - Document for review: Community Pool Fund
 - Document for review: General Operating Reserve Fund

- Document for review: General Operating Fund

NEW BUSINESS:

7. Determine next budget meeting.
8. Comments for the good of the Borough.
9. **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. **Roll Call**
3. **Approval of Minutes**
 - a. The Committee may approve minutes of previous meeting held on September 26, 2018.
4. **Citizen and Visitor Comments**

OLD BUSINESS

5. Contracted Police Services
 - a. List of concerns sent to PA Private Police. Requested a written proposal from them with pricing and addressing those concerns.
 - b. Document for review: "Examination of Pennsylvania State Police Coverage of Municipalities" Report.
 - c. Document for review: Police coverage = Leb. Co. Municipalities

NEW BUSINESS:

6. Document for review: September report from Pennsylvania State Police
7. Document for review: RFP for consulting services to establish a façade improvement program for the downtown district.
 - a. Document will be provided at the meeting.

The committee may approve to recommend Full Council approval of this RFP at the November Council Business Meeting.

8. Document for review: RFP for consulting services to create an improvement plan for infrastructure, streetscape, and lighting.

- a. Document will be provided at the meeting.

The committee may approve to recommend Full Council approval of this RFP at the November Council Business Meeting.

9. Letter from resident at 511 Cherry St.

- a. Document for review: PLEASE BRING YOUR COPY OF THIS LETTER RECEIVED AT LAST COUNCIL MTG
- b. Does Council want to respond or take action to any of his requests?

10. Complaints about weeds at 511 Cherry St.

- a. Document to review: Ordinance Chapter 10 Part 1: Grass and Weeds
- b. Document to review: Ordinance Chapter 25 Part 1: Trees and Other Plants

The committee may approve to recommend action taken by the Code Enforcement Officer to enforce violations of these ordinances at 511 Cherry St.

11. Myerstown Community Center Project

- a. Will soon be having to make spending decisions about renovations, and decisions about tenants.
- b. Document for review: Myerstown Community Center Project Narrative as approved by DCED
- c. Document for review: Myerstown Community Center Project Narrative as presented to the public

12. Residential Rental License Program

- a. Document for review: Denver Borough program
- b. Document for review: Robesonia Borough program
- c. Document for review: City of Lebanon program
- d. Document for review: U.S. Census estimate of rental properties
- e. What is the next action Council wants to see?
- f. Will any committee members attend the Rental Property Inspection Management Program on October 25 in York County?

13. Parking restrictions at 6 E Main Ave

- a. Property owner living at 2 E Main Ave has concerns with parking restrictions
- b. Document for review: Ordinance Chapter 15 Part 4: Municipal Off-Street Parking Facilities

The committee may approve to recommend drafting a change to parking restrictions or addition of parking pass requirements.

14. Full-Time Code Enforcement Officer

- a. Document for review: Scope of responsibilities for full-time code enforcement officer

15. Comments for the good of the Borough.

16. **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. **Roll Call**
3. **Approval of Minutes**
 - a. The Committee may approve minutes of previous meeting held on September 26, 2018.
4. **Citizen and Visitor Comments**

OLD BUSINESS

5. The committee may discuss the placement of the Lions' Club benches.

The committee may approve to recommend placement of benches at the November Council Business Meeting.

NEW BUSINESS:

6. Request from the Bucktails to host 26th Annual Bucktail Reunion in Myerstown in 2019.
 - a. Presentation from Matthew Herring of the Bucktails

The committee may approve to recommend Full Council approval of this request at the November Council Business Meeting.

7. Request from Anna Gettler of Main Street Jewelry for the Borough to participate in the Christmas Cookie Walk 2018. Participation requires payment of a fee.

- a. If the Borough participates, it will require volunteers as it is on a Saturday. Employees cannot run it.

The committee may approve to recommend Full Council approval of this request at the November Council Business Meeting.

8. Request from ELCO Varsity Football to place player posters on the poles down Main Ave to celebrate the success of their 2018 football team.

The committee may approve to recommend Full Council approval of this request at the full council committee review meeting at 8:30 p.m.

9. Comments for the good of the Borough.

10. **Adjournment**

Public Works and Utilities Committee

7:30 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. **Roll Call**
3. **Citizen and Visitor Comments**
4. **Approval of Minutes**
 - a. The Committee may approve minutes of previous meeting held on September 26, 2018.

OLD BUSINESS

5. Update on sewer plant repair.
6. Update on Railroad St paving project.
7. Update on MS4 fee project.
8. Update on Myerstown Community Center project. (One of this committee's goals)

NEW BUSINESS:

9. Document for review: RFP for consulting services to create an improvement plan for infrastructure, streetscape, and lighting.
 - a. Document will be provided at the meeting.

The committee may approve to recommend Full Council approval of this RFP at the November Council Business Meeting.

10. Document for review: RFP for Consulting Services to utilize geographic information systems (GIS) technology to create and activate an electronic work order system for public works and wastewater treatment facility staff to manager infrastructure maintenance tasks. (One of this committee's goals)

- a. Document will be provided at the meeting.

The committee may approve to recommend Full Council approval of this RFP at the November Council Business Meeting.

11. Document for review: RFP for Consulting Services to create a capital equipment & facilities replacement schedule and plan to finance it. (One of this committee's goals)

- a. Document will be provided at the meeting

The committee may approve to recommend Full Council approval of this RFP at the November Council Business Meeting.

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

AGENDA

1. **Call to Order**
2. **Roll Call**
3. **Approval of Minutes**
 - a. The Committee may approve minutes of previous meeting held on September 26, 2018.

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. Council may approve a request from ELCO Varsity Football to place player posters on the poles down Main Ave to celebrate the success of their 2018 football team.
8. The chair of the Public Works & Utilities Committee may give a report on their meeting held at 7:30 p.m.
9. Comments for the good of the Borough.
10. **Adjournment**