

Myerstown, PA
Tuesday, April 4, 2017

President Bryan L. Rittle called the planning meeting of the Myerstown Borough Council to order at 6:30 p.m., on Tuesday, April 4, 2017. The meeting was held in Borough Council Chambers in the Myerstown Municipal Center, 101 East Washington Avenue, Myerstown, PA 17067.

Following the Pledge of Allegiance, a roll call was taken. Present were: President Bryan L. Rittle, President Pro Tem Park W. Haverstick, II, Councilmembers Eric L. Powell, Dana Reich, Jeffrey L. Thomas, Economic Development Manager Michael McKenna, and Deputy Secretary Lisa A. Brubaker. Absent were: Vice President Michael D. Behm, Councilmember Vince Podolski, Mayor Gloria R. Ebling, and Assistant Manager Barry A. Ludwig.

No minutes of past meetings were presented for approval at this planning meeting and no action was taken on any minutes.

The President proceeded to the agendas order of the business:

President Rittle turned the discussion over to Consultant Charlie Schmehl from URDC (Urban Research and Development Corporation) for the Zoning Ordinance and Map update. Charlie Schmehl stated he has an updated copy of the Draft Ordinance and summary for review. The changes in the updated copy are italicized for easier review.

Charlie Schmehl stated he is mainly here to review the next steps in the process and hear any comments or questions the group may have.

Charlie Schmehl stated at last meeting, a question was asked regarding real estate signs. The proposed ordinance open house signs are allowed to be placed up to 6 days at a time directing people to an open house for a development. The sign is not allowed to be in the right-a-way. Most municipalities, just remove the signs if placed.

Charlie Schmehl asked if there are any issues or questions for discussion. The Economic Development Manager asked what his opinion on administration is. Currently, the Borough uses Lebanon County Planning for our Zoning Administration. There have been discussions on bringing that in house, this was a recommendation from one of the early intervention plans and he wondered what his thoughts are on this.

Charlie Schmehl stated the pros and cons on this matter. Some people use their building code company. If they are administering building and zoning there are similarities there. They can be crosschecking, coordinating inspections, and one fee schedule. The question is if you are happy with the service you are provided by this company.

Charlie Schmehl stated a lot of places in Lebanon County like to use the county because they have regular office hours. If you have your own zoning officer, they may be part time with limited hours, unless you have staff that do it as part of their job.

Charlie Schmehl reviewed the next steps for adoption:

- 1.) A draft ordinance was sent to Lebanon County Planning Department for their review and comments. No comments have been received.
- 2.) The Planning Code and State Law requires two public meetings, one by the Borough Planning Commission and one by Borough Council.
- 3.) After the public meetings, then the ordinance can be adopted at any time.

Charlie Schmehl will provide the verbiage for the legal advertisement. The Solicitor must sign off on the advertisements. The information for both meetings will be placed in the Merchandiser, the legal section of the Lebanon Daily, and on the Borough website. Posters will also be placed at some of the local businesses.

The Planning Commission members will be contacted to see if their date could be set for Monday, May 15, 2017. Then Council could hold their meeting on Monday, May 22, 2017. Both meetings would be held in the auditorium at the Government & Business Center building, 101 S. Railroad Street, with an open house at 6:30 p.m. and the meeting starting at 7:00 p.m. The office will contact the Planning Commission members to make sure that date will work for them first.

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Charlie Schmehl stated the only section he wanted to review was the towers/antennas/mini cell towers section. Charlie Schmehl stated he was told the Borough Solicitor was working on an ordinance to deal with this matter, but this proposal has some provisions for this issue.

Charlie Schmehl stated if a tower or pole is in the right-a-way, it is not a zoning matter, but the Borough can require approval for it, because you have authority over what goes into your right-a-way. A new pole may not be placed in the right-a-way in a residential district for an antenna. Federal Law requires that after you have a communication tower you can replace the antennas as long as you do not increase the height. New antennas may be added to an existing tower.

Charlie Schmehl stated that is all he has for tonight. There were no additional comments or questions.

The Keystone Fire Company is requesting the assistance of the Goodwill Fire Police for the funeral service for James Yiengst. A motion was made by Park W. Haverstick, II, seconded by Dana Reich, to approve the request for the assistance of the Goodwill Fire Police for the funeral service of James Yiengst on Friday, April 7, 2017 and Saturday, April 8, 2017. All those in favor: Motion unanimously carried.

Council may approve the hiring of Elizabeth Stevens as the Manager for the swimming pool for 2017 at the rate of \$15.00 an hour. President Rittle stated she is a certified lifeguard and CPR instructor, so she will be able to the certifications for the Borough lifeguards.

Councilmember Powell asked what the Manager was paid for the 2016 season. President Rittle stated \$13.00 an hour was the pay rate for last year. Councilmember Thomas asked how many hours do they work? Deputy Secretary Brubaker stated the hours worked can vary from week to week, based on the needs.

Council would like to offer her \$14.00 per hour, but then authorize a pay range. A motion was made by Park W. Haverstick, II, seconded by Dana Reich, to offer Elizabeth Stevens the position of pool manager for 2017 with a pay rate range between \$13.00 to \$15.00 an hour. All those in favor: Motion unanimously carried.

The Council President reviewed the settlement information for this building, 101 E. Washington Avenue. The buyer would like to settle on April 14, 2017. President Rittle stated per the agreement the settlement can be extended to on or before May 10, 2017. The construction will not be finished at the new facility until about mid-June. The buyer's attorney would like settlement in April and then charge us rent and the Council did not want that.

Councilmember Haverstick stated so we could push off settlement until May and then may have to pay rent through June. President Rittle stated yes, settlement can be pushed back and then we will have to negotiate rent after that date through at least June. Council agrees to push back settlement and President Rittle stated he will update Council once he speaks to the Borough Solicitor.

The computer services for the Borough were discussed. The Deputy Secretary wanted to get the Council's opinion regarding this service for the Borough. Prior to the Manager leaving employment, he had pursued changing the computer company. A proposal from Robert Yeagley, American Secure Solutions, was received. Robert Yeagley is currently providing some IT for the Borough in addition to our IT provider, LyLab.

Deputy Secretary Brubaker stated with the impending move, all of the computers, printers, fax machine, etc. will need to be moved and set up at the new facility. The former Manager wanted to go to this company to provide all of the computer services rather than the current provider.

Deputy Secretary Brubaker stated she would like to meet with Robert Yeagley to review his proposal. There are some items in the proposal the former Manager asked for that are not needed at this time, they could be a future need, but we are in need of having the person to move us, set us up, and provide computer services. Is Council okay if we pursue this proposal as the option for professional services for the Borough?

Council agrees to pursue the proposal with Robert Yeagley. Deputy Secretary Brubaker stated she will report back to Council once she meets with him.

The Borough Council recessed the planning meeting and entered into Executive Session at 7:26 p.m. to discuss personnel matters.

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The Borough Council returned from Executive Session at 8:03 p.m. reconvening the planning session and resumed consideration of and action on the planning meeting agenda.

The President asked if there were any additional comments for the good of the borough. Seeing none, a motion was made by Park W. Haverstick, II, seconded by Jeffrey L. Thomas, to adjourn the meeting at 8:04 p.m. All those in favor: Motion unanimously carried.

Lisa A. Brubaker
Deputy Secretary

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