

President Bryan L. Rittle called the regular monthly meeting of the Myerstown Borough Council to order at 6:31 p.m., on Tuesday, August 8, 2017. The meeting was held in Borough Council Chambers in the Myerstown Municipal Center, 101 S. Railroad Street, Myerstown, PA 17067.

Following the Pledge of Allegiance, a roll call was taken. Present were: President Bryan L. Rittle, Vice President Michael D. Behm, Councilmembers Eric L. Powell, Ronald Ream, Dana Reich, Mayor Gloria R. Ebling, Solicitor Frederick S. Wolf, Treasurer Lee C. Smith, Assistant Manager Barry A. Ludwig, Manager Michael R. McKenna, and Deputy Secretary Lisa A. Brubaker. Absent were: President Pro Tem Park W. Haverstick, II, and Councilmember Jeffrey L. Thomas.

The Meeting Minutes for July 10, 2017 and July 11, 2017 were presented. A motion was made by Dana Reich, seconded by Eric L. Powell, to dispense with the reading of and approve the minutes of the Planning Meeting, July 10, 2017, and the Regular Monthly Meeting, July 11, 2017. All those in favor: Motion unanimously carried.

The President opened the floor for Citizens and Visitors Comments:

Joann Steffy – 305 S. Broad Street – is requesting to close an alley on Saturday, August 26, 2017 for a neighborhood party. A motion was made by Michael D. Behm, seconded by Ronald Ream, to approve the request to close Pear Alley on Saturday, August 26, 2017 between 305 S. Broad Street and 16 E. Mill Avenue from 12:00 p.m. – 11:00 p.m. All those in favor: 4 Aye's – 1 Abstention (Councilmember Dana Reich abstained and provided a written statement for the abstention.) Motion carried.

Diane Krammes – 123 Molleystown Road, Pine Grove – wanted to know the status of the sale of the Borough owned property at 301 S. Railroad Street. Assistant Manager Ludwig stated we are meeting with the Auctioneer on Wednesday to look at the property. The Solicitor stated then Borough will meet with the auctioneer to set a sale date and determine what the conditions of sale will be.

James Rittle – 210 S. Railroad Street – stated with the construction on Railroad Street going on, if a vehicle is damaged who is liable? There are No Parking signs, but there are vehicles still parking on the street. The Manager stated he will contact the Code Enforcement Officer.

James Rittle asked if the Borough still has a street closing permit. President Rittle stated he believes the Borough does require a permit.

The Council received reports from the Mayor, Department Supervisors, Solicitor and the Borough Manager. Staff was present to provide additional information on their report, and answer any questions from the Council.

Mayor Gloria R. Ebling presented her report. The Mayor reported she has gone through the files and boxed those still needed for the move and has shredded the files that were able to be destroyed. The Mayor requested an Executive Session for legal and personnel matters.

There was no Code Enforcement Officer report.

Assistant Manager Barry A. Ludwig presented his report. He reminded the Council DEP (Department of Environmental Protection) will be coming for an MS-4 Inspection.

Assistant Manager Ludwig stated Craig Garloff from StoneRidge has requested to keep the handicap parking space at the 101 W. Washington Avenue property. The municipal parking space signs will be removed from that property. President Rittle stated the Street Ordinance should be checked to see if the parking spaces are part of the Ordinance. If so, then the Ordinance will need to be amended.

Solicitor Frederick S. Wolf presented his report. Solicitor Wolf stated a Final Notice has been sent to the Lebanon County Historic Preservation Trust for the funds owed to the Isaac Meier Homestead Group. He requested an answer on when the funding will be released by today, but has not received any information. The next step is enforcement of the agreement. Property Maintenance issues were discussed.

Manager Michael R. McKenna presented his report. Manager McKenna reported he spoke with Lebanon County Commissioner William Ames and County Administrator Jamie Wolgemuth regarding the LERTA (Local Economic Revitalization Tax Assistance Act) District. They have requested one more work session to discuss revisions before placing it on their agenda for a vote. The County Assessment Office is requesting a minimum project amount of \$10,000.00 be set. An Ordinance Amendment may be needed. The Manager will provide details on the date and time of the meeting.

Manager McKenna stated the move to the new facility went well and thanked the staff for their hard work. A concern was brought to him regarding speeding cars on Garden Avenue. Placing speed humps was discussed. Other options will be explored.

Manager McKenna stated he discussed the building signage with Horst Signs. He will be exploring more options and report back to Council.

The President proceeded to the Committee Reports:

President Rittle stated the Isaac Meier group is interested in being a part of the Sestercentennial Celebration. The Manager stated he will be looking at dates for a public meeting for the celebration.

No Treasurer's Report was presented. The September meeting report will reflect July and August financial information.

The monthly listing of invoices was presented. President Rittle stated the bill list for the pool was provided and there is an addition to the bill list. We received a bill from Brian Debelius for building cleanings totaling \$1,640.00. Councilmember Powell questioned the bill for Lawn Care Innovations, Inc. Assistant Manager Ludwig stated that was for weed spraying. A motion was made by Michael D. Behm, seconded by Dana Reich, to approve payment of all invoices as listed with the addition of the expense bill presented tonight. All those in favor: Motion unanimously carried.

The communications were reviewed.

Letters from Diane Krammes; Thank you letter from the Keystone Hook & Ladder; Donation thank you letter to the Women's Club.

The President read the list of current Committee and Board vacancies.

Planning Commission – one (1) vacancy
Recreation Board – two (2) vacancies
International Property Maintenance Code Board of Appeals – two (2) vacancies
Vacancy Board Chairman – one (1) vacancy
Zoning Hearing Board – one (1) vacancy

If anyone is interested in volunteering to serve on any of these boards contact the Borough office.

Consent Agenda: *The following is a list of routine items which do not appear to be controversial in nature and which probably do not require additional discussion. They can be acted on by one motion in their current form. If discussion is desired on any particular item, any member of Council, or the public, may request the item be removed from the Consent Agenda and that item will be considered separately.*

There was no Consent Agenda Items for approval.

The President proceeded to the agendas order of the business:

Council discussed an official name for the new municipal facility. Manager McKenna stated the former building was the Myerstown Municipal Center, but it doesn't include the businesses that will be here. After researching other municipalities use as a name for a building that houses both local government and businesses, he found a common name was "Civic Center".

Myerstown, PA
Tuesday, August 8, 2017

Council was unsure of Civic Center. In discussion, several members felt Civic Center meant a large venue and decided they needed more time and maybe more options before deciding on a name.

We received a request from Gift CPA's seeking permission to hang banners announcing their move to their new location. The banners would be 48" X 80" and installed on the outside of the windows at 101 W. Main Avenue. They would like to hang the banners as soon as permission is granted and will remove within 48 hours of moving. Their anticipated move is in October. A motion was made by Michael D. Behm, seconded by Eric L. Powell, to approve the request from Gift CPA's contingent upon compliance with the Zoning Ordinance. All those in favor: Motion unanimously carried.

Manager McKenna requested approval to submit a CDBG (Community Development Block Grant) Application. The application is due by September 1, 2017. He will review possible projects with Assistant Manager Ludwig and present the projects to Council at their September 12, 2017 meeting. A motion was made by Michael D. Behm, seconded by Dana Reich, to authorize the Manager to submit the CDBG Application. All those in favor: Motion unanimously carried.

Manager McKenna requested approval to submit a PennDot Transportation Grant Application. The application is due by September 1, 2017. He will review possible projects with Assistant Manager Ludwig and present the projects to Council at their September 12, 2017 meeting. A motion was made by Dana Reich, seconded by Ronald Ream, to authorize the Manager to submit the PennDot Transportation Grant Application. Motion unanimously carried.

Resolution 2017-17 – Social Media Policy has been prepared. The Solicitor has reviewed and revisions have been made based on his recommendations. The Manager reviewed the general policy. A motion was made by Dana Reich, seconded by Michael D. Behm, to approve Resolution 2017-17 – Social Media Policy. All those in favor: Motion unanimously carried.

We received pay applications from the contractors for the Myerstown Municipal Center Renovation Project, the Swimming Pool Renovation Project and the Redevelopment ADA Ramp Project. Assistant Manager Ludwig stated the applications for the building have been reviewed and approved by the consultant, TKS, and himself.

Payment application #10 for Stoneridge of \$53,920.00 for the pool project, he is holding because it is currently under review.

For the Redevelopment project the Engineer, Lebanon County, and himself have reviewed and approved. The Assistant Manager is recommending the Council approve the payment applications.

A motion was made by Ronald Ream, seconded by Eric L. Powell, to approve the pay application #3 for Woodland Contractors, Inc. for \$70,658.10, pay application #2 for Garden Spots Mechanical, Inc. for \$4,380.63.37 for the building project, pay application #9 for Stoneridge \$31,835.00 for the pool project, and pay application #1 for Empire \$13,996.22 for the Redevelopment Road Project. All those in favor: Motion unanimously carried.

Manager McKenna asked the Council to approve the Logo and Tag Line presented by Char Co. at the July 10, 2017 meeting. A motion was made by Dana Reich, seconded by Bryan L. Rittle, to approve the branding materials. All those in favor: Motion unanimously carried.

The Borough Council recessed the regular meeting and entered into Executive Session at 7:32 p.m. to discuss legal and personnel matters.

The Borough Council returned from Executive Session at 8:19 p.m. reconvening the regular session and resumed consideration of and action on the regular meeting agenda.

Manager McKenna is recommending Jennifer Blatt be promoted to a full time employee. A motion was made by Dana Reich, seconded by Michael D. Behm, to hire Jennifer Blatt to full time status effective September 1, 2017. All those in favor: Motion unanimously carried.

Myerstown, PA
Tuesday, August 8, 2017

Councilmember Ream asked if anything is being done regarding the property conditions at 700 S. Railroad Street. President Rittle stated that has been turned over to the Code Officer with ABI.

The President asked if there were any additional comments for the good of the borough. Seeing none, a motion was made by Dana Reich, seconded by Eric L. Powell, to adjourn the meeting at 8:29 p.m. All those in favor: Motion unanimously carried.

Lisa A. Brubaker
Deputy Secretary

lab