

REGULAR MEETING OF HALLAM BOROUGH COUNCIL

March 11, 2024

The regular monthly meeting of the Hallam Borough Council was held at the Hallam Borough Municipal building, located at 250 West Beaver Street, Hallam, PA 17406 at 6:30 p.m. with the following members present: President Dan Harsh, VP Sue Horner, Harry (Chip) Smith, Jr., Rhonda Smeltzer, Derek Dietz, Stephanie Felix and Cindy Knox.

Sharon Dupler, Secretary, Sherry Myers, Treasurer, Derek Rinaldo, C.S. Davidson Inc., Attorney Devon Myers, CGA Law Firm and to the best of my knowledge the following attendees: Chief Doug Pollock (Hellam Township Police Department), Joshua Phillips (Hellam Township Police Officer), Barry Miller, Howard Gromling and Carl Newcomer (Hallam Borough Road Crew), Shane Dupler, Marc Keller (Susquehanna Micro, 198 West Beaver Street), John Kottmyer (Keller Contracting) and Joshua George (Landworks Civil Design).

President Harsh called the meeting to order and announced there was an Executive Session prior to the meeting to discuss forming a hiring committee, compensation for a new zoning officer and establishing a probationary period for a new employee. President Harsh set the zoning officer hiring committee to include Chip Smith, Cindy Knox and Sue Horner.

Chip moved, seconded by Cindy to approve the February 12, 2024 meeting minutes as written. Motion passed unanimously.

Police Report – Chief Pollock gave the monthly police report. There were 82 calls for the month of February in the Borough. Several training exercises were completed. Chief Pollock noted there were several incidents last year where the department needed a licensed drone pilot and had to rely on other agencies for assistance. Lieutenant Heistand has passed the FAA written test to become a licensed drone pilot and Detective Mills will be taking his soon. The department is actively collecting information on which drone will best suit their needs. The police department completed the first wave of the state sponsored “aggressive driver” program.

Fire Company Report – In Chief Strittmatter’s absence, there was no fire company report.

Solicitor Report: Devon prepared Resolution 2024-02, Adopting An Electronic Mail Policy, for Council’s consideration. **Chip moved, seconded by Sue to pass Resolution 2024-02, Adopting An Electronic Mail Policy. Motion passed unanimously.** Devon also prepared Resolution 2024-03, Adopting a Communication Policy With The Borough Solicitor for Council’s consideration. **Chip moved, seconded by Cindy to pass Resolution 2024-03, Adopting a Communication Policy With The Borough Solicitor. Motion passed unanimously.**

After last month’s Council meeting, the streets committee met with the public works department to discuss establishing snow emergency routes within the Borough. The streets committee recommended making East Beaver Street from Friendship Avenue to Buttonwood Lane a snow emergency route as well as a portion of the inside loop of Charles Circle. There was some discussion on the definition of a snow emergency route and if enforcement would be an issue. Devon will research further and if there are no restrictions to establishing a snow emergency route, she will draft an ordinance for Council’s review.

There was some discussion regarding the draft agreement for the proposed Intermunicipal Fire Commission. Sue, as Chair of the Hallam Borough Emergency Services committee, stated that Hallam Borough should not be drafting by-laws for a joint fire commission and that the joint municipal emergency services committee should review and make recommendations on creating by-laws. Devon will relay this information to the Solicitors from Hellam Township and Wrightsville Borough and Sue will contact Corina about scheduling another joint committee meeting.

Engineer report: *Susquehanna Micro Expansion:* After being granted zoning approval by the Zoning Hearing Board, representatives from Susquehanna Micro, 198 West Beaver Street, submitted a letter, dated February 21, 2024, to Council requesting a modification to the requirements of the Borough’s stormwater management ordinance (Section 301A) due to the lack of area remaining to do on-site stormwater management and existing subsurface soil contamination on site. The modification options range from doing a green roof, to providing off site management, to expanding the threshold for paying a fee in lieu of (baseline is \$1.00/sq. ft.). The increase in impervious coverage for the Susquehanna Micro project is 1,030 square feet, which is just over the current threshold. Joshua George, Landworks Civil Design, spoke to Council and thought the most logical approach for the project would be to provide a fee in lieu of as long as Council and Susquehanna Micro could agree to an amount. Chip proposed to have Susquehanna Micro pay a fee of \$3,000.00 in lieu of the required stormwater management. Susquehanna Micro accepted paying the proposed amount of \$3,000.00 in lieu of the required stormwater management. **Chip moved, seconded by Cindy to grant the modification request of Section 301A of the Borough’s Stormwater Management Ordinance to Susquehanna Micro by allowing them to submit a stormwater management application and paying a fee of \$3,000.00 in lieu of the required stormwater management to Hallam Borough. Motion passed unanimously.** Susquehanna Micro must submit a stormwater management application to the Borough for processing.

2024 Street Maintenance: Derek spoke about a comprehensive plan approach to repairing Borough streets. A Boroughwide street assessment was last completed in 2020. Derek took the 2020 rating and generated a new street maintenance rating based off of the most recent street inspection. A list of proposed maintenance and future projects was generated for Council’s review. Derek recommended not completing a major street project until a better evaluation is completed and contact is made with the utility companies to coordinate street work. Cindy suggested also establishing a stormwater plan to incorporate with a street maintenance plan.

PA Water and Sewer Grant: The project scope is to replace the storm sewer system running between Steven Drive and Robin Ann Court in addition to the storm sewer pipe running from Beaver Street to the headwall at Keller Run. Preliminary design of the work has been completed. C.S. Davidson surveyors will be in the Borough within the next month to locate the existing storm sewer easement for the Steven Drive system.

MS4 Stormwater Waiver: Derek stated that DEP is now pivoting away from a pollution reduction model which encourages streambank restoration projects to reduce sediment to a stormwater volume reduction method. More details will be given on this method when they are available.

Public Works: Chip contacted the York County Planning Commission regarding the painting of additional crosswalks on Market Street. The Borough may paint crosswalks on Market Street without a highway occupancy permit but must follow the PennDOT standards. The streets committee will evaluate each intersection to make a determination of where to paint crosswalks. Officer Phillips, Hellam Township Police, stated that Hellam Township Police Department received a pedestrian grant from PennDOT. This grant offers crosswalk training to police officers as part of the aggressive driving program. Officer Phillips will be training in the crosswalks of Hallam Borough and Wrightsville Borough.

Public Comment: There was no public comment.

Zoning Officer: There were no questions on the zoning officer report.

Treasurer’s Report: Sherry gave the Treasurer’s report. The VFW and Hellam Township were invoiced for the 2023 war memorial maintenance.

Checking Account Balance.....	\$34,001.58
Receipts – Deposits + Interest.....	\$61,663.73
Transfer In.....	\$0.00
Void Check	\$0.00
To Debit	\$0.00
Expenditures Check #8212 to Check #8243.....	\$39,578.28
Transfer to Debit.....	\$0.00
To War Memorial	\$0.00
Checking Account Balance.....	\$56,087.03

Cindy moved, seconded by Chip to approve the Treasurer’s report. Motion passed unanimously.

Cindy moved, seconded by Chip to approve the Highway Aid with a balance of \$661.76. Motion passed unanimously.

Eastern York Recreation Authority (EYRA): Dan stated the Authority Board voted at their last meeting to remove Michael Jacobson, Hallam Borough resident representative, from the Authority Board for failure to attend the required meetings. Jessica Cirilo, EYRA Director, will be drafting a letter to be sent to Mr. Jacobson informing him of the Board’s decision. Sharon and Devon will review how to move forward with appointing a new representative to the EYRA.

Secretary Report: The quarterly York County Boroughs Association dinner meeting invite was distributed to Council. Sharon received three estimates for street sweeping. Ross Industries submitted a quote in the amount of \$2,975.00; Central PA Sweepers quoted a cost of \$200.00 per hour, estimating 10-12 hours of sweeping; Sweeping Corp of America quoted \$1,240.00, estimating 8 hours of sweeping. Council was pleased with the past experience received from Ross Industries. **Chip moved, seconded by Derek authorizing Ross Industries to complete the 2024 street sweeping in the amount of \$2,975.00. Motion passed unanimously.** Sharon is working with PennDOT to have their equipment sweep all of Market Street.

President Report: There was no report.

Committee Reports: The Emergency Services committee report was submitted. Sue stated that the Emergency Management Agency met on February 14, 2024 at 8:00 a.m. at the Hellam Township Municipal building. The next meeting is scheduled for May 8, 2024 at 8:00 a.m. at the Lower Windsor Township Municipal building. Chris Eaton, Emergency Management Coordinator, distributed the Emergency Operation Plan to all municipalities. Once he receives the signed copies from all of the municipalities, he will have York County sign them and then return them to the respective municipalities. There was some discussion regarding notifying the public of the quarterly Emergency Management meetings. **Chip moved, seconded by Cindy authorizing the advertisement of the remaining 2024 Emergency Management meetings. Motion passed unanimously.** Chip gave the Media and Technology report. Chip instructed Sharon to order another solar street light for East Beaver Street. Derek submitted a Health and Sanitation report with minor issues noted. The restrooms at Emig Park will be opened next week. There was no Military report. Reports for

the Regional Comprehensive Plan Project Management Team and the Steering Committee were distributed to Council. No action is required at this time.

Unfinished Business: The zoning officer matter was discussed earlier in the meeting.

New Business: Jennifer Harsh submitted her resignation as the alternate crossing guard due to a change in employment. **Chip moved, seconded by Cindy to accept Jennifer Harsh's resignation as the alternate crossing guard. Motion passed unanimously.**

Cindy moved, seconded by Chip to cancel the March 28, 2024 Council meeting. Motion passed unanimously.

Chip moved, seconded by Sue to adjourn at 8:02 p.m. Motion passed unanimously.

Secretary,
/s/ Sharon L. Dupler