

REGULAR MEETING OF HALLAM BOROUGH COUNCIL

April 8, 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: Mayor Nicholas Troutman, 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), Charlotte Smith (Hallam Borough Auditor), Heather Bitner (290 Steven Drive), Axel Ulrich and Chief Eric Strittmatter (Hellam Fire Co.).

Chip moved, seconded by Cindy to approve the March 11, 2024 meeting minutes as written. Motion passed unanimously.

Police Report: Chief Pollock gave the monthly police report. There were 100 calls for the month of March in the Borough. Officers completed mandatory monthly trainings. Officer Phillips spoke to Council about a pedestrian safety class he had taken that was offered by the traffic safety program. In an attempt to educate the public, Hellam Township Police officers will be operating a pedestrian safety detail in Hallam Borough and Wrightsville Borough by stopping motorists that fail to stop for pedestrians entering a crosswalk.

Fire Company Report: Chief Eric Strittmatter gave the fire company report. There were 5 calls and 1 false alarm in the Borough for the month of March. The new Brush truck manufacturing is progressing. Delivery is expected in early June.

Auditor Report: Charlotte Smith, Hallam Borough Auditor, stated the Borough financials for the year 2023 have been reviewed and are in order. The audit and financial report was submitted to the State and advertised as required.

Solicitor Report: After last month's meeting discussion, Devon stated that she will need specific locations to be added to the draft ordinance regulating parking in a snow emergency route. Chip will relay those specific locations to be included to Sharon. **Chip moved, seconded by Cindy authorizing Devon to draft an ordinance establishing snow emergency routes at specific locations within the Borough. Motion passed unanimously.**

There was some discussion regarding the draft agreement for the proposed Intergovernmental Fire Commission. There is some discrepancy between Hallam Borough and Hellam Township and Wrightsville Borough concerning the establishment of the fire commission and the creation of the by-laws for the commission. There is a joint emergency services committee meeting scheduled for Wednesday, April 17, 2024 at 7:00 p.m. at the Hellam Township building. Chief Strittmatter commented that, from a fire company perspective, the by-laws and the Intergovernmental agreement should both be approved together by each of the entities involved. There was no action required at this time.

There was an error in the numbering of Resolution 2024-02, Adopting an Electronic Mail Policy, passed at the last meeting. Sharon stated Resolution 2024-02 should be numbered as Resolution 2024-04. **Chip moved, seconded by Cindy to correct the numbering of Resolution 2024-02, Adopting an Electronic Mail Policy to Resolution 2024-04, Adopting an Electronic Mail Policy. Motion passed unanimously.**

After reviewing the terms of the members of the Eastern York Recreation Authority, Sharon requested the terms of the two Hallam Borough representatives be clarified and affirmed by Council. **Chip moved, seconded by Cindy to pass Resolution 2024-05, Clarifying and Affirming the Term of Michael Jacobson to the Eastern York Recreation Authority. Motion passed unanimously. Derek moved, seconded by Cindy to pass Resolution 2024-06, Clarifying and Affirming the Term of Dan Harsh to the Eastern York Recreation Authority. Yes-Chip, Rhonda, Derek, Stephanie, Cindy, Sue. Abstained-Dan. Motion passed.**

In a letter from the Eastern York Recreation Authority addressed to Michael Jacobson and dated March 11, 2024, Michael Jacobson has failed to attend a Recreation Authority meeting since August, 2023. Chapter 31, Section 5610(f) of the Municipal Authority's Act, allows the appointing municipality to remove a Board member for failure to miss three consecutive meetings of the Board. **Chip moved, seconded by Cindy to remove Michael Jacobson as an appointed Borough representative to the Eastern York Recreation Authority effective immediately. Motion passed unanimously.**

There were four (4) applications submitted to the Borough Secretary under the Volunteer Tax Credit Program. All four (4) applications were crosschecked with the eligibility list received from the fire company. An official tax credit register was created by the Borough Secretary confirming those eligible for the Borough portion of the real estate tax for the year 2023. **Chip moved, seconded by Cindy approving the official tax credit register for the Volunteer Tax Credit Program. Yes-Dan, Chip, Rhonda, Stephanie, Cindy, Sue. Abstained-Derek. Motion passed.**

Engineer report: 2024 Storm Sewer Improvements - PA Water and Sewer Grant: The Borough was awarded \$234,265 through the PA Small Water and Sewer Grant program for storm sewer improvements. The Borough has

received the executed grant agreement from Commonwealth Financing Authority (CFA). 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. After locating the stormwater easement off of Steven Drive, there were multiple fence encroachments identified. The Borough will send letters to those specific property owners giving them sixty (60) days to remove any encroachments from the easement. **Cindy moved, seconded by Chip authorizing Borough staff to send a letter to the property owners identified by C.S. Davidson surveyors as having a fence encroachment on the recorded stormwater easement off of Steven Drive, giving them sixty (60) days to remove any encroachment from the easement. Motion passed unanimously.** As part of a Borough tour with the streets committee, additional stormwater improvements were identified to be added to this project upon Council’s authorization; the intersection of West Beaver Street and Emig Street as well as the intersection of East Forry Avenue and South Oak Street. This additional work will add an estimated \$75,000 to the contract. **Chip moved, seconded by Cindy authorizing the additional inlets at the intersections of West Beaver Street and Emig Street and East Forry Avenue and South Oak Street be added to the contract with an estimated additional cost of \$75,000 to be paid from the ARPA account. Motion passed unanimously.**

Crosswalks: There was some discussion on painting additional crosswalks in the Borough. New crosswalks can be installed at an intersection, without PennDOT review or approval, with the caveat that the municipality is installing the crosswalk according to Publication 111 standards. Derek recommended also posting the correct signs to identify the crosswalk.

Five Year Street and Stormwater Maintenance Plan: Council has been discussing the addition of storm sewer to Hake Alley and Church Street. The streets committee is recommending authorizing C.S. Davidson to negotiate a land agreement with Carolyn Dietz (196 South Broad Street) for a future stormwater detention area on her property near the Church Street dead end. **Chip moved, seconded by Cindy authorizing Derek Rinaldo, Borough Engineer, to schedule a meeting with Carolyn Dietz (196 South Broad Street) to discuss negotiating a land agreement for a future stormwater detention area on her property near the Church Street dead end. Motion passed unanimously.**

Chip moved, seconded by Cindy to amend, based on an emergency situation, the April 8, 2024 agenda by adding discussion and/or action relating to an active sinkhole in the sidewalk area at 408 Fitzpatrick Lane. Motion passed unanimously.

Fitzpatrick Lane Sinkhole: There is an active sinkhole in the sidewalk at 408 Fitzpatrick Lane that has been marked with a traffic cone. Derek recommended excavating the area and making the necessary repairs. As the sinkhole is in the Borough’s right-of-way, it is the Borough’s responsibility to repair and the property owner will then be required to replace the damaged portion of the sidewalk. Dan Harsh offered his brother’s services, Weaver and Sons Excavation, to excavate the sinkhole, however, Derek must review Weaver and Sons Excavation rate tables to confirm labor and equipment rates beforehand. **Chip moved, seconded by Cindy authorizing Weaver and Sons Excavation move forward with the excavation work to repair the sinkhole at 408 Fitzpatrick Lane with Derek Rinaldo’s approval. Yes-Chip, Rhonda, Stephanie, Cindy, Sue. Abstained-Dan. Motion passed.**

Local Share Grant: The grant request for a new truck and equipment attachments for the John Deere tractor has been awarded to the Borough in the amount of \$76,967.00. Sharon is working on finalizing the grant agreement. Derek Rinaldo recommended authorizing Public Works to purchase a new truck and equipment attachments for the John Deere tractor and then make the request for reimbursement through the grant. **Chip moved, seconded by Cindy authorizing the Public Works department to solicit quotes and place the order for a new truck and equipment attachments for the John Deere tractor. Motion passed unanimously.**

Streets Committee Report: Chip submitted a detailed report after the streets committee, along with President Harsh and Derek Rinaldo, toured the Borough as a first step towards integrating a comprehensive storm water plan with the street maintenance plan. Most items were discussed under the engineer’s report on the agenda. There was some discussion regarding a Krenz Creek stream restoration project south of Prince Mobile Home Park.

Public Works: Carl Newcomer stated the dump truck will need to be towed to Susquehanna Dodge for repairs.

Public Comment: There was no public comment.

Zoning Officer: In the absence of a zoning officer, Chip and Sharon are collaborating with Jessica Fieldhouse at C.S. Davidson for reviewing and approving zoning permits. Chip stated that Barry Isett submitted a proposal for zoning services. Chip recommended using the committee meeting date of Monday, April 22nd to schedule an interview with Barry Isett staff to discuss the zoning officer position. There were no objections to scheduling the interview. Chip will report back to Council at next month’s meeting.

Treasurer's Report: Sherry gave the Treasurer’s report. She included an actual compared to budget report for Council’s review. Sharon’s Borough debit card was compromised so the credit union will be issuing a replacement card.

Checking Account Balance.....	\$56,087.03
Receipts – Deposits + Interest.....	\$93,450.50
Transfer In.....	\$0.00

Void Check	\$0.00
To Debit	\$0.00
Expenditures Check #8242 to Check #8264.....	\$137,435.93
To War Memorial	\$75.00
Checking Account Balance.....	\$12,026.60

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

Cindy moved, seconded by Sue to approve the Highway Aid with a balance of \$74,689.26. Motion passed unanimously.

Secretary Report: PennDOT swept Market Street the first week of April and quite a bit of debris remained afterwards. There was discussion about scheduling dates with Ross Industries for the remainder of the Borough streets to be swept. It was decided to schedule street sweeping for Thursday, May 16th and Friday, May 17th and request Ross Industries to re-sweep East Market Street from Oak Avenue to Wilson Lane.

President Report: There was no written report.

Committee Reports: There was no Emergency Services committee report. Sue announced there is a Strategic Fire Planning committee meeting scheduled for Wednesday, April 17th at the Hellam Township building. Chip gave the Media and Technology report. Chip stated the solar street lights that have been installed are working well and that since the funds for solar lights were budgeted, he instructed Sharon to order two more lights. The ARPA report was submitted which noted how funds are being allocated. Derek submitted a Health and Sanitation report with minor issues noted. Cindy stated the public works crew will be installing the new tot equipment (butterfly steppers) and will begin to repair the steps at the Oak pavilion. Cindy reported vandalism that occurred at the basketball courts to the police department. Under Military, Rhonda stated Phyllis Bollinger recommended cleaning the planters with a special cleaning agent. Jake and Howie will put the rain barrel back out behind the War Memorial. Reports for the Regional Comprehensive Plan Project Management Team and the Steering Committee were distributed to Council. A draft copy of a Community Engagement Plan was distributed to Council. This plan lays out the Region’s plan (Hallam Borough, Hellam Township, Wrightsville Borough) to inform the public about the importance of the Multimunicipal Comprehensive Plan, encourage input, and ensure the planning process is open, equitable and inclusive.

Eastern York Recreation Authority (EYRA): The EYRA Board meeting was held on Wednesday, April 3, 2024 at the Hellam Township Municipal building.

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

New Business: **Chip moved, seconded by Cindy to cancel the April 25, 2024 Council meeting. Motion passed unanimously.**

Cindy moved, seconded by Chip to adjourn at 8:13 p.m. Motion passed unanimously.

Secretary,
/s/ Sharon L. Dupler