

**HALLAM BOROUGH COUNCIL**  
**250 West Beaver Street, Hallam PA 17406**  
**Bi-Annual Organization Meeting Minutes**  
**January 5, 2026 – 6:30 PM**

All newly and re-elected Council Members and Tax Collector handed in their Certificate of Election for the Borough records and all were administered the Oath of Office.

- Nicholas Troutman – Mayor – 4-year term to expire 12/31/2029
- Daniel Harsh – Council Member – 4-year term to expire 12/31/2029
- Derek Dietz – Council Member – 4-year term to expire 12/31/2029
- Axel Ulrich – Council Member – 4-year term to expire 12/31/2029
- Sharon Dupler – Tax Collector – 4-year term to expire 12/31/2029

The newly and re-elected Council Members then took a seat at the Council table.

**CALL TO ORDER**

The January 5, 2026 Organizational meeting of the Hallam Borough Council was called to order at 6:30 p.m. by Mayor Nicholas Troutman, followed by a prayer and Pledge of Allegiance.

**ORGANIZATION OF COUNCIL**

Mayor Troutman conducted the Election of Officers, asking for nominations for President of Council. Cindy Knox nominated Daniel Harsh for President of Council. The Mayor called for a vote. Yes-Cindy Knox, Daniel Harsh. No-Susan Horner, Stephanie Felix, Derek Dietz, Rhonda Smeltzer, Axel Ulrich. Nomination failed. Mayor Troutman then asked for a second nomination for President of Council. Rhonda Smeltzer nominated Susan Horner for President of Council. The Mayor called for a vote. Yes-Susan Horner, Stephanie Felix, Derek Dietz, Rhonda Smeltzer, Cindy Knox. No-Daniel Harsh. Majority voted yes. Mayor Troutman declared Susan Horner President of Council.

Mayor Troutman asked for nominations for Vice President of Council. Susan Horner nominated Derek Dietz for Vice President of Council. Cindy Knox nominated Dan Harsh for Vice President of Council. There being no other nominations, the Mayor called for a vote for Derek Dietz, first nomination for Vice President of Council. Yes-Susan Horner, Stephanie Felix, Derek Dietz, Rhonda Smeltzer, Axel Ulrich. No-Cindy Knox, Daniel Harsh. Majority voted yes. Mayor Troutman declared Derek Dietz Vice President of Council.

Mayor Troutman turned the gavel over to Susan Horner as the new Council President. Susan Horner asked for nominations for President Pro-Tem. Derek Dietz nominated Cindy Knox as President Pro-Tem. President Horner called for a vote. Yes-Susan Horner, Axel Ulrich, Rhonda Smelter, Derek Dietz, Stephanie Felix, Cindy Knox, Daniel Harsh. Vote was unanimous. President Horner declared Cindy Knox President Pro-Tem.

President Horner closed all nominations for officers.

**MEMBERS PRESENT**

Nicholas Troutman – Mayor  
Susan Horner – President  
Derek Dietz – Vice President  
Cindy Knox – President Pro-Tem  
Axel Ulrich – Council Member  
Rhonda Smeltzer – Council Member  
Stephanie Felix – Council Member  
Daniel Harsh – Council Member

**ALSO PRESENT**

Sharon Dupler – Borough Secretary  
Sherry Myers – Borough Treasurer  
Howard Gromling – Borough Public Works  
Carl Newcomer – Borough Public Works  
Barry Miller  
Gary Dube  
Doug Pollock – Hellam Township Police Department  
Mackenzie DeVita – CGA Law Firm  
Derek Rinaldo – CS Davidson Inc., arrived at 8:05 pm

**ACTION TO APPOINT THE FOLLOWING**

**Motion:** Dan moved, seconded by Derek to approve the following appointments. Yes-Sue, Axel, Derek, Stephanie, Cindy, Dan. Abstained-Rhonda as is the Crossing Guard. **Motion carried 6-1 abstained.**

Borough Secretary – Sharon Dupler  
Borough Treasurer – Sherry Myers

Borough Solicitor – CGA Law Firm  
Borough Engineer – CS Davidson Inc.  
Zoning/Codes Enforcement Officer – Barry Isett and Associates Inc.  
Right-To-Know Officer – Sharon Dupler  
Public Works – Carl Newcomer and Howard Gromling, Brian Brooks-Casual only  
Crossing Guard – Rhonda Smeltzer, Josh LaRose  
Park Caretaker – Howard Gromling  
Backup Park Caretaker – Ronald Gromling  
Office Cleaning – Sharon Dupler  
Bank Depositories – First Capital Federal Credit Union, Traditions Bank, Orrstown Bank, Northwest Bank – Council President, Susan Horner has replaced previous Council President, Daniel Harsh, as a signer for all Borough accounts at these depositories.

### **ACTION ON DECEMBER 8, 2025 MEETING MINUTES**

**Motion:** Cindy moved, seconded by Dan to approve the December 8, 2025 meeting minutes as written.

**Motion carried 5-2 abstained.**

### **VISITOR/PUBLIC COMMENT**

There were no visitors or public comment.

### **DEPARTMENT REPORTS**

- **POLICE**

There were 97 calls for the month of December in the Borough. Chief Pollock presented a speed analysis for Arnold Lane after placing the speed monitoring device on that street.

- **FIRE**

There were 5 calls and 2 false alarms in the Borough for the month of November. The UTV skid is expected to be received in mid-December. Training will then be conducted on the pump on the skid unit and the UTV and trailer will be placed into service.

- **AMBULANCE**

There were 5 calls in the Borough for the month of November.

### **SOLICITOR'S REPORT**

Attorney Mackenzie DeVita stated Attorney Devon Myers requested to have the current agenda items moved to the February meeting. Attorney DeVita stated there was, instead, an action item that needed to be added to the agenda. Sharon explained there were no Auditors elected at the November 2025 General Election; therefore, Council must appoint two or three auditors with a term to expire January 2028, the January after the next municipal election.

**Motion:** Cindy moved, seconded by Derek to amend the January 5, 2026 agenda to add discussion/action on Borough Auditor position by a Resolution of Hallam Borough Council due to no Auditors being elected at the November 2025 General Election. **Motion carried 7-0.**

**Motion:** Cindy moved, seconded by Derek to pass Resolution 2026-02, Appointing Meredith Schreffler and Charlotte Smith as Auditors of Hallam Borough with a term to expire the first Monday in January after the next municipal election in 2028. **Motion carried 7-0.**

### **ENGINEER'S REPORT**

The report was distributed to Council prior to the meeting.

- In Derek Rinaldo's absence, Council acted on Ordinance 2026-01, Establishing and Adopting the "Official Map" of the Whole Borough.

**Motion:** Derek moved, seconded by Cindy to approve Ordinance 2026-01, Establishing and Adopting the "Official Map" of the Whole Borough. **Motion carried 7-0.**

- 2024 LSA-Statewide Grant – The Borough was not selected for funding for the 2024 LSA Statewide Grant submission.

### **PUBLIC WORKS**

There was no report given. There have been several complaints regarding the solar lights not giving enough light and/or not coming on at all. Howard Gromling and Carl Newcomer will observe and see if the settings can be adjusted. They will report back to Council.

**ZONING**

There was no report submitted for the month of December.

**MAYOR**

Mayor Troutman officiated a wedding in the month of December.

**SECRETARY**

Action was needed on whether or not to hold the second monthly Council meeting as advertised.

**Motion:** Dan moved to cancel the January 22, 2026 Council meeting. **Motion died for a lack of a second.**

President Horner announced she would like to meet on January 22<sup>nd</sup> with a 6:00 pm Executive Session; there are general topics she would like to address since there is now a new Council.

**TREASURER’S REPORT**

The report was given by the Borough Treasurer, Sherry Myers.

- The CD for \$200,000 at 4% at Traditions Bank matures on January 5, 2026 and the new rate was not acceptable. Treasurer Myers will be cashing out the CD on January 7, 2026 and depositing the funds at First Capital Federal Credit Union until she can reinvest all or part of it at a better rate.
- Treasurer Myers presented a 2025 budget compared to actual report for informational purposes.
- All 4<sup>th</sup> quarter payroll taxes and reports were completed.

• Checking Account Balance.....	\$61,196.75
Receipts – Deposits + Interest.....	\$30,230.34
Trans In.....	\$0.00
Void Check.....	\$0.00
To Debit.....	\$0.00
Expenditures..... Cks/DD/ACH.....	\$61,627.53
Trans Debit.....	\$0.00
To War Memorial.....	\$75.00
Check Order.....	\$0.00
Checking Account Balance.....	\$29,724.56

**Motion:** Cindy moved, seconded by Dan to approve the Treasurer’s report. **Motion carried 7-0.**

**Motion:** Cindy moved, seconded by Dan to approve the Liquid Fuels Fund with a balance of \$149,010.85. **Motion carried 7-0.**

**BUSINESS FOR ACTION**

- Approval of Board appointments for 2026.

**Motion:** Cindy moved, seconded by Derek to approve the following Board appointments:

York Adams Tax Bureau-1 yr. - Sherry Myers Alternate-Sharon Dupler

Emergency Management Coordinator-1 yr. – Christopher Eaton

Chairman of Vacancy Board-1 yr. – Paul McCleary

Hallam Borough Planning Commission-4 yrs. – Mark Wallerius (26-27-28-29)

Hallam Borough Zoning Hearing Board-3 yrs. – Heather Bitner (26-27-28) Alternate-Michael Jacobson (26)

Sewage Enforcement Officer (SEO)-1 yr. – Christopher Metz and Jim Bridges (CS Davidson Inc)

**Motion carried 7-0.**

- Action was needed to appoint IT for the Borough office computers. Sharon received an email from Harry Smith Jr. stating that he would continue to provide IT services to the Borough at a rate of \$50 per hour. President Horner suggested appointing Derek to the IT position for no cost to the Borough. There was discussion to table the topic until the January 22<sup>nd</sup> meeting when President Horner set the Borough committees.

**Motion:** Dan moved, seconded by Stephanie to table the appointment of IT until the January 22<sup>nd</sup> Council meeting.

**Motion carried 6-1.**

- Approval of members to the Eastern York Multi-Municipal Fire Services Commission, by resolution, for a term of 1-year. The Fire Commission meetings are held the second Wednesday of each month at the Hellam Township Municipal building.

**Motion:** Derek moved, seconded by Dan to pass Resolution 2026-03, Appointing Susan Horner as the voting member and Rhonda Smeltzer as the member at large on the Eastern York Multi-Municipal Fire Services Commission. **Motion carried 7-0.**

- Approval of Resolution 2026-01, Reappointing Gary Dube as a Borough member of the Eastern York County Sewer Authority.

**Motion:** Derek moved, seconded by Stephanie to approve Resolution 2026-01, Reappointing Gary Dube as a Borough member of the Eastern York County Sewer Authority. **Motion carried 7-0.**

- President Horner set the 2026 Borough Committees.
- Approval of Fire Company fundraisers for the Year 2026 - Authorizing Fire Police to direct traffic in non-emergency events - Any others brought before the membership at a meeting an approved.

**Motion:** Cindy moved, seconded by Rhonda to approve the fire company fundraisers for the year 2026, authorize the fire police to direct traffic in non-emergency events and any others brought before the membership at a meeting an approved.

**Motion carried 6-1 abstained.**

### **ADJOURNMENT**

**Motion:** Cindy moved, seconded by Dan to adjourn at 8:14 pm.

**Motion carried 7-0.**

Secretary,  
/s/ Sharon L. Dupler