

REGULAR MEETING OF HALLAM BOROUGH COUNCIL

January 8, 2024

The Biennial Organizational 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: Harry (Chip) Smith, Jr., Rhonda Smeltzer, Dan Harsh, Stephanie Felix, Cindy Knox and Susan Horner.

Sharon Dupler, Secretary, Sherry Myers, Zoning Officer and Treasurer, arriving at 7:07 p.m., 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), Howard Gromling and Carl Newcomer (Hallam Borough Road Crew), Nicholas Troutman, Shane Dupler, Derek Dietz, Axel Ulrich and Bill Fitzpatrick.

The newly elected Council persons, Rhonda Smeltzer, Stephanie Felix, Cindy Knox and Susan Horner were sworn in prior to the meeting. Due to Mayor Sue Horner's resignation, Council agreed that Chip Smith open the meeting with the prayer and pledge to the flag. Chip then conducted the Election of Officers, asking for a nomination for President of Council. Cindy nominated Dan for President of Council. Chip seconded the nomination. Chip called for a roll call vote. Yes-Cindy, Chip, Dan. No-Stephanie, Sue, Rhonda. Nomination failed due to a tie vote. Chip asked for a nomination for President of Council. Stephanie nominated Sue as President of Council. Sue seconded the nomination. Chip called for a roll call vote. Yes-Stephanie, Sue, Rhonda. No-Cindy, Chip, Dan. Nomination failed due to a tie vote. Chip asked for a nomination for President of Council. Dan nominated Chip for President of Council. Cindy seconded the nomination. Chip called for a roll call vote. Yes-Cindy, Chip, Dan. No-Stephanie, Sue, Rhonda. Nomination failed due to a tie vote. Chip asked for a nomination for President of Council. Chip nominated Dan as President of Council. Cindy seconded the nomination. Chip called for a roll call vote. Yes-Cindy, Chip, Rhonda, Dan. No-Stephanie, Sue. Majority voted yes. Chip declared Dan Harsh President of Council. Chip asked for a nomination for Vice President of Council. Cindy nominated Chip as Vice President of Council. Chip seconded the nomination. Chip called for a roll call vote. Yes-Cindy, Chip, Dan. No-Stephanie, Sue, Rhonda. Nomination failed due to a tie vote. Chip asked for a nomination for Vice President of Council. Dan nominated Sue for Vice President of Council. Rhonda seconded the nomination. Chip called for a roll call vote. Yes-Stephanie, Sue, Rhonda, Dan. No-Cindy, Chip. Majority voted yes. Chip declared Sue Horner Vice President of Council. Chip turned the gavel over to Dan as the new Council President. Dan asked for a nomination for President Pro-Tem of Council. Chip nominated Cindy as President Pro-Tem of Council. Cindy seconded the nomination. Dan called for a roll call vote. Yes-Stephanie, Cindy, Sue, Chip, Rhonda, Dan. The vote was unanimous. Dan declared Cindy President Pro-Tem of Council. Dan closed all nominations for officers.

Dan moved, seconded by Chip to approve the following appointments: Secretary (Sharon Dupler) - Treasurer (Sherry Myers) – Solicitor (CGA Law Firm) – Engineer (C.S. Davidson, Inc.) – Zoning Officer/Code Enforcement Officer (Sherry Myers) – Bank Depositories (First Capital FCU, Traditions Bank, People's Bank) Dan Harsh has replaced previous Council President, William Fitzpatrick, as a signer for all accounts in all three depositories – Right-To-Know Officer (Sharon Dupler) – Highway Department (Carl Newcomer, Howard Gromling, Gary Schauber (snowplowing only) – Park Caretaker (Howard Gromling) – Office Cleaning (Sharon Dupler). Motion passed unanimously. Chip moved, seconded by Cindy to appoint the Crossing Guards as Rhonda Smeltzer, Josh LaRose (Substitute) and Jennifer Harsh (as needed Substitute). Yes-Dan, Chip, Stephanie, Cindy, Sue. Abstained-Rhonda. Motion carried.

Chip moved, seconded by Cindy to approve the December 11, 2023 Council meeting minutes as written. Yes-Dan, Chip, Cindy, Sue. Abstained-Rhonda, Stephanie. Motion passed.

Solicitor Report: Devon stated Sue Horner tendered her resignation as Mayor on December 27, 2023 as she was elected to Borough Council in the 2023 General Election. **Chip moved, seconded by Cindy to table action to appoint a Mayor until the February meeting. Motion passed unanimously.** Chip commented that those interested in filling the vacancy should present their qualifications in writing to the Borough Secretary prior to the February meeting.

Scott Nelson's resignation will be deemed accepted on January 21, 2024. This vacancy must be filled at the February 12th Council meeting. **Sue moved, seconded by Stephanie to accept Scott Nelson's resignation and appoint someone tonight. Yes-Sue, Stephanie, Rhonda. No-Chip, Cindy, Dan. Motion failed due to a tie vote.**

There was discussion on Resolution 2024-01, Appointing Auditors to Two Vacant Elected Auditor Positions. **Cindy moved, seconded by Sue to appoint Crystal Weston and Charlotte Smith as Borough Auditors, for a term to expire on the first Monday in January after the municipal election, January 5, 2026. Yes-Rhonda, Dan, Stephanie, Cindy, Sue. Abstained-Chip. Motion passed.**

Devon stated the Solicitors from Hellam Township and Wrightsville Borough emailed a few changes to the Intermunicipal Cooperation Agreement Establishing a Multi-Municipal Emergency Fire Services Commission to her for review. There was some concern regarding member voting. Sharon will distribute a draft of the agreement to Council for review and discussion at the February Council meeting.

Engineer report: PA Small Water and Sewer Grant: The requested grant amount was \$275,607.70 and included the replacement of the storm sewer off of Steven Drive and the pipe off of West Beaver Street to Keller Run. The Borough is responsible for a 15% match. On December 19, 2023, the Commonwealth Finance Authority (CFA) announced that the Borough was awarded \$234,265.00 in grant funding for storm sewer improvements. A CFA representative will be contacting the Borough in the coming weeks regarding the next steps in the contracting process.

2024 Street Maintenance: There were potential projects discussed at prior meetings, but there was no authorization made to move forward. The streets committee will schedule a Borough walk-thru to evaluate potential projects. **Cindy moved, seconded by Chip authorizing C.S. Davidson to complete the recommended 2024 bridge inspections to stay on the 5-year inspection cycle. Motion passed unanimously.**

Police report: Chief Pollock gave the monthly police report. There were 80 calls for the month of December. The police department is now using body cameras. All officers completed defensive tactics training and certification, were re-certified in the use of their Tazer and finished up state mandated legal updates.

Fire Company report: This report was tabled until the February meeting.

Public Works: Howard Gromling had some concerns with parking in several areas of the Borough when snow plowing. After some discussion, Council authorized the road crew to post no parking signs along the entire length of South Wilson Lane as per the ordinance. Devon will research the best approach to parking during a snow emergency.

Public Comment: There was no public comment.

Zoning Officer: No activity during the month of December.

Treasurer's Report: The report was distributed prior to the meeting. The software company that the Borough uses for accounting and payroll informed Sherry via email that they will no longer support desktop versions of their programs and a subscription to their on-line programs would need to be purchased for a substantial increase in fees. Michael Feight, a CPA with an office next door at 268 West Beaver Street, has agreed, because the Borough has so few employees, to charge the Borough on a monthly basis to piggy-back on his subscription for the online payroll program. All payroll checks will be set up to be direct deposited.

Checking Account Balance.....	\$46,895.25
Receipts – Deposits + Interest.....	\$35,956.86
Trans In.....	\$0.00
Void Check.....	\$0.00
To Debit.....	\$0.00
Expenditures..... Check #8151 to Check #8187.....	\$43,503.18
Trans Debit.....	\$2,504.67
To War Memorial.....	\$75.00
Check Order.....	\$243.55
Checking Account Balance.....	\$36,525.71

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 \$661.65. Motion passed unanimously.

Secretary Report: The Department of Emergency Services requested a response as to who will serve as having the authority to sign off on fire and EMS responses within the Borough. After discussion, the highest ranking elected official should have the authority to sign off on fire and EMS responses.

Sharon received the updated Emergency and Operations Plan from Chris Eaton, Emergency Management Coordinator for Council's review. Chris will be available to attend the February Council meeting to introduce himself and answer any questions regarding the Plan.

President Report: There was no report.

Regional Comprehensive Plan: There was some discussion on the scope of work of the project. Due to Scott Nelson's resignation from Council, Corina Mann, Hellam Township Manager, requested Sharon attend a virtual meeting, scheduled by the consultant, Michael Baker International, regarding the Regional Comprehensive Plan. Sharon provided a written summary of that meeting to Council. As part of the plan process, each municipality involved (Hallam Borough, Hellam Township, Wrightsville Borough) has been asked to appoint one (1) representative to the Project Management Team (PMT) and three to four (3-4) representatives to form the Steering Committee. The PMT will maintain open communications and guidance to the development of the plan and the Steering Committee will make the bigger decisions and goals of the plan. Sharon Dupler, Borough Secretary will represent Hallam Borough on the Project Management Team and Chip Smith and Cindy Knox will represent Hallam Borough on the Steering Committee.

Eastern York Recreation Authority: There was no meeting due to not having a quorum.

Unfinished Business: There was no unfinished business.

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

Cindy moved, seconded by Chip to approve the appointments as follows:

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

Emergency Management-1 yr.-Christopher Eaton

Hallam Borough Planning Commission-4 yrs.-Josh Smith (24-25-26-27)

Zoning Hearing Board-3 yrs.-Betty Bell (24-25-26) Alternate-1 yr.-Mike Jacobson (24)

Open Records Officer-1 yr.-Sharon Dupler (24)

Motion passed unanimously.

Chip moved, seconded by Cindy to appoint Ronald Gromling as backup park caretaker. Motion passed unanimously.

Dan tabled appointing the 2024 Borough committees to the February meeting.

Chip moved, seconded by Cindy to approve the fire company fundraisers for the year 2024 and authorize fire police to direct traffic in non-emergency events and any others brought before the membership at a meeting and approved. Motion passed unanimously.

Chip will meet with Rhonda and Stephanie to set up their Borough Council email addresses. Sue's email address was changed. All existing emails from the Council members whose term expired December 31, 2023 have been archived.

Cindy moved, seconded by Chip to adjourn at 7:57 p.m. Motion passed unanimously.

Secretary,

/s/ Sharon L. Dupler