

# REGULAR MEETING OF HALLAM BOROUGH COUNCIL

July 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 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), Eric Strittmatter (Hellam Fire Co. Chief), Barry Miller and Carl Newcomer (Hallam Borough Road Crew).

President Harsh called the meeting to order. He announced there was an Executive Session held at 6:00 p.m., prior to the meeting, to discuss employee compensation.

**Sue moved, seconded by Derek to approve the June 10, 2024 meeting minutes as written. Yes-Dan, Rhonda, Derek, Sue. Abstained-Cindy, Chip. Motion passed.**

Public Comment: There was no public comment.

Police and Fire Company Reports: The reports were not submitted to the Borough Secretary in time for inclusion in the meeting packet for Council to review prior to the meeting. These reports will be part of next month's agenda.

Zoning Officer: Chip gave an update on the status of the zoning services provided by Jodi Heffner of Barry Isett and Associates. She has been issuing zoning permits and replying to emails. Chip expects to have a report from her for next month's meeting. There was some discussion regarding the Zoning Hearing Board decisions that were made in February, 2024. Sherry will notify Jodi that zoning permits need to be issued within six (6) months of a Zoning Hearing Board decision without the request of a time extension. Sue has been distributing yellow door hangers to properties as a reminder to remove the vegetation growing along the curblin at the street and of general property maintenance pertaining to the growth of vegetation. She is keeping a list of properties that remain out of compliance with the Borough's property maintenance ordinance. This list will need to go to Jodi for further action.

Treasurer's Report: The Treasurer's report was submitted for review. Eastern York School District was invoiced for one-half of the crossing guard's wages for the 2023-2024 school year. There were no questions on the report.

Checking Account Balance.....	\$233,873.31
Receipts – Deposits + Interest.....	\$45,772.68
Transfer In.....	\$0.00
Void Check.....	\$0.00
Trans In.....	\$0.00
To Debit.....	\$0.00
Expenditures..... Check #8335 to Check #8356.....	\$61,753.32
To War Memorial.....	\$0.00
Trans to MM.....	\$100,000.00
Checking Account Balance.....	\$117,892.67

**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 \$74,707.88. Motion passed unanimously.**

Secretary Report: Sharon received a request from CGA Law Firm for updated lien figures for the property located at 182 South Prospect Street. The property is scheduled for short sale. If the short sale for this property does not happen, it is scheduled for Sheriff's Sale on August 6, 2024.

Sharon received an Emig Park pavilion application from a local small business requesting to hold a company family day with approximately ten (10) show cars to display. Council authorized the request for displaying the show cars during the time period of the pavilion rental for the company's family day.

**Cindy moved, seconded by Chip, to cancel the July 25, 2024 Council meeting. Motion passed unanimously.**

Solicitor Report: There was some discussion regarding changes to the garbage specifications for the upcoming bid advertisement for the contract renewal. Some changes included the method of bulky trash collections, how to define mass missed collections and increasing the cost for penalties. **Chip moved, seconded by Cindy authorizing Attorney Myers to draft a red-lined version of the current garbage specifications for Council's review prior to advertising. Motion passed unanimously.**

Engineer report: *Five Year Street and Stormwater Maintenance Plan:* Derek requested action from Council for C.S. Davidson to negotiate a permanent easement for future stormwater improvements for the end of Church Street with Carolyn Dietz, 190 South Broad Street. **Chip moved, seconded by Cindy authorizing C.S. Davidson to negotiate a permanent easement for future stormwater improvements for the end of Church Street with Carolyn Dietz, 190**

**South Broad Street. Motion passed unanimously.** Derek will draft the easement and report to Council once it elevates to any financial negotiations.

Zoning Officer Assistance: Jodi Heffner, Hallam Borough Zoning Officer, contacted Derek Rinaldo asking if a comprehensive easement map of the Borough existed to aid in her determination of the locations of fences and accessory buildings for issuing zoning permits. Chip recommended Derek assist Jodi with any determinations needed until the Borough maps are all digitized.

There was some discussion on the utility pole trip hazards throughout the Borough. In order to proceed, it was determined that a list of these specific pole locations first be made. Derek recommended getting the State representatives involved regarding the matter.

Borough Committee Reports:

EYCEMA/Emergency Services: The report was distributed to Council. The Emergency Management Agency has started the process of overhauling or possibly re-writing the Basic Emergency Operations Plan after finding several gaps based upon current best practices. EMA is soliciting feedback from the community to develop a threat profile for the area which will then be used to develop the emergency operations plan. The final product will be completed by January, 2026 for the biennial submission. There is an Emergency Management meeting scheduled for August.

Streets: There was discussion on the locations for installing crosswalks. Some of the potential locations do not meet the criteria needed in order for the crosswalks to be marked on the street. **Chip moved, seconded by Derek authorizing Derek Rinaldo, of C.S. Davidson, to provide guidance in the proper placement of the crosswalk markings at Prospect Street and Market Street. Motion passed unanimously.**

Media & Technology: Chip stated the antique documents in the map room of the Borough office are being sorted in preparation for scanning.

Regional Comprehensive Plan: Michael Baker International staff along with the joint committee members of the Multi-Municipal Comprehensive Plan have prepared and launched a survey for the community's input of how to manage growth and change over the next few years. The survey is scheduled to be open until, at least, the end of July.

Eastern York Recreation Authority (EYRA): The EYRA Board meeting was held on Wednesday, July 3, 2024 at the Hellam Township Municipal building. The Director's report was distributed to Council for review. There were no questions or comments.

**Chip moved, seconded by Derek to adjourn at 7:27p.m. Motion passed unanimously.**

Secretary,  
/s/ Sharon L. Dupler