

## REGULAR MEETING OF HALLAM BOROUGH COUNCIL

November 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 6:32 p.m. with the following members present: Mayor Nicholas Troutman, President Dan Harsh, VP Sue Horner, Harry Smith Jr. (Chip), 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: Barry Miller, Howard Gromling (Hallam Borough Road Crew) and Karen Tiesler.

President Harsh announced an Executive Session was held prior to the meeting to discuss the refuse contract, potential litigation and employee compensation.

**Chip moved, seconded by Derek to approve the October 14, 2024 meeting minutes as written. Motion passed unanimously.**

**Derek moved, seconded by Chip to approve the October 24, 2024 meeting minutes as written. Motion passed unanimously.**

Public Comment: There was no public comment.

Police: There was no police report submitted for the month of October.

Fire: The fire company report for the month of September was submitted with 3 calls in Hallam Borough. There were no automatic fire alarms. Brush 21 was delivered in September following graphics installation. It is expected to be put into service early November.

Solicitor: Refuse Contract and Bid Specifications: Devon prepared a draft contract for services for refuse and recyclable collection by Good's Disposal Service for Council's review. Council determined the contract should reflect the increase in the number of units from 795 units to 923 units which will make the one (1) year contract amount \$313,820.00, the year two (2) amount \$336,895.00 and the year three (3) amount \$359,970.00 for a total three (3) year contract amount of \$1,010,685.00.

**Chip moved, seconded by Cindy authorizing Attorney Myers to revise the agreement for refuse and recyclable collection by Good's Disposal Service to reflect the increase in the number of units from 795 units to 923 units making the one (1) year contract amount \$313,820.00, the year two (2) amount \$336,895.00 and the year three (3) amount \$359,970.00 for a total three (3) year contract amount of \$1,010,685.00. Motion passed unanimously. Chip moved, seconded by Cindy to approve and sign the three (3) year refuse and recyclable collection contract with Good's Disposal Service in the amount of \$1,010,685.00. Motion passed unanimously.**

Draft Ordinance 2024-02 Prohibiting Stopping, Standing and Parking on a Portion of South Oak Avenue: After further research, Sharon located a traffic study that was completed in 2018. The study concluded that parking should be prohibited on both sides of South Oak Avenue from the intersection of East Market Street to the intersection of East Forry Avenue because of the width of the street. The same facts still exist for this street. If this ordinance is passed, it will repeal the loading and unloading zone and prohibit parking on both sides of the street. **Chip moved, seconded by Cindy authorizing advertisement of draft Ordinance 2024-02, Prohibiting Stopping, Standing and Parking on a Portion of South Oak Avenue. Motion passed unanimously.**

Code Enforcement Services: There was discussion regarding continuing with Commonwealth Code Inspection Services or transitioning to Barry Isett and Associates for building and construction code enforcement as they currently handle zoning services for the Borough. According to the agreement with Commonwealth Code Inspection Services, there is a ninety (90) day termination clause. **Derek moved, seconded by Sue to invoke the ninety (90) day termination period with Commonwealth Code Inspection Services as outlined in the Agreement for Building and Construction Code enforcement. Yes-Dan, Rhonda, Derek, Stephanie, Cindy, Sue. Abstained-Chip.** Hellam Township is considering the possibility of hiring a part-time code enforcement officer and questioned if Hallam Borough and Wrightsville Borough would be interested in discussing the feasibility of sharing an individual to fulfill this role. Council questioned whether this would be for Uniform Construction Code enforcement or zoning enforcement. Council tabled discussion until more information can be obtained from Hellam Township.

Right-To-Know Law: Devon stated there is new guidance handed down from the Office of Open Records to prohibit verbal and anonymous right-to-know requests. Based on the new guidance, Council can revise the Borough's Open Records Policy. **Cindy moved, seconded by Chip authorizing Devon to revise the Hallam Borough Open Records Policy to prohibit verbal and anonymous right-to-know requests. Motion passed unanimously.**

Tree Ordinance and International Property Maintenance Code (IPMC): The Borough does not have an ordinance to handle enforcement and safety issues relating to downed trees. Devon provided sample tree ordinances for Council's review and recommended Council also adopt the IPMC to better enforce property maintenance issues. Council tabled discussion until next month's meeting.

PSAB Update: House Bill 2265 (Act 131) was signed by Governor Shapiro that will increase the maximum allowable compensation for Borough Council members and Mayors. Any changes to a Borough official's compensation cannot take effect until the beginning of the official's next term of office. Act 131 also allows Borough to pay officials on a per meeting basis and

provides for excused absences from meetings. Act 131 takes effect December 30, 2024. A local ordinance must be enacted in order for new compensation to take effect. Council chose not to act on Act 131 at this time.

Engineer report: Local Share Grant (LSA): Council authorized C.S. Davidson to prepare an application for a grant for a new Borough office building. Derek provided an official resolution requesting a Statewide Local Share Grant of up to \$1,000,000 to be used for construction of a new Borough building for Council's consideration. There was lengthy discussion pertaining to construction of a new building or adding onto the existing structure. Derek recommended applying for new construction and if partially funded, the scope of work could be changed to an addition to the existing structure. **Chip moved, seconded by Derek to pass Resolution 2024-14 Authorizing the Request of a Statewide Local Share Assessment Grant of up to \$1,000,000 from the Commonwealth Financing Authority to be used for construction of a new Borough building for Hallam Borough with a \$150,000 match. Motion passed unanimously.** Derek recommended having a better plan and budget by October, 2025.

2024 Storm Sewer Improvements: Kinsley has completed the storm sewer work on Oak Avenue and S. Wilson Lane. The work on West Beaver Street is nearly complete. The existing water main was found to be nearly 3' from the marked location in the field. This caused significant re-design of the proposed storm sewer and field modifications of the inlet boxes. For this reason, there will be a change order submitted by Kinsley. For informational purposes, Derek provided Council with a quote for pipe lining, recommending to only line what is absolutely necessary as it continues to be very expensive.

Borough Bridge Inspections: Council authorized the channel work at Buttonwood Lane at the last meeting but questioned the cost of the proposed repairs to the Forry Avenue bridge. C.S. Davidson estimated a full replacement of the structure will cost \$250,000. They estimate an additional 10-15 years of service life if no preventative maintenance is performed on the Forry Avenue bridge. Council decided to budget \$84,000 in 2025 for engineering and maintenance work to the Forry Avenue and Buttonwood Lane bridges.

Public Works: An estimate to install a new garage door opener that would operate all three bay doors was presented to Council for consideration. **Cindy moved, seconded by Chip authorizing Drake Reed Door Co. to install a new garage door opener that would operate all three bay doors with one remote, to be paid from ARPA. Motion passed unanimously.** A Hellam Township Police Officer asked Public Works to paint a white line at the intersection of Friendship Avenue and Forry Avenue to alert drivers of the stop signs.

Zoning Officer: The report was distributed to Council. There were no questions.

Secretary Report: Sharon filed a complaint with the Public Utility Commission regarding the safety issue concerning the utility poles that were replaced and the sidewalks not restored. Council will use the November 21st Council meeting as scheduled for 2025 budget purposes. **Sue moved, seconded by Cindy authorizing advertisement of the 2025 Proposed General Fund Budget. Motion passed unanimously.** An estimate from General Code of between \$4,215.00 and \$4,280.00 to update the Code of Ordinances was provided to Council for consideration. Another estimate from General Code in the amount of \$1,195.00 to provide an electronic format of the Code of Ordinances (eCode 360) was also provided to Council. After discussion, **Cindy moved, seconded by Chip to use ARPA funds and accept the proposal to update the Code of Ordinances in the amount of between \$4,215.00 and \$4,280.00 and to accept the proposal to set up the eCode 360 online platform of the Code of Ordinances in the amount of \$1,195.00. Motion passed unanimously.**

Treasurer's Report: The Treasurer's report was submitted for review.

Checking Account Balance.....	\$71,603.42
Receipts – Deposits + Interest.....	\$42,959.50
Transfer In From MM .....	\$70,000.00
Void Check.....	\$0.00
Trans In.....	\$0.00
To Debit .....	\$697.71
Expenditures..... Checks/ACH/DD.....	\$143,898.29
To War Memorial .....	\$0.00
Trans to MM.....	\$0.00
Checking Account Balance.....	\$39,966.92

**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 \$74,733.07. Motion passed unanimously.**

There was discussion about contacting the Penn State Extension to begin planning for future expenses and maintenance for Emig Park. There was also discussion about the Borough applying for a credit card instead of using a debit card for purchases. Council directed Sherry to check with the banks and apply for a credit card for Hallam Borough.

Borough Committee Reports: EYCEMA/Emergency Services: Sue submitted an emergency services report. The next EYCEMA meeting will be held on November 13, 2024 at the Hellam Township building. The Fire Commission met on October 15 2024 to continue discussing and creating the by-laws for the Commission. The next Fire Services Commission meeting is scheduled for November 20, 2024 at the Hellam Township Municipal building.

Emig Park: Proposals for mowing at Emig Park for the 2025-2026 seasons were distributed to Council for review and consideration. After review, **Cindy moved, seconded by Chip to accept the 2025-2026 proposal from Witworks for mowing**

**and leaf cleanup at Emig Park. Motion passed unanimously.** Since purchasing the flail mower, Public Works will be able to maintain some of the areas at the park. In Howard Gromling's absence, Ron Gromling, backup Park Caretaker, covered the Emig Park rentals for one week in May and one week in September but was not there every day. Sharon stated that Ron's compensation is broken down to only a weekly basis and requested Council's direction on how Ron is to be compensated. **Cindy moved, seconded by Chip authorizing the Borough Treasurer to compensate Ron Gromling, backup Park Caretaker, for two weeks for the 2024 park rental season. Motion passed unanimously.** Cindy did some research on replacing the mulch in the lower playground at Emig Park with a matting material and also replacing the border. The cost for the border would be approximately \$8,000-\$10,000. There was no decision made at this time.

*ARPA:* There was continued discussion on purchasing LED traffic safety signs. Council discussed using ARPA funds to purchase two solar-lit stop signs to be placed at the intersection of Friendship Avenue and Forry Avenue, one solar speed radar sign to be placed on East Market Street at Wilson Lane and two pedestrian crossing signs to be placed on posts at the crosswalk at Market and Prospect Street. Chip stated there are six street lights left on East Beaver, Steven Drive and Robin Ann Court that could be replaced with solar street lights. Also noted there is one at Simplex Box Co. and seven in the park; for a total of fourteen solar street lights. Chip would like to see Council purchase those fourteen solar street lights if there is a balance left in the ARPA funds. **Chip moved, seconded by Sue to purchase two solar-lit stop signs to be placed at the intersection of Friendship Avenue and Forry Avenue, one solar speed radar sign to be placed on East Market Street at Wilson Lane and two pedestrian crossing signs to be placed at the crosswalk at Market and Prospect Street and purchase the fourteen solar street lights if there is enough of a balance in the ARPA to do so. Motion passed unanimously.**

*Regional Comprehensive Plan:* Cindy submitted a Steering Committee report. There will be a public meeting on November 13, 2024 to review progress on the Plan to date and gather public input.

*Eastern York Recreation Authority (EYRA):* The EYRA Board meeting was held on Wednesday, November 6, 2024 at the Hellam Township Municipal building. The Director's report was distributed to Council for review. Stephanie stated the Authority is researching grants to repair the cracks in the courts along Franklin Street and West Beaver Street.

**Cindy moved, seconded by Chip to adjourn at 9:26 p.m. Motion passed unanimously.**

Secretary,  
Sharon L. Dupler, Secretary