



DEPARTMENT OF POLICE
HELLAM TOWNSHIP

44 Walnut Springs Rd
 York, PA 17406

Douglas Pollock
 Chief of Police

EMERGENCY: 911
 OFFICE: (717) 434-1310
 FAX: (717) 434-1320

Hellam Township Report January 2024

	Hellam Township	Hallam Borough	Wrightsville Borough	Total
Calls	397	103	133	633
Accidents	18	2	5	25
Criminal Charges	19	2	18	38
Traffic Citations	49	16	19	84
Traffic Warnings	28	12	44	84

Patrol Mileage	11958 Miles	
	Time in:	Response Time
Hallam Borough	157 Hrs. 30 Mins.	2 Min 14 Sec
Wrightsville Borough	277 Hrs. 10 Mins.	2 Min 6 Sec

All times listed above do not include any administrative, investigative, follow up or court time. Wrightsville Borough time includes all hours School Resource Officer Bull and K9 Sage spend in Wrightsville Elementary throughout the month.

Additional Information:

- All Officers completed their monthly "Boyle" training. Attorney Chris Boyle creates a monthly training video which is specific to accredited police departments. The video is approximately thirty minutes long and then there is a ten-question quiz they have to complete. This is a service we subscribe to.
- K9 Officer Carpenter and K9 Cerberus attended their mandatory monthly training at the K9 Academy. The K9 team assisted Lower Windsor Township Police last month at a residence in East Prospect Borough where a wanted felon was captured and a large quantity of drugs was seized.



DEPARTMENT OF POLICE
HELLAM TOWNSHIP

44 Walnut Springs Rd
York, PA 17406

Douglas Pollock
Chief of Police

EMERGENCY: 911
OFFICE: (717) 434-1310
FAX: (717) 434-1320

- Lieutenant Heistand and Detective Mills have completed a two-day class preparing them to become FAA certified drone pilots. We are currently attempting to acquire funding for a drone. The last few months the department has had three major incidents where we needed call drones from other departments to cover a large area. Waiting for assets to arrive on scene from other department delays the search when time is not on your side.
- We escorted the high school wrestling team out of town while they were on their way to a playoff match.

Respectfully,

A handwritten signature in black ink, appearing to read "D. Pollock".

Chief J. Douglas Pollock

FRIENDSHIP FIRE COMPANY OF HELLAM
YORK COUNTY STATION 21

2B1

February 2024 Report

Hellam Fire Company

For the month of January, the Hellam Fire Company responded to 70 calls with 45 (64%) in Hellam Township. Last January, there were 30 calls with 15 (50%) in the Township. There was one automatic fire alarm report submitted this month. There was a significant increase in medical assist calls this month with 9 calls alone at one address requiring the Fire Department to assist EMS with lifting.

Members attended training on Building Construction. Crews also completed a standby for Strinestown Fire Company and attended funeral services for Jack Bowers, longtime member of Wrightsville Fire Department and former Warden of the Eastern York Forest Fire Crew.

The Brush truck replacement is scheduled for completion in June 2023. The Committee is planning the equipment layout in advance of the vehicle completion so brackets and materials can be on hand to mount all tools and equipment once we take delivery. Completing the mounting of equipment in house is expected to save approximately \$15,000.

In January, we received confirmation of an award from the PA State Fire Commissioner's Grant in the amount of \$16,952. This grant will be used to purchase a battery powered ventilation fan, two thermal imaging cameras, two explosive gas meters, and numerous items properly sized for the larger winch on the new Brush.

Respectfully,



Eric Strittmatter

Chief, Hellam Fire Company



Wrightsville Steam Fire Engine and Hose Company #1
South Second St Wrightsville Pa 17368
ORGANIZED 1887

Wrightsville Fire Department handled 75 calls for service, 31 of which were in Hellam Township in the month of January.

It appears that the start of the year is busy call volume wise. Members continue the push training. We the first month of the year doing recerts on our Self-Contained Breathing Apparatus, that includes being tested on the parts of the (scba) and being on donning the apparatus which as to be under one minute. We also did our driver recert and license checks this month.

We received a grant for \$32,000.00 from the York County Community Fund. This monies were used to replaced the outdated rope and hardware; this also covered any shortages with requirements to be added to future swift water rescue teams. The state grant of \$20,000.00 will be used for confined space equipment.

We have successfully converted the current bunk room into private rooms with donations from Home Depot that has donated all the lumber to for the rooms. There is a total of 8 private rooms and 2 bunk beds. We Currently have 8 live-in firemen. With the ability to sleep 12 total at any giving time. With that we gained 3 new members at the beginning of the year.

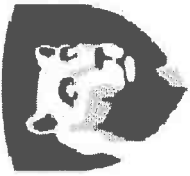
Chief Chad Livelsberger

**PENN STATE HEALTH
LIFE LION LLC
YORK**

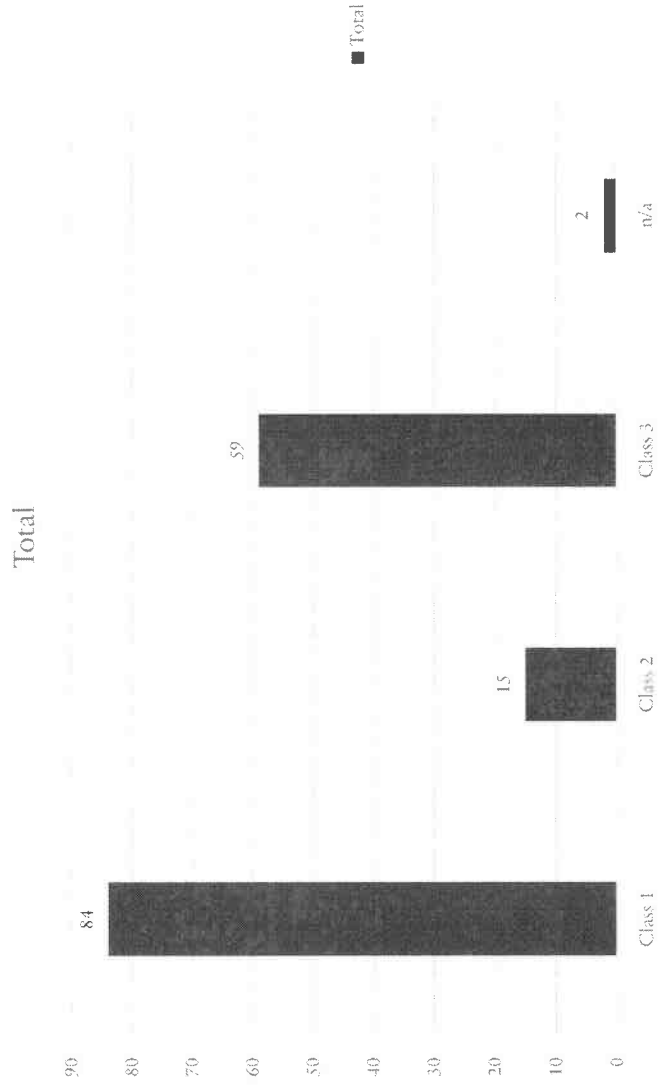
SERVING HELLAM TWP / HALLAM BORO / WRIGHTSVILLE BORO

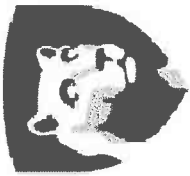


JANUARY 2024



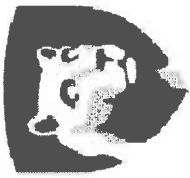
CLASS TYPE



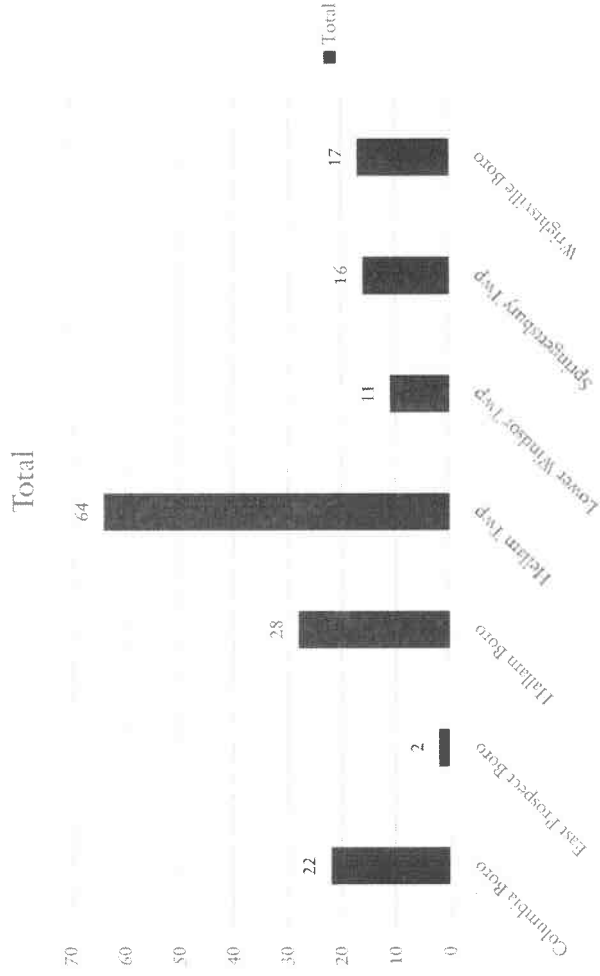


DISPATCHED COMPANY



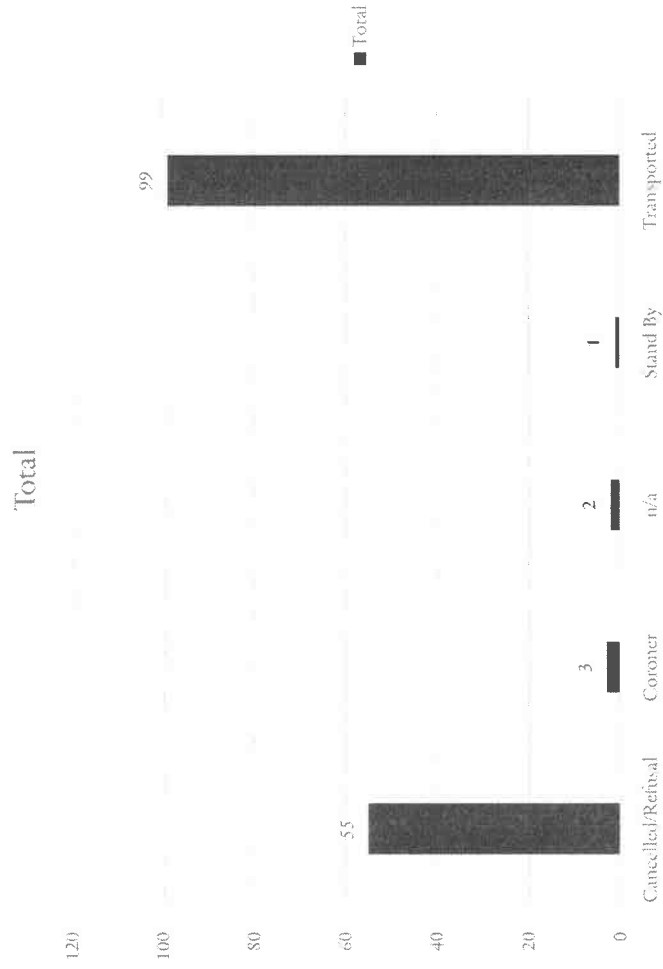


VENUE



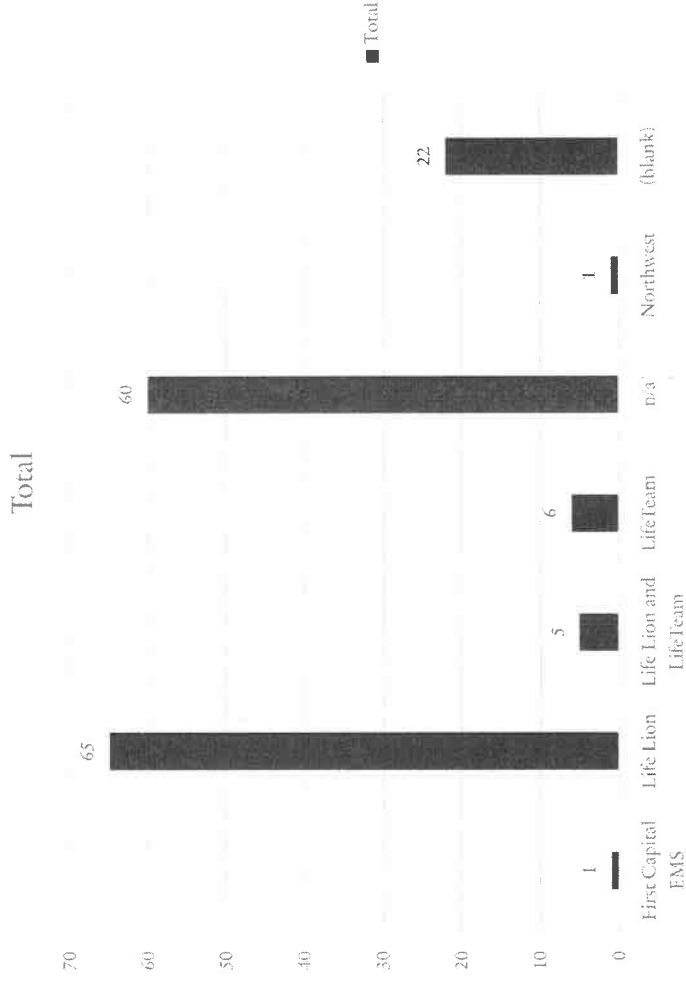


OUTCOME





TRANSPORTING COMPANY



Corina Mann

From: Deputy EMC <eycema.deputy@gmail.com>
Sent: Sunday, December 31, 2023 11:26 AM
To: Corina Mann
Subject: 2024 Emergency Operations Plan
Attachments: EOP Basic Plan 2024.pdf; Coversheet.pdf; EOP Review and Concurrence form - Helian
Twp.pdf; Emergency-Management-Handbook-for-Municipal-Officials-July-2023.pdf

Follow Up Flag: Follow up
Flag Status: Flagged

Hello,

I have attached the 2024 Emergency Operations Plan and the Municipal Concurrence form. As a requirement from PEMA and FEMA we are required to review and receive Municipal approval biennial. This year several changes have been made to align with the National Response Directive and the new PEMA NIMS training standards for Emergency Operations Center personnel.

The main changes are in many parts of the EOP the verbiage used was the County will be notified immediately upon activation of the EOC. This was changed to when available or when unmet resources are needed. This change aligns with the National Response Framework of all disasters start and end locally and the next level of government is contacted when needs of an incident are greater than that those of the local government.

In 2023, PEMA released the new NIMS standards for the State of Pennsylvania and EOC staff. The changes in the Training section reflect those changes. Also, in previous additions of our EOP, Incident Command System trainings were dictated for our first response agencies. The verbiage in this section was changed to reflect a recommendation because each Police, Fire and EMS agency sets their own requirements at is not governed by the Emergency Management Agency.

I also attached a guide for elected officials that explains emergency management laws and responsibilities that was developed by PEMA and the Keystone Emergency Management Association that may be a good resource for new or returning members.

If you would like me to come to the Township meeting that has the approval of the EOP on the agenda, please contact me with the date so that I can plan on attending.

Thanks
Chris

Municipal Emergency Operations Plan Review, Maintenance and Concurrence

The elected officials of the municipality have assigned responsibility for the Municipal Emergency Operations Plan to the Municipal Emergency Management Coordinator. The EOP will be reviewed and updated as necessary, but at least biennially, by the Emergency Management Coordinator, who will coordinate with all parties, public or private, assigned responsibilities in this EOP.

Development, maintenance and implementation of this EOP will be in accordance with and under the auspices of the York County Emergency Operations Plan, developed in consonance with the Commonwealth of Pennsylvania Emergency Operations Plan which is in conformance with Pennsylvania's Emergency Management Services Code, the Federal Civil Defense Act of 1950, the Robert T. Stafford Disaster Relief and Emergency Assistance Act, the Federal Superfund Amendments and Reauthorization Act of 1986 (SARA) and applicable regulations of the Federal Emergency Management Agency.

A review of the Eastern York County EMA Emergency Operations Plan
was conducted on the _____ day of _____ in the year 2024.

This EOP was originally promulgated and a resolution passed on the
16th day of October in the year 2014.

In witness whereof, we the undersigned adopt, accept, concur with and support the provisions of this Emergency Operations Plan. It has been reviewed with appropriate changes being made, and recorded on the "Record of Changes" page, indicating that this review action has been accomplished this date:

Signature, Chief Elected Official

Date

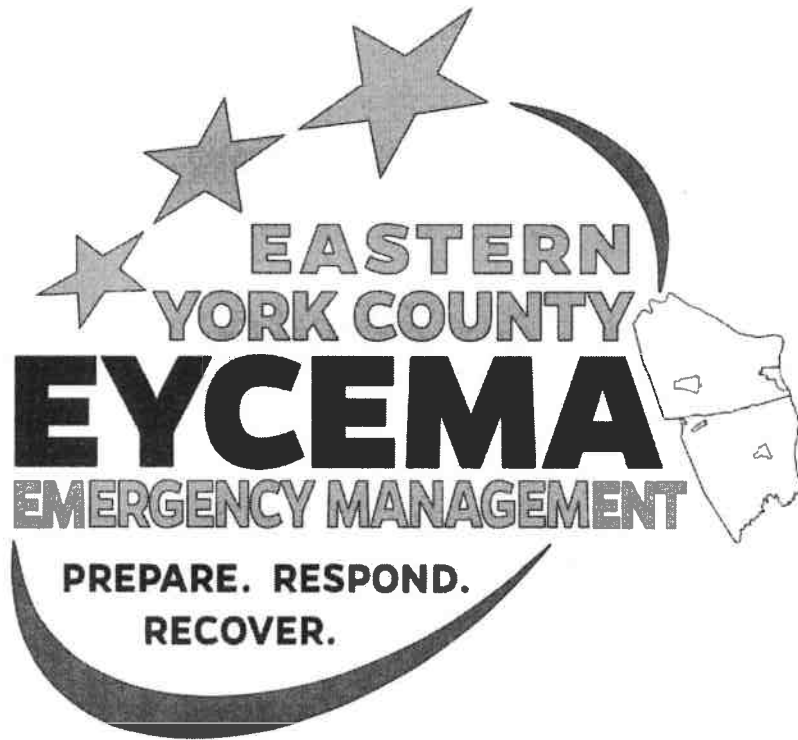
Signature, Municipal Coordinator

Date

Signature, Coordinator,
York County Office of Emergency Management

Date

Emergency Operations Plan
Eastern York County
Emergency Management Agency



January 2024

TABLE OF CONTENTS

Municipal Promulgations	iii
Certification of Review	xvi
Record of Changes	xvi
Distribution	xx
List of Acronyms	xx
I. Purpose and Scope	1
II. Situation and Assumptions	1
III. Concept of Operations / Continuity of Government	3
IV. Organization and Assignment of Responsibilities	6
A. Command Staff Positions	6
1. Elected Officials	6
2. Emergency Operations Center Manager	6
3. Public Information Officer / External Affairs	6
4. Safety Officer	7
5. Liaison Officer	7
B. General Staff Positions	8
1. Operations Section	8
a. Communications Branch (ESF #2)	8
b. Firefighting Branch (ESF #4)	8
c. Health / Medical Branch (ESF #8)	9
d. Search and Rescue Branch (ESF #9)	9
e. Oil and Hazardous Materials Branch (ESF #10)	9
f. Public Safety and Security Branch (ESF#13)	9
2. Planning Section	10
a. Emergency Management Support Branch (ESF #5)	10
3. Logistics Section	10
a. Transportation Branch (ESF #1)	11
b. Public Works and Engineering Branch (ESF #3)	11
c. Mass Care, Housing, and Human Services Branch (ESF #6)	11
d. Resource Support Branch (ESF #7)	12
e. Agriculture and Natural Resources Branch (ESF #11)	12
f. Energy Branch (ESF #12)	12
4. Finance and Administration Section	12
a. Long-Term Recovery and Mitigation Branch (ESF #14)	13
V. Administration and Logistics	13
VI. Training and Exercise Plan	14

(Table of Contents is continued on next page...)

VII.	NIMS Implementation Strategy	16
A.	Situation, Assumptions, and Responsibilities	16
B.	Minimum Training Requirements	
1.	Emergency Operations Center Personnel	16
2.	Elected Officials	17
3.	Field Operations Personnel and First Responders	17
C.	NIMS Training Matrix (Handout-Friendly)	18
VIII.	Plan Requirements, Maintenance, and Distribution	20
	Appendix A: Authority and References	22
	Appendix B: Definitions and Glossary	24
	Appendix C: Listing of Hazard-Specific Plans (<i>plans are published separately</i>)	30
	Appendix D: Municipal Identities	32

Functional Checklists for Incident Command System Positions are Published Separately

The Notification and Resource Manual is Published Separately

APPENDIX D: JURISDICTION IDENTITY

The Eastern York County Emergency Management Agency comprises the six municipal subdivisions, East Prospect Borough, Hallam Borough, Hellam Township, Lower Windsor Township, Wrightsville Borough, and Yorkana Borough, located within the Eastern York School District.

The area is considered rural. Most of the population density is located within and surrounding the boroughs. The area has limited commercial and industrial business. The Eastern York County Emergency Management area is bordered by the municipalities of East Manchester, Springettsbury Township, Windsor Township and Chanceford Township. The Susquehanna River is the western border of the area.

The six municipal subdivisions cover 55.07 square miles (35,244.9 Acres) in Eastern York County. The total combined population of the municipalities is 19,387 according to the 2020 Census. There are over 200.09 linear miles of road, 133.93 miles of municipal owned and adopted roads and 66.16 miles of Commonwealth maintained roadways (not including Route 30). The municipalities also maintain dirt roads that are not included in the road miles. Three municipalities maintain full-time public works departments and one municipality has a part-time public works department.

The area has a limited public water supply. York Water Company and Wrightsville Municipal Authority provide water to Wrightsville Borough, select areas of Hellam Township, select areas of Lower Windsor Township, Yorkana Borough and East Prospect Borough. York Water Company, Eastern York County Municipal Authority and Wrightsville Municipal Authority also provide sewer services to a select area within the jurisdiction. Not all the areas served by Public Water have access to public sewage.

The area has six municipal owned parks, Riverfront Park (Wrightsville), Emig Park (Hallam Borough), Barshinger Fields (Hellam Township), Liberty Park (Hellam Township), East Prospect Playground (East Prospect Borough), and Rexroth Park (Lower Windsor Township).

The area has one Federal Park, two State Parks, three County Parks, and four areas preserved open to the public. The following is a listing of the parks located in the area;

1. Zimmerman Center (Federal)
2. Sam Lewis State Park
3. Susquehanna Riverlands State Park
4. Rocky Ridge County Park
5. Highpoint County Park
6. Native Lands County Park
7. Hellam Hills (Lancaster Conservancy)
8. Wizard Ranch (Lancaster Conservancy)
9. Wilton Meadows (Lancaster Conservancy)
10. Klines Run Park (PECO)

The area has over 1500 acres of open space with the municipal, federal, state, county and private parks.

The area is served by two full-time municipal Police Departments, Pennsylvania State Police and five volunteer

Fire Departments. The Hellam Township Police Department serves Hellam Township, Hallam Borough and Wrightsville Borough. The Lower Windsor Township Police Department serves Lower Windsor Township and East Prospect Borough. The Pennsylvania State Police provides police services to Yorkana Borough. The Hallam Fire Department and Wrightsville Fire Department provide service to Hallam Borough, Wrightsville Borough and Hellam Township. The Craley Fire Department and East Prospect Fire Department provide fire protection service to Lower Windsor Township and East Prospect Borough. The Yorkana Fire Department serves Yorkana Borough. The Municipal Police Agencies and the Volunteer Fire Departments have mutual aid agreements and assist each other on a routine basis.

Emergency Management for Municipal Officials



Handbook
2023



pema.pa.gov & ready.pa.gov



facebook.com/pemahq



twitter.com/pemahq



pennsylvania
EMERGENCY MANAGEMENT AGENCY

Updated in coordination with the Keystone Emergency Management Association

This manual contains data and links that are accurate, as of April 2023. If you have questions, please contact your local our county emergency management coordinator.

Contents

Introduction 4

Chapter 1 The Pennsylvania Emergency Management Services Code 6

Chapter 2 The Emergency Operations Plan (EOP) 12
Threats and Hazards for Pennsylvania 14

Chapter 3 The Emergency Operations Center (EOC) 16

Chapter 4 Emergency Response Organizations 21

Chapter 5 National Incident Management System (NIMS) 23
How Does NIMS Impact Me as an Elected or Appointed Official? 24
What Does My Municipality or County Need to Do? 26

Chapter 6 Federal Laws and Presidential Directives 27

Chapter 7 State Laws Affecting Emergency Management 32
Proclamation of Disaster Emergency 32

Chapter 8 Selecting an Emergency Management Coordinator 36
The process for appointing an EMC 37
Considerations for Selecting Emergency Management Coordinators..40

Chapter 9 Maintaining a Program 41

Chapter 10 Emergency Management Resources 43

Chapter 11 Additional Training Opportunities 45

Chapter 12 Damage Assessment Resources 46
Damage Assessment Forms 47
Federal Disaster Assistance Fact Sheet 48
Damage Assessment Reference: Damage Categories 50
Damage Assessment Reference: Mobile Homes 52

Appendices

Appendix A: Phases of Emergency Management Tip Sheet

Appendix B: Municipal Emergency Management Requirements

Appendix C: Example - Declaration of Disaster Emergency (Borough/City Initial)

Appendix D: Example - Extension of Declaration of Disaster Emergency (Borough/City)

Appendix E: Example - Declaration of Disaster Emergency (Township Initial)

Appendix F: Example - Extension of Declaration of Disaster Emergency (Township)

Hellam Township Public Works
Monthly Report
January 2024

- Responded to ten call outs, 7 for snow, one for flooding heavy rains, one for tree across roadway and one for a downed stop sign.
- Plow trucks were out for every snow and ice event plowing and cindering where necessary to keep the roads as safe as possible.
- After every snow event all snow equipment was is checked and repaired to be ready for the next snow.
- Continuing general maintenance on the buildings and all non-snow vehicles and equipment.
- Cut grass edges and opened side gutters along roadway to help get water off the roads to eliminate icy spots.
- Replaced several new signs, posts and break-a-ways throughout the township.
- Ran routes several times and cleaned storm boxes of snow, leaves and debris from roadways.
- Filled pot holes on various roads throughout the Township.
- Cleaned up several trees that were across the roadways.
- Completed 1 stormwater inspection.
- Responded to 38 PA One calls.

Zoning Department Summary January 2024

PERMIT APPLICATIONS: (Prior year listed in ()	
<ul style="list-style-type: none"> • Received: 5 (19) • Issued: 5 (18) • In process: 0 	<ul style="list-style-type: none"> • Denied: 0 • YTD Issued: 5 (18)
COMPLAINTS:	<ul style="list-style-type: none"> • Carried Over: • YTD Complaints/Violations Submitted: 2
<ul style="list-style-type: none"> • Complaints/violations: 2 • Resolved: 2 	
OLDS PUMPING COMPLETE:	
District 1: 368/407 (90%)	District 2: 60/345 (17%)
ZONING CASES:	
<ul style="list-style-type: none"> • Z-2023-15 – Riedy, Variance: PC on 1/11/24 & ZHB on 2/27/24 • Z-2024-01 – Chryst, Variance : PC on 2/8/24 & ZHB on 2/27/24 	
SALDO CASES:	
PENDING ORDINANCES/RESOLUTIONS:	
<ul style="list-style-type: none"> • None 	

OLDS	1	2	3	4
REPORT YEAR	2022	2023	2024	2025
Pumped	390	289	52	0
New System	1	3		0
Exemption	4	2		0
Vacant/Fore	2	3	1	0
Total	397	297	53	0
# OLDS/District	405	343	294	0
% Complete	98%	86%	18%	0
Issues identified				

NOTE:

- District 1 –
- District 2 – Reminder postcards mailed 9/7/23, Final Notice to be sent February 2024
- District 3 – Reminder postcards to be mailed February 2024
- District 4 –

Septic Permits Issued –

Exemption Requests –

<p>Notification Schedule</p> <p>February '24: District 3 Initial Letter</p> <p>February '24: District 2 Final Postcard Reminder</p> <p>Spring '24: District 2 Final Notice/Violation Letter</p> <p>Summer '24: District 3 Reminder Postcard</p>
--

EASTERN YORK COUNTY SEWER AUTHORITY

4 West Market Street
Hallam, Pennsylvania 17406
Telephone (717) 252-2797 - Fax (717) 252-1145

MINUTES OF 18 DECEMBER 2023 MEETING

ATTENDANCE:

Board Members

Barry D. Miller, Chairman
Dean D. Mackley, Treasurer
Howard W. Gromling, Jr., Assistant Treasurer
Carl G. Newcomer, Jr., Secretary
Robert L. Schlosser, Assistant Secretary

Consultants/Staff

John A. Klinedinst, P.E., C.S. Davidson, Inc.
Nathan Schaeffer, ARRO Wastewater Operations
Chastity A. Polonikas, Executive Secretary

At 7:00 p.m. Chairman Miller called the 18 December 2023 meeting of the Eastern York County Sewer Authority to order. He thanked Ms. Polonikas for her preparations for the holiday gathering, which was held before the meeting (from 6:00 p.m. to 7:00 p.m.).

RECOGNITION OF PUBLIC

To a question from Chairman Miller, Mr. Ricky Garner and Ms. Sherry Myers stated that they had no comments.

APPROVAL OF MINUTES

The Minutes of 13 November 2023 were unanimously approved.

OLD BUSINESS:

WWTP:

Operator's Report:

Discharge Monitoring Report: The monthly report was prepared and submitted electronically (eDMR) for November 2023. EYCSA was in full compliance of its NPDES Permit and there were no violations for the period of November 2023.

Low Phosphorus: Mr. Schaeffer advised that EYCSA has had low phosphorus readings, so ARRO decided to turn down the pumps, which will in turn, decrease the amount of alum used. Over time, this will save money, as EYCSA won't be going through their alum supply as quickly.

Mr. Schaeffer commented that the pumps are not all made by the same manufacturer. He originally thought that the pumps were all the same brand. With differing brands, the pumps will run at different speeds/gallons per minute.

New Brushes for Spiralift: Mr. Schaeffer noted that he'd provide information to Ms. Polonikas so that she could order new brushes for the Spiralift.

Non-Routine Maintenance/Events: Mr. Schaeffer went over the Non-Routine Maintenance/Events portion of ARRO's Monthly Operations and Maintenance Report. He advised that the Operator purchased a new keyboard and mouse at Walmart for the WWTP computer and confirmed that he dug out the three underground valves in the vault to the backside of the WWTP.

To a question from Mr. Schaeffer, Mr. Schlosser stated that he has not maintained the underground valves yet but noted that he did grease the 4" inch valve at the round tank. There was a brief discussion regarding grease fittings/zerks on the underground valves.

Mr. Schaeffer confirmed that he installed the 4" plug valve [which is used when hauling sludge].

Blades on Blower Motors: Mr. Schaeffer explained that he's been looking for new blades for the 30 HP blower motors for quite some time. The blades he found online have been expensive (\$175.00 to \$225.00 each). He decided to partner with Slaymaker Electric Motor & Supply, who were able to supply the necessary blades at a much lower cost. Ms. Polonikas confirmed that EYCSA received Inv# 180032 from Slaymaker Electric Motor & Supply in the amount of \$122.94 [for 3 blades/bushings].

Disposable Rubber Gloves Order: Mr. Schaeffer noted that he'd like to purchase a case of disposable rubber gloves, and the Board advised that'd be fine. He commented that he'd provide information to Ms. Polonikas so that she could place the order.

Air Diffuser Updates: There was a brief discussion regarding the installation of the repaired air diffuser, which was installed by Mr. Schaeffer. To a question from Mr. Miller, Mr. Schaeffer advised that the repaired air diffuser is working fine.

Insulation Needs: There was a brief discussion and the Board directed Ms. Polonikas to call Susquehanna Valley Insulators, Inc. to schedule a service call. The new 4" plug valve that Mr. Schaeffer just installed needs insulated, as well as some areas on the Spiralift.

Potential Well Pump Tank Leak: Mr. Schaeffer explained that he believes that either there's a leak somewhere, or the well pump isn't keeping up. He commented that the tank is emptying without him using any water after he turns on the VFD. There was a brief discussion and Mr. Miller advised that he'd look into the issue, as it sounds like there's a leak somewhere.

Envirep, Inc. at Campell Rd Pump Station: Mr. Schaeffer stated that Envirep, Inc. fixed the alarm at Campbell Rd Pump Station, which he confirmed is now up and working properly.

He advised that he discussed the pump signal being reversed at Campbell Rd Pump Station and the issue with the 3rd pump at the WWTP with Envirep, Inc., who confirmed that they would put it on their schedule for the beginning of January 2024.

Transducer Calibration: Mr. Schaeffer recommended that EYCSA have their transducers calibrated, as they're not reading correctly. The Board advised that that would be fine and Ms. Polonikas commented that Control Systems 21 will be visiting the WWTP in January for their annual calibration visit and noted that maybe it could be done at that time. Mr. Schaeffer confirmed that he will contact Control Systems 21 to inform them of this so that it can be done at the same time as the annual calibrations.

Engineer's Report:

2024 Maintenance Program: Mr. Klinedinst stated that Mr. Nathan Hardman of C.S. Davidson, Inc. plans to have a map prepared for the January Board Meeting of the suggested area of focus for the 2024 line cleaning and televising program.

4100 Lincoln Highway East – 4100 Lincoln Highway, LLC: Mr. Klinedinst advised that the project is underway and commented that he is unsure of whether or not construction of the sanitary sewer has begun. Mr. Miller stated that construction of the sanitary sewer has not yet begun. Mr. Miller had some concerns regarding the pond on the corner of the lot, which is where the sewer connection is supposed to be. There was a brief discussion and Mr. Klinedinst noted that they're making a lot of changes/field adjustments, as they hit a significant amount of rock. C. S. Davidson, Inc. has an inspector onsite daily, so Mr. Klinedinst advised that inspection reports are filed daily, which can be checked for updates/pond location.

2023 Chapter 94 Report: Mr. Klinedinst advised that Mr. Hardman will soon start preparation of the 2023 Chapter 94 Report (most likely in January; to be filed by March).

Freysville Rd Paving Project: Mr. Miller confirmed that EYCSA is still awaiting their partial reimbursement from PennDOT and Ms. Polonikas commented that the process has come with copious amounts of paperwork. To a question from Mr. Klinedinst, the Board advised that PennDOT did not hit their promised elevation of 2 ½", which made the project that much more difficult, requiring small riser rings to be stacked within the manhole. There was a brief discussion

regarding some other details of the project and Mr. Klinedinst noted that PennDOT definitely dropped the ball in communicating with EYCSA.

Solicitor's Report:

Vince Card Matter: Ms. Polonikas advised that nothing has happened since the last Board Meeting, so there are no updates for tonight's meeting.

Administration Report:

Board Meeting Attendance Pay Increase: Both Hallam Borough and Hellam Township approved Resolutions for EYCSA's Board Meeting attendance pay increase. Ms. Polonikas partnered with Solicitor Evan Gabel of CGA Law Firm to confirm whether or not EYCSA needs to do anything further in order for the increase to take effect, and no further action is necessary. The pay increase goes into effect on January 1, 2024. To a question from Mr. Miller, Ms. Polonikas verified that Resolutions were received from both Hallam Borough and Hellam Township.

FY-2023 Audit: Ms. Polonikas commented that the audit went very smoothly with no issues and advised that EYCSA saw a nice increase in net income [\$390,415.00] from the prior year, thanks to an increase in the number of Tapping Fees and interest income. The Board voted and unanimously approved EYCSA's FY-2023 Independent Auditor's Report.

The Board voted and unanimously approved Chairman Miller and Secretary Newcomer signatures on the Auditor Representation Letter.

Light-up Sign at EYCSA Office: Ms. Polonikas confirmed that the landlords have an electrician scheduled for January 4, 2024 at 9:30 a.m. to repair the light-up sign in front of the EYCSA office. Ms. Polonikas noted that there is nothing in the lease stating that the property owners are responsible for the light-up sign. To a question from Mr. Miller, Ms. Polonikas suggested waiting to see if the landlords approach EYCSA asking for any type of reimbursement before offering to pay for the repairs/supplies necessary to make the sign work. To a question from Mr. Newcomer, Mr. Miller advised that the light-up sign did work when EYCSA signed the lease/moved in.

The Board voted and unanimously approved the December Executive Secretary's Report.

WWTP:

L.A.B.S. 2024 Proposal for Projected Cost of Analytical Services: After a brief discussion, the Board voted and unanimously approved the proposal.

Miller's Paving, Inc at WWTP: Mr. Miller advised that Miller's Paving, Inc. visited the WWTP to blacktop the area overtop the underground valves out front. To a question from Mr. Newcomer, Mr. Miller explained that Miller's Paving, Inc. did not come back to seal the last two areas that they patched. Mr. Miller questioned whether or not it was necessary, and noted that Miller's Paving, Inc. is planning to sell the business.

Collection System:

Freysville Rd Paving Project: There was a brief discussion regarding EYCSA purchasing riser rings in smaller increments (3/4") to add to some of the lower manholes on Freysville Rd. Mr. Miller commented that the manhole at the intersection of Market St and Freysville Rd is the worst, even though that manhole wasn't paved over during the project. There is a new cover for that manhole at the WWTP that could be swapped with the current lid. Ms. Polonikas noted that that's an exceedingly difficult spot to work in with all the traffic and mentioned that the Board could measure each manhole to see if any of them are lower than 3/4". Mr. Miller brought up about scheduling a date/time for the Board Members to meet up and measure the manholes, and the Board decided to hold off on any further action until after the holidays.

Mr. Miller suggested that the Board Members meet at the WWTP to decide what to do with the old riser rings and manhole covers that were removed from Freysville Rd. There's also four skids that can be disposed of, as well. Mr. Newcomer mentioned that so long as they're not in the way, maybe EYCSA should consider keeping the manhole covers and commented that the riser rings

could be scrapped at Paz Metals, Inc. Mr. Schaeffer brought up that there's also cast iron ductile piping/reducers that needs to be disposed of, as well.

125 Sweet Gum Ln – Ray E. Benedict: The Board voted and unanimously approved waiving Mr. Benedict's overage charges in the amount of \$85.68, as Mr. Benedict's plumber confirmed that the consumption did not enter EYCSA's sewer system.

215 Charles Cir – Allison Kurtz-Weller: After a brief discussion, the Board voted and unanimously approved waiving Ms. Kurtz-Weller's penalty for the 3rd Quarter 2023 in the amount of \$15.00. The Board advised that this would be done for Ms. Kurtz-Weller as a one-time courtesy and noted that Ms. Polonikas should send Ms. Kurtz-Weller a letter stating this.

371-373 W Market St – Matthew John Murphy: The Board voted and unanimously approving converting the account back to two units as of August 25, 2023 [the date of the Certificate of Occupancy for the second unit]. Ms. Polonikas advised that she'd pro-rate the 3rd Quarter 2023 to reflect those changes and add that amount to Mr. Muphy's account.

Developers:

123/125 S Prospect St – Shane & Sharon Dupler: Ms. Polonikas advised that she doesn't have any updates on the project. Mr. Miller explained to Mr. Klinedinst that he will be completing the inspection for the project. Mr. Miller thought that the Dupler's were connecting after the cleanout, which is not the case. They are connecting between the cleanout and the street [which would normally be inspected by C. S. Davidson, Inc.]. Mr. Miller stated that he's still willing to complete the inspection, so long as he knows the connection specifications. There was a brief discussion with Mr. Klinedinst regarding the connection details.

NEW BUSINESS

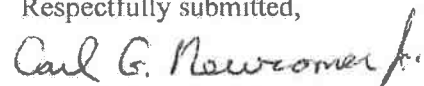
Payment of Operating Expenses: Payment of operating expenses for SSSA Numbers 0, 1, & 2, payroll, and ACNB Bank Note interest-only payment [\$9,124.00] in the total amount of \$62,611.15 were unanimously approved.

Next Board Meeting: Monday, January 22, 2024 at 6:00 p.m. at the EYCSA Office, located at 4 West Market Street, Hallam, PA 17406.

ADJOURNMENT:

There being no other business and upon unanimous vote, the meeting was adjourned at 8:00 p.m.

Respectfully submitted,



Carl G. Newcomer, Jr.
Secretary

12:48 PM
12/18/23
Cash Basis

**Eastern York County Sewer Authority
Disbursements
December 18, 2023**

Num	Name	Memo	Original Amo...	Paid Amo...
Dec 18, 23				
11382	Polonikas, Chastly A.		-4,200.83	-4,200.83
11377	Duba, Gary W.		-264.63	-264.63
11378	Gronling, Jr., Howard W.		-376.93	-376.93
11379	Mackley, Dean D.		-396.96	-396.96
11380	Miller, Barry D.		-474.67	-474.67
11381	Newcomer Jr., Carl G.		-396.96	-396.96
11383	Schlosser, Robert L.		-396.96	-396.96
PA With Dec	Pennsylvania Dept. of Revenue	9126 5315	-253.18	-253.18
Fed Dep Dec	Upltd States Treasury	23-2167510	-2,027.60	-2,027.60
PA Unemplm4	PA Dept. of Labor & Industry	67-38740M 6	-13.66	-13.66
1%LocalWith	York Area Earned Income Tax Bureau	0000088231	-196.06	-196.06
11384	ACNB BANK	4th Qtr Interest Pymnt	-9,124.00	-9,124.00
11385	ARRO Water Services, LLC	Inv# 9001967; WWTP Operations-Nov 2023	-7,314.18	-7,314.18
11386	C.S. Davidson, Inc.		-1,088.66	-1,088.66
11387	CGA Law Firm		-4,430.00	-4,430.00
11388	Chastly Polonikas-Petty Cash	Dec 2023 Petty Cash	-50.00	-50.00
11389	Comcast	8993 11 575 0129205 & 8993 11 575 0028654	-310.81	-310.81
11390	Dawn Boll	Jan 2024 Office Rent; 4 W Market St	-893.26	-893.26
11391	Environmental Concepts Landscapl..	Inv# E697; Mow/Weed Cut EYCSA ROW's	-657.00	-657.00
11392	Fulton Bank - Elan Financial Services	Fulton Bsnss CGard; Dec 2023 Stmnt	-1,078.40	-1,078.40
11393	Graffen	Inv# AR74969; Dictation Maintenance Agrmnt	-84.00	-84.00
11394	JG Specialty Chemicals, LLC	Inv# 82405; Aluminum Sulfate - 3,846gal	-7,884.30	-7,884.30
11395	Kilne's Services	Customer Number: 2216398	-4,848.00	-4,848.00
11396	Kochenour, Earnest, Smyser & Burg	Inv# 7078; FY-2023 Audit	-2,760.00	-2,760.00
11397	L.A.B.S., Inc.	Inv# 116668; Nov 2023 LABS Tests	-1,902.00	-1,902.00
11398	LYNX Computer Technologies	Customer No: 00-EAST006	-2,388.00	-2,388.00
11399	Met-Ed	100020088094 & 100019640076	-5,140.45	-5,140.45
11400	Miller's Paving, Inc.	Patch area overtop underground valves @ WWTP	-500.00	-500.00
11401	PMAA	ID: 8101; 2024 Active Membership Dues	-1,300.88	-1,300.88
11402	Slaymaker Electric Motor & Supply ...	Customer ID: EYCO	-122.94	-122.94
11403	Stralix Systems, Inc.	Inv# 687794; Lanier Printer/Copier	-103.28	-103.28
11404	U.S. Bank Equipmnt Finance	Customer Credit Account Number 1888333	-77.83	-77.83
11405	USABlueBook	Customer No. 915760	-897.63	-897.63
11406	USIC Locating Services, LLC	Inv# 828737; 11/1/23-11/30/23	-668.24	-668.24
Dec 18, 23				-82,611.15

**CASH TRANSACTION SUMMARY REPORT
December 18, 2023**

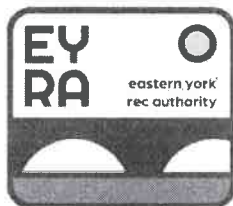
	BY CHECK
Common Expenses	\$53,310.30
SSSA 0 Expenses	
SSSA 1 Expenses	
SSSA 2 Expenses	176.85
Developer Reimbursable Expenses	
Customer Reimbursable Expenses	
Industry Reimbursable Expenses	
Return of Developer Escrows	
2016 Bank Note	9,124.00
Checks Total	\$62,611.15
Gross Expenses	\$62,611.15
Unbudgeted Reimbursable Expenses	0.00
2016 Bank Note; Interest Only Payment	9,124.00
Net Budget Expenses	\$53,487.15

EYCSA 2016 ACNB Bank Note Payment Information:

Total Principal paid in FY-2024: \$0.00

Total Interest paid in FY-2024: \$9,124.00

Total Balance Remaining on 2016 ACNB Bank Note: \$2,423,000.00



EASTERN YORK RECREATION AUTHORITY

44 Walnut Springs Road, York, PA 17406

Director's Report February 2024

Administration

1. Submitted 401K Plan – 2023 Annual Data Collection
2. Confirmed School District Lease/ Sub Lease (W Beaver St)
3. Transferred QuickBooks Desktop to Online Account
4. Auditor Search – ongoing

Facility Management

1. Communication with LWT staff regarding weather-related facility closures
2. Received Playground Rules sign design from vendor for approval/placement at Barshinger
3. Complete - Shed mitigation for LWT Floodplain permit (Cabin Branch Fields)
4. Resolutions for frozen key box at LWT main/gym doors
5. Facility Request – Red Lion Cheer Club (March – May)

Recreation Programs & Services

1. Spring sport registrations as of 1/31: Soccer (203); Softball (55); Baseball (101)
2. Youth Soccer – winter sessions started; approving coaches; tracking delinquent accounts; player request changes & ITC forms; 1/10 – CPYSL Annual Mtg (Mechanicsburg)
3. Youth Baseball/Softball – opened registration; scheduled winter open gym sessions
4. Youth Basketball – weather-related cancellations; rescheduling games/pictures; end of season tournament registrations; reminders for school use/access; administered coach suspension; Skill Builders total = 60; 1/28 – League meetings (2)

Budget & Financial

1. Accepted \$1300 sponsorship from Stauffer's Simply Animals for spring baseball; Reviewing Craley Fire Company recruitment sponsorship/marketing partnership
2. Awarded \$200 Give Local York scholarship (application fee waived) – May 2 & 3
3. CPA – Processed W2s, 990s, 1099s, Employee Retention Credit (\$21,000); updated payroll

Community & Public Relations

1. Google Maps address edits for LWT facilities – ongoing
2. Facebook Followers - 1051 (+16 since last month)

Training & Networking

1. 1/4 - YCCF Webinar – 2024 Grant Information
2. Registered for 2024 PRPS Conference in Seven Springs – March 12-15; Renewed annual membership

Respectfully Submitted,
Jessica Cirilo, Director, CPRP