

**HELLAM TOWNSHIP  
BOARD OF SUPERVISORS MEETING  
MINUTES OF December 19th, 2024**

The Hellam Township Board of Supervisors meeting was called to order at 6:00 p.m. by Chairman Dave Cox who led the Pledge of Allegiance. Supervisors William Conaway, Michael Shillott, and Nedette Otterbein were present, in person. Also present was Corina Mann, Manager; Dorinda Nordsick, Admin/Finance Coordinator and Brad Leber, Solicitor.

Chairman Cox announced there was an Executive Session before the meeting.

**Agency, Departmental & Committee Reports**

- A. Police** – Chief Pollock submitted a written report for November. Total calls for November were 535 and there were 21 accidents along with 52 criminal charges, 80 traffic citations and 49 traffic warnings issued. The department participated in various trainings throughout the month, K9 Officer Bull and K9 Sage passed their annual certification test, Officer McNamara started with the department to replace Officer McFadden who will be retiring in February, and held a DUI check point in Hallam Borough by the Fire Station. Chief Pollock also reported that the department received enough money in two months to pay off the motorcycle for the department.

Chief Pollock presented EMA Coordinator, Chris Eaton, with a Certificate of Appreciation and Challenge Coin. Mr. Eaton recently received an award from the County for his work in Emergency Management. Chief Pollock thanked Mr. Eaton and his Assistant Coordinator, Kurt Timmer, for all the work they do.

- B. Hellam Fire Company/Station 21** – Chief Strittmatter provided a written report. The Fire Company responded to 50 calls for the month of November, with 27 in Hellam Township. Members attended training on CPR/AED/First Aid, Entry Level Interior Firefighter, Ice Safety-Basic Rescue and Survival, Man vs. Machine, and UTV/ATV Safety-Instructor Level. They also attended the Company Level structural burn hosted by Wrightsville. The station was opened for the Hellam Township Police to conduct a DUI checkpoint, Tanker 21 completed annual service and state inspection, members attended the memorial service for past Fire Chief Fred Smeltzer, and the station renovations have been completed.

**Wrightsville Fire Company/Station 41** – Chief Livelsberger provided a written report. The Fire Company responded to 78 calls for the month of November, with 33 in Hellam Township. Two members successfully completed water rescue awareness and operations and boater operator. The department was awarded two grants they applied for that will be used to purchase water rescue equipment and replace old hose. The department plans to start refurbishing the current Engine in the next year to save money on purchasing a brand new one. This project will take a year or two to complete. Memorial Services for past Fire Chief Fred Smeltzer were held at the station.

- C. Ambulance** – No report.
- D. Emergency Management** – Emergency Management Coordinator, Chris Eaton provided a written report for November. He attended a Lower Windsor Township Fire Chief meeting, responded to a gas leak in Wrightsville Borough, and is working on re-writing the Basic Emergency Operations Plan for 2026 Review. Starting in January monthly meetings will be held to address Hazard Specific Annexes. These meetings will be advertised on Facebook and sent to municipalities to forward on to their public platforms. The Hazard Mitigation Plan has been approved by County Commissioners and all municipalities must adopt the plan to ensure eligibility for FEMA funding for mitigation activities and emergency situations. EMC Eaton has also been reviewing the plans presented by the contractor for

responding to emergencies on Route 30 during the closure of the 462 bridge and is working on a basic plan to present to an expert to review.

- E. Public Works/Highway** – Roadmaster, Curt Ferree, provided a written report for November. The department dug out and replaced sections of blacktop on roads that had potholes, attended a three-year recertification for flagger training, started winter maintenance on all snow vehicles and equipment, and picked up leaves in heavy leaf areas with open gutters. They also replaced street signs and posts, worked on various projects at the Community Building, ran routes to clean storm boxes, completed three stormwater inspections and responded to 36 PA One Calls.
- F. Zoning** – Zoning Officer, Jason Test, provided a written report for November. During the month, 17 permit applications were received and 17 permits were issued. District 2 pumping is 97% complete and District 3 is 71% complete.
- G. Environmental Advisory Council** – A written report was provided from their December 9<sup>th</sup> meeting. Old business included riparian buffer article for the newsletter and working on drafting a revision to the Open Burn Ordinance. New business discussed was publicizing their work, setting up Zoom for their meetings, and end of year report to the Board of Supervisors. There was also a list of action items.
- H. Eastern York Sewer Authority** – Minutes from the Authority's October 28, 2024 meeting were provided. Total expenses for October 2024 were \$54,257.23.
- I. Eastern York Recreation Authority** – Provided a copy of their December 2024 Director's Report.
- J. Communication Summary:** No report

#### **Communications from Citizens**

Mr. Chris Monticchio, 4885 Plantation Lane, submitted a letter and pictures that he would like put in the record. He also stated that he has submitted several Right to Know requests and has received no responses from the Township.

Ms. Katina Snyder asked if the Township receives the Conservation District magazine as there was an article regarding how people can get help with removal of large woody debris in creeks. Supervisors Shillott and Otterbein stated that it is on the Township website and some residents have used the program.

#### **Planning and Zoning**

- A.** Well Ordinance Waiver Application: 591 Woodsvie Lane: KK-77G – Upon a motion by Supervisor Shillott, seconded by Supervisor Otterbein, the Well Ordinance Waiver Application for 591 Woodsvie Lane was approved. Motion carried 4 – 0.
- B.** Resolution 2024-22: KL-65D-Lot 7 Woodshead Terrace Sewage Planning Module – Re-approval – Upon a motion by Supervisor Shillott, seconded by Supervisor Conaway, Resolution 2024-22 was approved. Motion carried 4 – 0.

#### **Minutes Approval**

Upon a motion by Supervisor Shillott, seconded by Supervisor Conaway, the meeting minutes from December 5<sup>th</sup>, 2024 were approved. Motion carried 4 -0.

#### **Financial Reports**

- A.** Budget Report – November 2024 – Upon a motion by Supervisor Otterbein, seconded by Supervisor Shillott, the November 2024 Budget Report was approved. Motion carried 4 – 0.
- B.** Treasurer's Report – November 2024 – Upon a motion by Supervisor Shillott, seconded by Supervisor Conaway, the Treasurer's report for November 2024 was approved. Motion carried 4 – 0.

- C. Disbursements List – December 19, 2024 - Upon a motion by Supervisor Conaway, seconded by Supervisor Shillott, the disbursements list for December 19<sup>th</sup> in the amount of \$25,166.42 from the Members 1<sup>st</sup> General Fund and \$200,000 from the Fulton Bank General Fund were approved. Motion carried 4 – 0.

### **Manager & Solicitor Reports**

Township Manager, Corina Mann:

- Reported that an officer is requesting to take classes and needs Board approval for reimbursement. Upon a motion by Supervisor Shillott, seconded by Supervisor Conaway, the request for the officer to take classes and receive reimbursement per the contract, was approved. Motion carried 4 – 0.

Solicitor:

No report.

### **Communications from Supervisors**

Supervisor Shillott discussed the possibility of recommending all department heads and agencies attend meetings regularly, for example, once a month or once a quarter.

Supervisor Otterbein reported that she is working with PSATS on how municipalities can receive payment in-lieu-of from DCNR if they have state land/parks located in their municipality.

Supervisor Cox reported that the Fire Commission is still working on the by-law revisions.

### **Old Business**

None

### **New Business**

- A. Hellam Township 2025 Meeting Calendar – Upon a motion by Supervisor Otterbein, seconded by Supervisor Conaway, the 2025 Meeting Calendar was approved. Motion carried 4 – 0.
- B. Hellam Township Zoning/SALDO 2025 Calendar – Upon a motion by Supervisor Otterbein, seconded by Supervisor Shillott, the Zoning/SALDO 2025 Calendar was approved. Motion carried 4 – 0.
- C. Hellam Township Uniform & Non-Uniform Holiday Calendar – Upon a motion by Supervisor Shillott, seconded by Supervisor Conaway, the Uniform & Non-Uniform Holiday Calendar was approved. Motion carried 4 – 0.
- D. Resolution 2024-19: York County 2024 Hazard Mitigation Plan-Municipal Adoption – Upon a motion by Supervisor Shillott, seconded by Supervisor Conaway, Resolution 2024-19 was approved. Motion carried 4 – 0.
- E. Resolution 2024-20: Tax Collector Compensation rate - Upon a motion by Supervisor Conaway, seconded by Supervisor Shillott, Resolution 2024-20 was approved. Motion carried 4 – 0.
- F. Resolution 2024-21: Tax Collector Fees – after a brief discussion the Board stated to return to the tax collector with their recommended revisions.
- G. The next Board of Supervisors meeting will be January 6, 2025 at 6:00 p.m. This will be the re-organization meeting.

Chairman Cox adjourned the meeting at 6:59 p.m.

Respectfully submitted,

Corina L. Mann  
Secretary