

**HELLAM TOWNSHIP  
BOARD OF SUPERVISORS MEETING  
MINUTES OF April 3, 2025**

The Hellam Township Board of Supervisors meeting was called to order at 6:00 p.m. by Vice-Chairperson Nedette Otterbein. Supervisors Bill Conaway and Michael Shillott were present in person. Corina Mann, Township Manager was also present, in-person.

Chairperson Otterbein announced that there was no Executive Sessions held before tonight's meeting.

**Agency, Departmental & Committee Reports**

None

**Communications from Citizens**

John H. Affriol, P.E., from C.S. Davidson gave a presentation on the boundary survey for Lower Windsor Township/Hellam Township. This project was approved at the March 21, 2024 Board of Supervisors meeting and the cost was to be approx.. \$3,300. Mr. Affriol walked through the process and outlined what transpired along the way and why the process took much longer and was much more difficult than originally discussed. He said the clarification of boundaries turned into a judicial order which occurred in 1994. There are more steps to the process. The Township Solicitor's are working together to outline what the next steps are for the municipalities. There was discussion and a list

Katina Snyder asked what ambulance service we had. Hellam Township is serviced by Penn State Health, Life Lion, LLC. There is a link on the township website to update memberships. Ms. Snyder asked how long they have been providing service to which the answer was five years. The contract is up in April of 2026.

Carla Monticchio asked if there were any updates or new forms submitted for Lavendar Acres, to which the answer was no. There was discussion about the bond and whether or not it was valid. Staff will check with the bondholder to ensure it is active.

Deb Livingston spoke about completing her second term on the Zoning Hearing Board as a full member. She most recently interviewed for an alternate position and thanked the Board and commended them for putting this process in place. She is very appreciative of the offerings for trainings.

**Planning and Zoning**

Resolution 2025-10: Zoning Hearing Board Alternate, Deb Livingston: Ms. Livingston was interviewed for the position by Board members prior to the meeting. Upon a motion by Supervisor Shillott, seconded by Supervisor Conaway, Resolution 2025-10 was approved. Motion carried 3 – 0. Supervisor Otterbein thanked Ms. Livingston for her service and also extended appreciation for her willingness to serve.

## **Minutes Approval**

- A. Upon a motion by Supervisor Conaway, seconded by Supervisor Shillott, the meeting minutes from March 6, 2025 were approved, with changes. Motion carried 3 - 0.
- B. Upon a motion by Supervisor Shillott, seconded by Supervisor Conaway, the meeting minutes from March 20, 2025 were approved, with changes. Motion carried 3 – 0.

## **Financial Reports**

Disbursements List – Upon a motion by Supervisor Otterbein, seconded by Supervisor Shillott, the disbursements list for April 3<sup>rd</sup>, in the amount of \$65,832.19 from the General Fund was approved. Motion carried 3 - 0.

## **Manager & Solicitor Reports**

Manager Mann reported:

- Land Studies provided a proposal for the next round of the Growing Greener Grant. The cost is \$3,000. Upon a motion by Supervisor Shillott, seconded by Supervisor Conaway, approval for the proposal was passed. Motion carried 3 – 0.
- Provided a copy of a notice from Lancaster Conservancy in reference to their intent to apply for a C2P2 grant.
- Provided copies of York County Planning Commission's annual reports.
- Provided copy of client appreciation event notice from C.S. Davidson which will be held on April 29<sup>th</sup>, personal email invites will follow.
- Provided a copy of Friendship Fireman's Relief Association Compliance audit conducted by the Department of the Auditor General.
- Stated that interviews for all three positions have been scheduled or conducted and updates on hiring will be given at the next meeting.
- A grant application for River Drive Culvert was submitted today under the Hazard Mitigation Grant program.

## **Communications from Supervisors**

Supervisor Shillott stated Fritz Schroeder, Lancaster Conservancy, reached out to him and would like to schedule a meeting to address some of the concerns voiced about communication. Mr. Shillott will correspond and confirm once a date and time are selected for meeting. He spoke of the Freight Advisory Committee as well as the York County Planning Commission that shared some of the things they can do with municipalities as well as what staff they have. Mr. Shillott stated that he spoke to them and asked if they would consider doing a type of mini boot camp such as PSATS does to get the word out more about what they do, who they have and how they can assist.

## **Old Business**

None

## **New Business**

- A.** York County Uniform Construction Code Board of Appeals Adjustment Approval.
- 1) First Amendment to the Intergovernmental Agreement for Board of Appeals: Upon a motion by Supervisor Shillott, seconded by Supervisor Conaway, the agreement was approved. Motion carried 3 – 0.
  - 2) Resolution 2025-11: Resolution to modify the Intergovernmental Cooperation Agreement was approved upon a motion by Supervisor Shillott and seconded by Supervisor Conaway. Motion carried 3 – 0.
- B.** Environmental Advisory Council application: Kate Nopulos requested appointment as an alternate. There was discussion and it was stated that if the EAC needed assistance, Ms. Nopulos would be able to assist, however, since the meetings are held during her normal working hours, they did not recommend appointment as an alternate at this time.
- C.** The next Board of Supervisor meeting will be held on April 17<sup>th</sup> at 6:00 p.m.

Supervisor Shillott motioned to adjourn the meeting, seconded by Supervisor Conaway. Motion carried 3 - 0.

Chairperson Otterbein adjourned the meeting at 7:25 p.m.

Respectfully submitted,

Corina L. Mann  
Secretary