

**HELLAM TOWNSHIP  
BOARD OF SUPERVISORS MEETING  
MINUTES OF August 21, 2025**

The Hellam Township Board of Supervisors meeting was called to order at 6:00 p.m. by Vice Chairman Nedette Otterbein who led the Pledge of Allegiance. Supervisors Bill Conaway and Michael Shillott were present, in person. Also present was Corina Mann, Manager; Brad Leber, Solicitor; Jason Test, Zoning Officer; Kate Nopulos, Communications Coordinator; Shane Coolbaugh, Code Compliance Field Coordinator; and Dorinda Nordsick, Accounting Clerk.

**Agency, Departmental & Committee Reports**

- A. Police** – Chief Pollock submitted a written report for July. Total calls for July were 686 and there were 22 accidents along with 46 criminal charges, 99 traffic citations and 88 traffic warnings issued. All Officers completed their monthly trainings, K9 Officer Carpenter and K9 Cerberus completed their monthly training at the K9 Academy, and SRO Bull attended Crisis Intervention and active shooter trainings. The department took delivery of their “speed trailer”, that can also be used as a message board. This was purchased with federal grant funds.
- B. Hellam Fire Company/Station 21** – Chief Strittmatter provided a written report for July. The Fire Company responded to 73 calls for the month of July, with 36 in Hellam Township, and there were six automatic fire alarm reports submitted. Members completed training on Rigging for Swiftwater Rescue, Entry Level Fire Ground Support, and Traffic Incident Management. They also met with staff from PA DCNR to walk through Susquehanna Riverlands State Park and attended Wrightsville Independence Day fireworks. The PA Office of the State Fire Commissioner provides a Records Management System free of charge to the department and has chosen to change vendors. The current system will be closed on September 30<sup>th</sup> and reports may look different. Chief Strittmatter reported his concerns about trail difficulties and the issues they are seeing with exertion, fires, and injuries at both Lancaster Conservancy and Susquehanna Riverlands State Park properties. Supervisor Otterbein discussed that this is one of the reasons she is pushing for payment in lieu of taxes. Solicitor Leber explained Act 54 and the process of sending a letter to the Commonwealth, which he has prepared.
- Wrightsville Fire Company/Station 41** – Chief Livelsberger provided an incident log for July. He also discussed two major incidents that occurred during the month. They were both accidents with entrapments, one due to speeding and the other they believe was a medical event. The new engine is currently at the firehouse, it will be shipped to Harrisburg for mounting, and the department hopes to have it in service by early October.
- C. Ambulance** – No report.
- D. Emergency Management** – Emergency Management Coordinator Eaton provided a written report for July. During the month EMC Eaton supported the July 4<sup>th</sup> fireworks in Wrightsville, supported and conducted damage assessment from flooding on July 14<sup>th</sup>, supported Hellam Township Police for a political rally in Wrightsville Borough on July 19<sup>th</sup>, and attended the Lower Windsor Fire Chiefs’ meeting on July 22<sup>nd</sup>. The report also listed plan updates for the Draft Emergency Operations Plan and Disaster Recovery Annex and the Radiological Emergency Response Plan.
- E. Public Works/Highway** – Roadmaster, Curt Ferree, provided a written report for July. The department responded to three call outs, completed the first round of roadside mowing, finished preparing River Drive for new pavement, and set up traffic control and flagged when necessary during the paving process on River Drive. They also ran routes several times to check storm boxes and roadways for debris, installed new signs, posts, and breakaways, graded and added stone to stone roads where needed after heavy rains, and continued general maintenance on buildings and all non-snow vehicles and equipment. The department picked up trash on two roads, cleaned up trees on four roads, completed four stormwater inspections, and responded to 42 PA One Calls.

- F. Zoning** – Zoning Officer, Jason Test, provided a written report for July. Mr. Test introduced Shane Coolbaugh, Code Compliance Field Coordinator, and reported that there was a pre-construction meeting at Lavender Acres today. During the month, 18 permit applications were received and 12 permits were issued. There were 15 new complaints, and nine resolved. There was a list of ongoing zoning cases and pending ordinances/resolutions, along with a list of permits for July, and a copy of the 2024 and 2025 complaint logs. Supervisor Shillott asked how big the roof-mounted solar improvements were that permits were received for. Mr. Test stated he didn't know off the top of his head but would forward that information to Supervisor Shillott. Supervisor Shillott also asked for an update on the flooding issue at Alro. Mr. Test, Mr. Coolbaugh, and Supervisor Conaway all stated that they have not seen any issue with the retention pond flooding when they have gone by.
- G. Environmental Advisory Council** – A written report was provided from their August 11<sup>th</sup> meeting. New business discussed included Open Burn Ordinance, tree event update taking place on September 20<sup>th</sup>, flooding trouble caused by woody debris, Hellam Heroes program, and Mow Ordinance. Old business included National Night Out, future tree plantings, meeting with homeowners on Lees Lane, and EAC log. There was also a list of action items.
- H. Eastern York Sewer Authority** – Minutes from the Authority's June 23, 2025, meeting was provided. Total expenses for June 2025 were \$53,115.77.
- I. Eastern York Recreation Authority** – Provided a copy of their August 2025 Director's Report. Ms. Mann reported that Supervisor Cox would like someone from the Board to attend the September Recreation meeting as there will be a discussion regarding someone else taking over the Hellam Carnival from Hellam Rec. Supervisor Shillott and Conaway said they can attend. Ms. Mann also requested a supplemental allocation of \$4,550.00 for repairs to the mower at Barshinger fields. A grant request has been submitted for a new mower, but they need to keep up with the fields in the meantime. Upon a motion by Supervisor Conaway, seconded by Supervisor Shillott, the supplemental allocation of \$4,550.00 was approved. Motion carried 3 – 0.
- J. Communication Summary:** Ms. Kate Nopulos, Communications Coordinator, reported that the Community Center had nine rentals during July and presented a video announcing the new name for the Community Center as The Tri-Town Commons.

#### **Public Hearing: No Steno**

- A. Ordinance 2025-01: Amendment** – Kreutz Creek Interchange – Transferrable Development Rights Receiving Zone - Mr. Test briefly explained the need for this amendment. The TDR program was created prior to the Kreutz Creek Interchange Zone (KCI). When the KCI was created it was intended to be a receiving zone for the TDR program, but the TDR ordinance was not amended.

There was no discussion on the amendment. Supervisor Shillott made a motion to adopt the amendment as presented. Supervisor Conaway seconded and the motion passed unanimously.

#### **Communications from Citizens**

Chris Monticchio – Mr. Monticchio had comments concerning 4865 Libhart Mill Road, Lavender Acres. Mr. Monticchio thanked Mr. Test for being transparent and providing information concerning the meeting held on August 21, 2025 at Lavender Acres with the York County Conservation District. Mr. Monticchio stated that the current "phased plan" is not the recorded plan. He stated that he believes that the current "phased plan" is illegal and that Hellam Township's ordinance concerning Land Development is clear that if there is any change to use the plan must go back through the approval process. He also stated that there are no phase 2 or 3 plans. He also advised that business activities continue at the property. He also stated that advertising continues as the Lavender Acres sign is still in place and that "opening soon" is on the sign. He said that he feels the owner, William Hewitt, is disregarding the Township's letter.

Stephanie Heisey – Ms. Heisey wanted to discuss Pa House Bill 589-2026, Landslide and Sinkhole Insurance Program. She asked that people call their representative and say they support the bill as Hellam

Township has numerous slopes that could lead to landslide and that there are sinkholes along the river. Ms. Heisey asked what is going to be done concerning the blight in the Township. Ms. Heisey stated that there are many blighted properties in the Township and that the blight affects property values of non-blighted properties. She advised that there are several collapsing barns that add to the blight problem. She told everyone that the State does provide funding to help with blight.

Barry Miller – Mr. Miller asked about the status of the River Dr culvert project. He was advised that the Township is still attempting to acquire funding.

Katina Snyder – Ms. Snyder is curious as to what defines blight. She stated that she would prefer to look at a collapsing barn rather than look at a warehouse. She stated that she considers the warehouse blight. Supervisor Otterbein responded that the Commonwealth has a very specific definition of blight.

### **Planning and Zoning**

A. Well Waiver Request: KL-35 Christopher & Catiria Brown – 6671 Sunrise Ave – Caritia and Christopher Brown presented their well isolation distance waiver to the Board of Supervisors. The Browns are requesting to drill a well with-in 19.5 feet of a property line. The set-back distance is 20 feet. The Browns were asked about drilling the existing well deeper. Christopher stated that option was considered and eventually disregarded by the well driller, Myers Brothers. The Browns were asked if they had spoken to their neighbors and they stated they had. Mr. Test was asked if there are any requirements that the neighbors be advised of this waiver request. He stated that to his knowledge there is no requirement. The Solicitor, Bradley Leber, advised that this request is a de minimis request based on the information provided. Supervisor Shillott made a motion to approve the waiver request. Supervisor Conaway seconded and the motion passed unanimously.

### **Planning Commission**

Supervisor Shillott stated that they are working on the Solar Ordinance.

### **Minutes Approval**

Upon a motion by Supervisor Conaway, seconded by Supervisor Shillott, the meeting minutes from July 17, 2025 were approved. Motion carried 3 – 0.

### **Financial Reports**

- A. Budget Report – July 2025 – Upon a motion by Supervisor Shillott, seconded by Supervisor Conaway, the July 2025 Budget Report was approved. Motion carried 3 – 0.
- B. Treasurer’s Report – July 2025 – Upon a motion by Supervisor Shillott, seconded by Supervisor Conaway, the Treasurer’s report for July 2025 was approved. Motion carried 3 – 0.
- C. Disbursements List – August 7<sup>th</sup> and 21<sup>st</sup>, 2025 - Upon a motion by Supervisor Shillott, seconded by Supervisor Conaway, the disbursements list for August 7<sup>th</sup>, in the amount of \$41,286.71 from the Members 1<sup>st</sup> General Fund, \$301.62 from the State Fund, and \$2,709.12 from the Escrow Fund, along with the disbursement list for August 21<sup>st</sup>, in the amount of \$100,813.07 from the Members 1<sup>st</sup> General Fund, was approved. Motion carried 3 - 0.

### **Manager & Solicitor Reports**

Township Manager, Corina Mann:

- Suggested that the Township start posting Zoning Hearing Board, as well as Board of Supervisors, decisions for Conditional Uses. The Board agreed and said to start doing this.
- Stated that several residents have asked if the Township is going to participate in the Banners for Military. She reported that there are volunteers to get pole numbers for approval. The Board agreed to move forward with getting pole numbers.

- Provided a copy of the letter and registration form from York County Association of Townships of the Second Class for the annual convention being held on October 29<sup>th</sup>.
- Provided updated copies of personnel policies, job descriptions, and personnel forms to be adopted today and for Board review and approval. Upon a motion by Supervisor Otterbein, seconded by Supervisor Conaway, adoption of personnel policies, job descriptions, and personnel forms, was approved. Motion carried 3 – 0.
- Provided a copy of an email from South Central Search and Rescue inviting the Township to attend their annual exercise scheduled for September 21<sup>st</sup>.
- Reported that Chief Pollock withdraws his request for Charger repairs, as the 2026 capital plan includes a new vehicle listed for purchase.
- Provided a copy of the Board of Supervisor Annual Objectives. After a brief discussion it was decided that this will be reviewed at the September 4<sup>th</sup> Board meeting.

Solicitor:

No report.

### **Communications from Supervisors**

Supervisor Shillott stated that he attended the PSATS Regional Conference.

Supervisor Otterbein reported that York County mosquito control reported mosquitos tested positive for West Nile in Hallam Borough and Hellam Township and requested that this information be put on the Township Facebook page.

### **Old Business**

None

### **New Business**

A. The next Board of Supervisors meeting will be September 4, 2025 at 6:00 p.m.

Supervisor Shillott made a motion to adjourn. Supervisor Conaway seconded the motion. Vice Chairman Otterbein adjourned the meeting at 7:34 p.m.

Respectfully submitted,



Corina L. Mann  
Secretary