

**HELLAM TOWNSHIP  
BOARD OF SUPERVISORS MEETING  
MINUTES OF September 18, 2025**

The Hellam Township Board of Supervisors meeting was called to order at 6:05 p.m. by Chairman David Cox who led the Pledge of Allegiance and announced the Executive Session. Other Supervisors present were: Supervisors Bill Conaway, Nedette Otterbein, Mark Myers and Michael Shillott. A moment of silence was held for the fallen police officers that lost their lives in the line of duty on September 17<sup>th</sup>, 2025. Also present were Corina Mann, Manager; Brad Leber, Solicitor; Kate Nopulos, Communications Coordinator; and Sarah Smith; Assistant to the Township Manager.

**Agency, Departmental & Committee Reports**

- A. Police** – Chief Pollock submitted a written report for August. Total calls for August were 591 and there were 18 accidents along with 24 criminal charges, 79 traffic citations and 51 traffic warnings issued. Lt. Heistand attended monthly training with QRT: Drone/Tech Services/Bearcat and Negotiator Vehicle Operator. K9 Officer Carpenter and K9 Cerberus completed their monthly training at the K9 Academy. All sworn Officers received training in defensive tactics from Officer Phillips and Sgt. Mills, as per state mandate. Both National Night Out and the Hallam Borough Carnival were successful and had no incidents requiring police intervention.
- B. Hellam Fire Company/Station 21** – Chief Strittmatter provided a written report for August. The Fire Company responded to 57 calls for the month of July, with 26 in Hellam Township, three barn fires, and there was one automatic fire alarm report submitted. Members attended National Night Out, with coverage provided by Union Fire Company of Dover, and provided traffic control and fireworks standby during the Hallam Borough Carnival. Brush 21 and Car 21 both completed annual service and inspection, with Car 21 receiving new tires and alignment. Chief Strittmatter attended the annual Stakeholder Preparedness Meeting hosted by the York County Office of Emergency Management. Due to increased calls and volume of publicly available spaces, the Fire Company purchased a UTV and enclosed trailer. Outfitting and mounting are being done in-house, and the UTV is expected to be in service later this fall.
- Wrightsville Fire Company/Station 41** – Chief Livelsberger provided a verbal report for August. Wrightsville Fire Company responded to 74 calls in August. The Fire Company had their golf tournament September 13<sup>th</sup> and raised almost \$20,000. The new engine is undergoing final upfitting and is expected to be in service by mid-November.
- C. Ambulance** – A report was submitted from January to July 2025. There were a total of 1305 call responses during this period of time. The report also included class type and dispatched company.
- D. Emergency Management** – No report.
- E. Public Works/Highway** – Roadmaster, Curt Ferree, provided a written report for August. The department prepared the Public Works Building for National Night Out, completed the second round of roadside mowing, and prepped one trailer and truck for PA safety inspection. They started to replace areas of old black top and stone base if needed, and repaved areas to meet the existing roadway. They also installed new signs, posts and breakaways on roads throughout the Township, cleaned up trees alongside roadways from summer rains and storms, and continued general maintenance on buildings and all non-snow vehicles and equipment. They completed six stormwater inspections, cleaned out several stormwater swales, and responded to 54 PA One Calls.
- F. Zoning** – Zoning Officer, Jason Test, provided a written report for August. During the month, 9 permit applications were received and 9 permits were issued. There were 10 new complaints, and six resolved. There was a list of ongoing zoning cases and pending ordinances/resolutions, along with a list of permits for August, and a copy of the 2025 complaint logs.

- G. Environmental Advisory Council** – A written report was provided from their Sept. 8<sup>th</sup> meeting. New business discussed included Open Burn Ordinance revision, tree event update taking place on September 20<sup>th</sup> at the library, Graham Preserve meadow, Hellam Heroes recognition, and ideas for community involvement. Old business included the Lees Lane debris removal situation; YCCD has been contacted and all parties including the property owner, Township, and YCCD are working together on a grant. There was also a list of action items and questions for Kate Nopulos.

A motion was made by Supervisor Shillott to approve the minutes and the new EAC logo. Supervisor Myers seconded the motion. Ms. Mann suggested a logo should also be made for the Board of Supervisors.

- H. Eastern York Sewer Authority** – Minutes from the Authority's July 28, 2025, meeting was provided. Total expenses for July 2025 were \$49,852.79.
- I. Eastern York Recreation Authority** – Recreation Director, Jess Cirilo provided a written report for September. Key points were the coordination of Hellam Carnival 2026, facility management, rec. programs and services; fall soccer sponsorships; and upcoming events on the calendar.
- J. Communication Summary:** Communications Coordinator, Kate Nopulos, provided a copy of the report from June 2025. The Community Center had six rentals during August. The Events Committee is also working on a Carving for Coins event in October with sponsorships from Flinchbaugh's and Daugherty's. The goal is to raise enough funds to support the Recreation Authority and eventually the Township newsletter. The newsletter will run one more issue with Hometown Press. Ms. Mann and Ms. Nopulos are discussing whether the newsletter should be hosted in-house or through another press.

#### **Communications from Citizens**

Katina Snyder – Ms. Snyder inquired about why the agenda items for the Lees Lane project had been postponed. Ms. Mann responded that there was a discrepancy with advertising in the newspaper, and that the hearing for the project will be held on October 2<sup>nd</sup>, 2025 at 6 p.m.

#### **Planning and Zoning**

None

#### **Planning Commission**

Draft minutes from the September 11, 2025 Planning Commission meeting were provided.

#### **Minutes Approval**

Upon a motion by Supervisor Conaway, seconded by Supervisor Shillott, the meeting minutes from September 4<sup>th</sup>, 2025 were approved. Motion carried 3 – 0.

#### **Financial Reports**

- A. Budget Report – August 2025** – Upon a motion by Supervisor Shillott, seconded by Supervisor Conaway, the August 2025 Budget Report was approved. Motion carried 3 – 0.
- B. Treasurer's Report – August 2025** – Upon a motion by Supervisor Shillott, seconded by Supervisor Conaway, the Treasurer's report for August 2025 was approved. Motion carried 3 – 0.
- C. Disbursements List – September 18<sup>th</sup>, 2025** - Upon a motion by Supervisor Shillott, seconded by Supervisor Myers, the disbursements list for September 18<sup>th</sup>, in the amount of \$28,733.39 from the Members 1<sup>st</sup> General Fund, \$287,009.85 from the State Fund, and \$44,761.02 from the Fulton Bank General Fund, was approved. Motion carried 3 - 0.

## **Manager & Solicitor Reports**

Township Manager, Corina Mann:

- Reported the police contract has been agreed upon and will be finalized soon.
- Reported the first meeting with the boroughs for police contract renewal discussions

Solicitor:

No report.

## **Communications from Supervisors**

Chairman Cox is continuing to work with the fire companies on funding and budgeting.

Supervisor Otterbein made a summary sheet of key points for citizens to know regarding conditional use hearings. Copies of her sheet and a pamphlet on conditional use approval made by Shane Coolbaugh, Code Compliance Field Coordinator were passed out to citizens. A discussion on conditional use was prompted by Ms. Snyder, who felt the Board was not listening to residents and asking too much of them, and expressed general frustration over the ordinances in the Township. Solicitor Leber said that objectors to a conditional use permit must provide a strong level of evidence to object to the permit; otherwise, the Board must approve it. Supervisors Otterbein and Shillott both agreed the zoning in the Township needs to be looked at for updates to accommodate for changing industries such as data centers.

Supervisor Otterbein asked for public comment on her key points sheet and the conditional use pamphlet. The consensus was that the sheets were a good place to start with informing citizens of their rights regarding hearings and public input. Solicitor Leber and Supervisor Shillott suggested a short, informative speech to be read at the beginning of each meeting informing citizens of their rights. Deb Livingston asked how citizens could become aware of what issues are being considered by the Planning Commission; Supervisor Shillott responded with joining the Commission or volunteering. Ms. Livingston suggested some kind of succession plan is needed for the Board and the Township. Ms. Snyder was appreciative of the handouts and of the Board opening the floor for public comment. At public encouragement, a Board of Supervisors goal was added to facilitate some sort of town hall meeting in 2026 to engage residents.

None

## **Old Business**

None

## **New Business**

A. The next Board of Supervisors meeting will be October 2, 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 7:50 p.m.

Respectfully submitted,



Corina L. Mann  
Secretary