

HELLAM TOWNSHIP BOARD OF SUPERVISORS MEETING MINUTES OF November 20, 2025

The Hellam Township Board of Supervisors meeting was called to order at 5:59 p.m. by Vice Chairman Nedette Otterbein who led the Pledge of Allegiance. Other Supervisors present were Bill Conaway and Michael Shillott. Supervisor Mark Myers attended via zoom. Also present were: Corina Mann, Manager; Brad Leber, Solicitor; Dorinda Nordsick, Accounting Coordinator; Jason Test, Zoning Officer, and Sarah Smith, Assistant to the Township Manager.

Vice Chairman Otterbein announced the executive session that was held prior to the start of the meeting to discuss a personnel matter.

Agency, Departmental & Committee Reports

- A. Police** – Chief Pollock submitted a written and verbal report for October. Total calls for October were 610 and there were 33 accidents along with 32 criminal charges, 52 traffic citations and 92 traffic warnings issued. Lt. Heistand and Sgt. Mills assisted the QRT on two calls with drone support in the county and one in Springettsbury. Lt. Heistand and Sgt. Mills also attended a full-scenario training with the QRT in Harrisburg at the former mental hospital. K9 Cerberus and K9 Officer Carpenter attended training at the K9 Academy. SRO Bull and K9 Sage attended a reading event at the community library, where Officer Bull read to students from all three district elementary schools. All officers completed their online Attorney Boyle training. HTPD also attended a bridge dedication ceremony on Rt. 462 near Jim Mack's ice cream for Roger Lee Fraker, an Eastern High School graduate killed during the Vietnam War.
- B. Hellam Fire Company/Station 21** – Chief Strittmatter provided a written report for October. The Fire Company responded to 45 calls for the month of October with 27 in Hellam Township. The Company is still catching up with data from automatic fire alarm reports from transitioning to a new system. Members attended training on Exterior Firefighter, Hazmat Operations, Interior Firefighter, Pump Operations 2, and driver training for the UTV and trailer. Crews provided fire safety education to seven preschool groups and students at Kreutz Creek Elementary. The Company also hosted their open house on October 10th as well as the annual Haunted House on Halloween, and attended trunk or treat events at Faith UMC and Kreutz Creek Elementary. Fire Police and the Fire Chief attended the bridge dedication ceremony for Roger Lee Fraker. The UTV and trailer are still being outfitted and expected to be in service by the end of the year. The Company has received a grant for \$4,060 for the purchase of the UTV and equipment, as well as a FEMA AFG grant for \$175,928.57 to replace aging and outdated Self-Contained Breathing Apparatus (SCBA). New SCBA purchased through the grant are expected to last 15 years.
- Wrightsville Fire Company/Station 41** – Chief Livelsberger provided a written report for September. Wrightsville Fire Company responded to 69 calls in October. Asst. Chief Siebert attended the Columbia Health Care Foundation meeting on October 2nd. The Company was awarded an \$18,000 grant from the Foundation, which will be used towards new airbags and confined air space cylinders. Members visited Wrightsville Elementary School for Fire Prevention Week, and hosted "Return of the Wrightsville Fire Company Dance" at the fire station. The event was sold out and raised over \$3,000 for the Department. Members also participated in trick-or-treat activities and provided fire truck and station tours on October 31st, with over 100 community members present.
- C. Ambulance** – A written report was submitted for January to October 2025. There were a total of 823 call responses during this period of time in Hellam, Hallam and Wrightsville, with 88 in October. The report also total municipal responses by unit and median call types.

D. Emergency Management – No report.

E. Public Works/Highway – Roadmaster, Curtis Ferree, provided a written report for October. The department completed crack sealing on various roads throughout the township and applied approximately 4,200 pounds of sealant material. 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 rains and storms, and continued general maintenance on buildings and all non-snow vehicles and equipment. They completed seven stormwater inspections, responded to one callout, prepped one vehicle for PA safety inspection, and responded to 32 PA One Calls.

F. Zoning – Zoning Officer, Jason Test, provided a written report for October. During the month, 17 permit applications were received, and 17 permits were issued. There were 8 new complaints, and 5 resolved. There was a list of ongoing zoning cases and pending ordinances/resolutions, along with a list of permits for October, and a copy of the 2025 complaint logs.

G. Environmental Advisory Council – A written report was provided, and additional notes were given by Phyllis Koster for October. The Council is liaising with Stauffers of Kissel Hill Garden Center on garden plans incorporating native plants and pollinators, where the Council would work with Stauffers for landscaping plans available to customers, and Stauffers would have the plants available for purchase. Member Carolyn Fetrow gave away 35 trees with Wrightsville Presbyterian Church at an event, and the Council also had a successful meeting with Kreutz Creek Library to discuss an event for the 'Wild and Uncommon' theme next year. Many of the trees went to residents of the Township. Ms. Koster is retiring from the Council, and Ms. Fetrow will chair next with support from Judith Mueller and Adrienne Johnson.

H. Eastern York Sewer Authority – Minutes from the Authority's September 22, 2025 meeting were provided, as well as a copy of the proposed budget for the fiscal year of 2026. Total expenses for September 2025 were \$51,231.19.

I. Eastern York Recreation Authority – Recreation Director Jessica Cirilo provided a written report for November, as well as minutes from the Authority's board meeting on October 1st. Key points were the Carnival inquiry with Upper Gwynedd Township, the creation of a tax-exempt account at DICK's Sporting Goods, rec. programs and services; fall soccer and basketball coordination; and upcoming events on the calendar.

J. Communication Summary: No report.

Communications from Citizens

Carla Monticchio, resident – Ms. Monticchio requested information for Lavender Acres, and if the applicant has received building or sewer permits. Mr. Test replied that no building, sewer or occupancy permits have been issued as of right now. Ms. Monticchio asked what is required from the applicant to receive an occupancy permit. Solicitor Leber responded that to his understanding, to receive an occupancy permit, the applicant must strictly comply with ordinances as determined by the Zoning Officer, in adherence with conditional use. Ms. Monticchio also stated that much of the outdoor seating at the venue is not in compliance as of this moment, and asked the Board to consider withholding the maximum occupancy permit from Lavender Acres until the applicant comes into compliance with the ordinance. She also requested that the permit should be withheld until the applicant receives their secondary sewer and well permits.

Furthermore, Ms. Monticchio inquired as to how the Township is addressing potential violations of unlawful occupancy at the venue, and whether that information will become public record or not. She gave two examples of potential violation, including a recent wedding where guests and vehicles trespassed on neighboring properties, and a bus blocking the driveway on the previous Saturday, November 15th. Mr. Test responded that investigation is pending regarding the violations. Solicitor Leber responded that the

case will only become public record if action is taken against the venue. Vice Chairman Otterbein asked if 911 was called, and Mr. Test said he found no record of a 911 call for the wedding complaint.

Cynthia Niebert, resident – Ms. Niebert inquired into the status of 4974 Lees Lane. Solicitor Leber said that the applicant has suspended their application and is exploring their options and alternatives. They are to inform the Board after the first of the new year of their decision and whether or not they want to proceed.

Public Hearing/No Steno

A. Ordinance 2025-02: Short Term Rentals

Katina Snyder, resident, asked how many licenses had been issued for short term rentals, and Mr. Test responded that 8 have been issued so far. Vice Chairman Otterbein asked how many violations have been recorded, and Mr. Test said none so far.

Upon a motion by Supervisor Shillott, seconded by Supervisor Conaway, Ordinance 2025-02 was approved. Motion carried 4-0.

Planning and Zoning

None.

Planning Commission

Supervisor Shillott stated he and Mr. Rick Cooper, Planning Commission are meeting with Jesse King prior to official submittal of the solar ordinance to address his comments from his pre-submittal review. Once discussed and final changes are made, it will be officially submitted to York County Planning Commission for review.

Minutes Approval

Upon a motion by Supervisor Conaway, seconded by Supervisor Shillott, the meeting minutes from November 6th, 2025 were approved. Motion carried 4-0.

Financial Reports

- A. Budget Report – October 2025** – Upon a motion by Supervisor Shillott, seconded by Supervisor Conaway, the October 2025 Budget Report was approved. Motion carried 4 – 0.
- B. Treasurer's Report – October 2025** – Upon a motion by Supervisor Shillott, seconded by Supervisor Conaway, the Treasurer's report for October 2025 was approved. Motion carried 4 – 0.
- C. Disbursements List – November 20th, 2025** - Upon a motion by Supervisor Shillott, seconded by Supervisor Conaway, the disbursements list for November 20th, in the amount of \$275,000.00 from the Members 1st General Fund, and the transfer of \$275,000 from the Fulton Bank General Fund to the Member's 1st General Fund was approved. Motion carried 4 - 0.

Manager & Solicitor Reports

Township Manager, Corina Mann: Announced a reminder of the Tri-Town Christmas event that is this Saturday, 11/22/25 from 12 p.m. to 3 p.m. There will be activities, Santa and Mrs. Clause, treats, and more.

Solicitor:

No report.

Communications from Supervisors

Supervisor Shillott also stated that seven people are attending the Planning and Zoning Administration course. He feels it is a great success to have that many participants from Hellam Township attending.

Old Business

None

New Business

A. 2024 Audit report: Review and acceptance of report

Vice Chairman Otterbein spoke about the 2024 audit and the Township transitioning from an accrual to a modified cash basis. This transition is some of the reasons for the bottom-line figures. She also talked about the auditor's suggestions, and one of those was adding the practice of bank reconciliations being signed by a Board member.

B. Draft #3: 2026 Proposed Budget

There was discussion among the Board members and audience members about the difference in the two mill scenarios. Of the millage increases proposed, .3 mills are for the Fire Capital Fund. This amount was discussed during the Fire Commission meetings, and it was determined, for 2026, all municipalities would have an allocation or fire tax equal to 1 mill. Currently Hellam Township has .7 mill allocation. The remainder of the millage increase discussed was .6 mills which would balance the budget; however, there would be no room for planning for future projects. If .7 were implemented, there would be a surplus of approx. \$45,000. Vice Chairman Otterbein also answered resident Bob Hale's question regarding the increased millages for the 2026 fiscal year, and whether or not the Board considered not raising them. She stated that if the Township does not increase millages for the 2026 fiscal year, there will be a significant budget deficit. There have been deficits over the last couple of years and in order to stop this trend, they must increase the millage.

Upon a motion made by Supervisor Shillott, seconded by Supervisor Conaway, the decision to raise taxes by 1 mill for the 2026 fiscal year, and to set a 2026 budget adoption date of December 18th, 2025 was approved. Motion carried 4-0. The budget will be advertised and put on display for public review until the adoption date.

The next Board of Supervisors meeting will be December 18th, 2025 at 6:00 p.m.

Supervisor Conaway made a motion to adjourn. Supervisor Shillott seconded the motion. Vice Chairman Otterbein adjourned the meeting at 7:10 p.m.

Respectfully submitted,

Corina L. Mann
Secretary