

**HELLAM TOWNSHIP
BOARD OF SUPERVISORS MEETING
MINUTES OF March 16, 2023**

The Hellam Township Board of Supervisors meeting was called to order at 6:00 p.m. by Chairman Todd Trimmer who led the Pledge of Allegiance. Supervisors William Conaway, Dave Cox, and Nedette Otterbein were present, in person. Supervisor Mark Myers was present via Zoom. Also present was Corina Mann, Manager; Brad Leber, Solicitor; Rachel Vega, Zoning Officer; Kate Nopulos, Administrative Secretary; and Dorinda Nordsick, Admin/Finance Coordinator.

Agency, Departmental & Committee Reports

- A. **Police** – No report.
- B. **Hellam Fire Company/Station 21** – Chief Strittmatter provided a written report for February. During February, the department responded to 36 calls of which, 14 were in Hellam Township. In comparison, last year there were 40 calls of which 23 were in Hellam Township. The department responded to 14 dispatched structure fires with nine being working fires and there were two automatic fire alarms reported during the month. They also hosted a CPR/AED/First Aid refresher course for personnel and reported that lead times for critical items, such as turnout gear and hoses, are still an issue. The Brush Replacement Committee reviewed the proposals and will be providing the recommended path forward at the March meeting, with the expected cost to be about \$375,000 with a two-year lead time.

Wrightsville Fire Company/Station 41 – Chief Livelsberger provided a written report for February. The department responded to 61 calls during the month of February, 14 of which were in Hellam Township. They are also finishing up water rescue classes and setting up national pro board Firefighter 1 testing for new firemen, which Dover Township will be hosting and will be open to other stations in the county. Wrightsville currently only needs three members to be trained to reach their goal of 100% Firefighter 1. The Golf Committee met to start working on the annual Golf Tournament and the department is also preparing to kick off their fund drive. The department also assisted Lower Windsor Township with two working fires during the month, one reported with entrapment, but searches proved negative. Chief Livelsberger and Deputy Fire Chief, Zach Ishman, brought Deputy Chief Ishman's fireman's jacket along to show how it was burned during a fire where Deputy Chief Ishman was trying to make entrance into the home and a "flash" occurred. There were no injuries, but this shows how dangerous fire can be and also the importance of their gear and equipment. Supervisor Trimmer asked what the cost of turnout gear was, and Chief Livelsberger reported that just the jacket and pants for one firefighter costs approximately \$4,000 and boots are another \$500.

- C. **Ambulance** – During the month of February, there was a total of 41 calls in Hellam Township. There were 36 Advanced Life Support calls, 65 Basic Life Support calls, and four Intermediate Advanced Life Support calls. Dispatch to en-route time was an average of 1.51 minutes. The next EMT Academy will be starting April 24th.
- D. **Emergency Management** – No report.
- E. **Public Works/Highway** – Roadmaster, Curt Ferree, provided a written report for February. During the month of February, the department continued general maintenance on township buildings as well as non-snow vehicles and equipment, trimmed low tree branches as weather allowed, and started brush cutting the over growth on the sides of the roadways. They also ran routes several times to clean storm boxes and debris off roadways, replaced guiderail on Tracey School Road due to a car accident, replaced street signs, stop signs, and sign posts on various roadways, and prepped one truck for PA inspection. The department also installed sound proofing foam on two rooms in the police department, fabricated, welded and repaired several items on equipment, completed four stormwater inspections, and responded to 41 PA one calls.

- F. **Zoning** – Zoning Officer, Rachel Vega, provided a written report for February. During February, there was a total of nine permit applications received and six permits issued. There were no new complaints with one resolved and three carried over. District 1 is 91% complete for pumping and District 2 is 20% complete. There was also a list of ongoing Zoning and SALDO cases.
- G. **Environmental Advisory Council** – Ms. Carolyn Fetrow, from the EAC, reported that Hellam Township is lucky to have an active EAC as most areas don't have one. She reported that this will be the EAC's third year of doing tree planting, and this year they will be planting on Gavin Kline's property, by the Kreutz Creek, where it has been badly eroded. They are in need of volunteers to help with the tree planting, which will occur on April 1st at 1:00 p.m., and anyone who would like to help can contact an EAC member. She also reported that the EAC will be at Flinchbaugh's Touch a Tractor event on June 17th with a pollinator event set up, and they are also working with the Planning Commission on mitigating stormwater damage in the Township.
- H. **Eastern York Sewer Authority** – No report.
- I. **Eastern York Recreation Authority** – Provided a copy of their March 2023 Director's Report.

Communications from Citizens

Mr. Devin Winand, from the Planning Commission, reported that the Township will be working on the Regional Comprehensive Plan, along with Hallam and Wrightsville Boroughs, and asked everyone to please answer any surveys or questions when they see them come out as this will help them decide on what residents are looking for in this area in the future.

Public Hearing: With Stenographer

A. Z-2023-2: KK-2A – Nathan & Kristen Kauffman: Campbell Road Rezoning Application. Upon a motion by Supervisor Otterbein, seconded by Supervisor Myers, the Board of Supervisors denied the application to rezone parcel KK-2A. Motion carried 3-2 (Cox and Conaway dissenting).

Planning and Zoning

- A. Z-2023-5 Riparian Buffer Modification: 4732 Libhart Mill Road: JK-79 – Mr. Colla presented his request for a riparian buffer modification. He proposes to build an addition onto his mother-in-law's house so his family can move in and take care of her. The addition will be 852 sf. and it is suggested that he plant 852 sf of riparian buffer with approved plants from the native plant list. Upon a motion by Supervisor Conaway, seconded by Supervisor Cox, the Board of Supervisors approves the riparian buffer modification with the planting of 852 sf of approved native plants. Motion carried unanimously.
- B. Septic Exemption Request: Edgar Reed – 5831 Lincoln Highway: LL-34A – Mr. Reed reported that this dwelling is not occupied and only used for storage. Mrs. Mann commented that since so many waivers have been granted that the system should at least be inspected. Upon a motion by Supervisor Cox, seconded by Supervisor Otterbein, the Board of Supervisors grants the septic exemption for pumping only at 5831 Lincoln Highway. The system must still be inspected. Motion carried unanimously.
- C. Septic Exemption Request: Michael R Young – 115 Village Lane (Murphy's Hollow): KM:13R0030 – Mr. Young is asking for this exemption because this is a vacation home and not occupied often. The Board feels that since the plumbing is hooked up and the system is being used that the exemption should be denied. Upon a motion by Supervisor Otterbein, seconded by Supervisor Cox, the Board of Supervisors denies the septic exemption request for 115 Village Lane. Motion carried unanimously.

Planning Commission

- A. Draft minutes from the February 23, 2023 meeting were provided.
- B. 2022 Annual Planning Commission Report – Upon a motion by Supervisor Cox, seconded by Supervisor Conaway, the 2022 Annual Planning Commission Report was accepted. Motion carried unanimously.
- C. Draft minutes from the March 9, 2023 meeting were provided.

Minutes Approval

Upon a motion by Supervisor Otterbein, seconded by Supervisor Conaway, the minutes from the February 16, 2023 meeting were approved. Motion carried unanimously.

Financial Reports

- A. Budget Report – February 2023 – Upon a motion by Supervisor Cox, seconded by Supervisor Conaway, the February 2023 Budget Report was approved. Motion carried unanimously.
- B. Treasurer's Report – February 2023 – Upon a motion by Supervisor Cox, seconded by Supervisor Conaway, the February 2023 Treasurer's Report was approved. Motion carried unanimously.
- C. Disbursements Lists – March 2nd and 16th, 2023 – Upon a motion by Supervisor Otterbein, seconded by Supervisor Trimmer, the March 2nd and 16th, 2023 disbursement lists, were approved. Motion carried unanimously.

Manager & Solicitor Reports

Township Manager, Corina Mann:

- Provided an estimate for 13 portable police radios for a cost of \$32,960.07. The current radios will be usable, but after December if they break, the parts will not be obtainable. If the York County Department of Emergency Services does a bulk order there is a discount available. Ms. Mann is requesting the \$32,960.07 from ARPA funds be used to make this purchase. Upon a motion by Supervisor Cox, seconded by Supervisor Conaway, the request was approved. Motion carried unanimously.
- Provided a quote for \$28,200 from Whitmoyer for the purchase of an Admin vehicle and is requesting approval to move forward with the purchase, based on the sale of township vehicles being taken out of service, with estimated sales receipts of \$10,000. This money would be put towards the purchase, out of the General Fund, along with an amount not to exceed \$20,000, from the ARPA funds. Upon a motion by Supervisor Conaway, seconded by Supervisor Cox, the request was approved. Motion carried unanimously.
- Provided information on Savvy Citizen and is requesting the switch from TextMyGov to Savvy Citizen. Several York County Municipalities already use it and had nothing but good things to say about the platform. Ms. Mann requests \$3,000 from the ARPA funds to switch and implement the new app. Upon a motion by Supervisor Cox, seconded by Supervisor Otterbein, the request was approved. Motion carried unanimously.

- Requested \$6,900 from ARPA funds for implementation and one year subscription of Proud City, a new website provider. Upon a motion by Supervisor Cox, seconded by Supervisor Conaway, the request was approved. Motion carried unanimously.
- Reported that she just found out before the meeting the Township was awarded the grant of \$80,487 to upgrade the meeting room.
- Reported that the team worked hard to get the ENGAGE platform ready for launch and would like to discuss thoughts on purchasing tablets for the Supervisors to use for township business. Upon a motion by Supervisor Otterbein, seconded by Supervisor Cox, permission to move forward with ordering Chromebooks for the Supervisors, was approved. Motion carried unanimously.
- Provided a copy of the Kretz Creek Road Work Notice.
- Provided a copy of the Lancaster Conservancy press release announcing Mr. Wenger's retirement as well as the new President and CEO as Fritz Schroeder.
- Provided a Legislative Alert on "Local Use of Radar Moves in the Senate".
- Provided a copy of SR30 – Bridge Restoration Project Notice from the PA Department of Transportation.
- Reported that Republic Services does not want to extend the trash contract another year, so Ms. Mann is working with York County Solid Waste to get a bid packet out.
- Reported that bid packets for Liquid Fuels has been advertised for 2023 projects and bids will be opened on April 20th and presented to the Board for approval.
- Reported that the Accomac Road detour will start March 20th and is expected to last three to four weeks.
- Reported that the Transportation Authority public comment period is open now until April 30th and the link is on the home page of the Township website.
- The Grant Writer asked if any Supervisors would be interested in meeting to discuss a Greenhouse project. Supervisors Otterbein and Cox are interested in hearing more. Ms. Mann will coordinate a meeting.
- Supervisor Conaway asked about the project status of River Drive. Ms. Mann stated that they are still waiting on the Nevin's response. Upon a motion by Supervisor Cox, seconded by Supervisor Conaway, they asked Ms. Mann to contact the Nevin's one more time and if she does not hear back from them by April 1st they give Solicitor Leber permission to proceed with legal notice. Motion carried unanimously.

Solicitor, Brad Leber:

- None

Communications from Supervisors

Supervisor Otterbein asked about the Public Hearing process and if, in fact, it has a specific procedure and how it should work. After some discussion it was recommended that Ms. Mann and Ms. Vega work on writing up the procedure and giving it to Solicitor Leber to review. Supervisor Otterbein also requested that the Planning Commission add to their goals for the year to look at the numbers of land use in each zone, and underdeveloped vs. undeveloped land.

Supervisor Conaway reported that he, as well as Ms. Mann and Ms. Vega, met with Lancaster Conservancy at the Wizard Ranch regarding their plans for the future and a burn they were going to do. They also looked at the parking area. The "soft opening" is to be in May with two trails open.

Supervisor Cox reported that, according to his conversation and calculations, it would take 102 TDR's to maximize lot coverage of property on Campbell Road and this may also be something to think about if another issue with rezoning comes up like this again.

Old Business

None

New Business

- A. Fire Capital Fund Request: Hellam Fire Dept – Brush Truck - \$74,315.80 – Upon a motion by Supervisor Otterbein, seconded by Supervisor Cox, the request for \$74, 315.80 for Hellam Fire Department from the Fire Capital Fund, was approved. Motion carried unanimously.
- B. The next Board of Supervisors meeting will be held April 20, 2023, at 6:00 p.m.

Chief Strittmatter stated that the fire departments would like to take advantage of the discount being offered right now for the new radios and is asking if the township would support seven radios for each department, for a total of 14. Ms. Mann asked if either of the Borough's will be paying anything towards the purchase. Since the discount is only available until tomorrow the Board asked Ms. Mann to reach out to each Borough for reimbursement of \$10,000 each. Upon a motion by Supervisor Cox, seconded by Supervisor Conaway, the request for \$40,000 to purchase 14 radios, was approved, with the condition or requesting funds from the Boroughs. Motion carried unanimously.

Chairman Trimmer adjourned the meeting at 9:38 p.m.

Respectfully submitted,

Corina L. Mann
Secretary