

**HELLAM TOWNSHIP
BOARD OF SUPERVISORS MEETING
MINUTES OF July 20, 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, Mark Myers, Dave Cox and Nedette Otterbein were present, in person. Also present was Corina Mann, Township Manager; Jason Test, Zoning Officer; Doug Pollock, Chief of Police; Brad Leber, Solicitor; and Dorinda Nordsick, Admin/Finance Coordinator.

Agency, Departmental & Committee Reports

- A. Police** – Chief Pollock submitted a written report for June. During the month of June there were a total of 642 calls with 22 reported accidents, 24 criminal charges, 62 traffic citations and 62 traffic warnings. Sergeant Test retired from the police department and now serves as the township zoning officer and Officer Moyer has started with the department and is doing well. Officer Crater, School Resource Officer Bull, Officer Phillips, and office administrator Courtney Mann all attended trainings during the month. Officer Bull taught an active shooter response training which included Stop the Bleed at the station and then active shooter scenarios at Kreutz Creek Elementary School. The department hosted the monthly York County Crimes Conference and deployed thirteen new portable radios purchased with township ARPA funds.

Chief Pollock reported that while Officer Bull was at a CIT Class she sat with Officer Rinehart, from York City Police Department, and they had a conversation about therapy dogs working with the police department. Therapy dogs are used mainly in schools and the city currently has three. Chief Pollock explained that the dogs come from a place called Hero Academy in Virginia, Officer Bull and her family have been interviewed, there have been talks with the school and with the vet. Dr. Mancuso, Superintendent of Eastern York School District, was attending the meeting via Zoom and stated that the district is working on a therapy dog policy, the school solicitor will be doing a Memorandum of Understanding, and the Board and public will discuss at the August 15th school meeting. Supervisor Myers asked what other schools in the County have therapy dogs. Dr. Mancuso said he knows Red Lion and Northern County do but he would have to do more research. Supervisor Trimmer asked if taxpayer money would be funding this at all and would the school be willing to pay costs. Chief Pollock said costs would be minimal and Dr. Mancuso stated that if costs are minimal, he is sure they could work something out.

- B. Hellam Fire Company/Station 21** – Chief Strittmatter provided a written report for June. During June, the department responded to 37 calls of which, 19 were in Hellam Township. In comparison, last year there were 37 calls of which 18 were in Hellam Township. There were two automatic fire alarms reported during the month. The department attended training on Fire Attack in Attic Fires, crews hosted a top for the PA Hero Walk and assisted with escorting the motorcyclists for Rod's Ride, and also participated in a tabletop exercise as part of the extensive planning for active shooter incidents. The Brush Committee held the preconstruction meeting with Marco Equipment Sales, the Ford chassis has started production, and the expected delivery date for the completed Brush truck is between December 2023 and April 2024.

Wrightsville Fire Company/Station 41 - Chief Livelsberger provided a written report for June. The department responded to 68 calls during the month of June, 27 of which were in Hellam Township. Chief officers took part in the Active Shooter tabletop for Eastern York High School, the department voted 14 – 0 to follow the recommendations of the fire consultant in hopes of joining or forming a fire commission, and the Apparatus Committee met with Seagrave to discuss the refurb of Engine.

- C. Ambulance** – During the month of June, there was a total of 41 calls in Hellam Township. There were 32 Advanced Life Support calls, 68 Basic Life Support calls, and eight Intermediate Advanced Life Support calls. Dispatch to en-route time was an average of 1.59 minutes.

- D. **Emergency Management** – Chris Eaton, EMA Coordinator, provided a report for June. EMC Eaton and Deputy EMC Timmer attended a meeting to review the Rt 462 bridge closure plan, EYCEMA hosted an active shooter tabletop exercise at the Lower Windsor Township Police training room, and a planning session was held to develop a safety plan for the Wrightsville Fireworks.
- E. **Public Works/Highway** – Roadmaster, Curt Ferree, provided a written report for June. During the month of June, the department continued stormwater pipe replacements on Trout Run Road, completed the first round of road side mowing, prepped one truck for PA safety inspection, started to prep for new pavement on Range Road and Trout Run Road, and ran routes several times to clean storm boxes and debris off roadways. The department also attended PA Safety Day, replaced street signs and sign posts on various roadways, patched pot holes on various roadways, completed five stormwater inspections, and responded to 47 PA one calls.
- F. **Zoning** – Zoning Officer, Jason Test, provided a written report for June. During June, there was a total of 14 permit applications received and 12 permits issued. There was one new complaint with three resolved and four carried over. There was also a list of ongoing Zoning and SALDO cases.
- G. **Environmental Advisory Council** – The July 10th meeting minutes were provided. Some items discussed included public comments, the success of the Pollinator Celebration, set up for National Night Out, the rain garden, a rain barrel for the rain garden, rain barrel painting at Virtue Local Art Market, the Strategic Plan and open discussion.
- H. **Eastern York Sewer Authority** – Minutes from the Authority's May 22, 2023 meeting were provided. Total expenses for May 2023 were \$148,074.88.
- I. **Eastern York Recreation Authority** – Provided a copy of their July 2023 Director's Report.

Communications from Citizens

- A. **Solid Waste (Trash) Collection Bid Opening** - Upon a motion by Supervisor Myers, seconded by Supervisor Cox, the trash contract was rewarded to Republic Services. Motion carried unanimously.

Mr. Mike Shillott asked the Board to consider asking the Planning Commission to look at the current fireworks law since fireworks are more powerful now than they were when the law was initially written. Solicitor Leber said that may be a Board issue and not a Planning Commission issue. Supervisor Cox and Conaway agreed to look into the matter with the Fire Chiefs. Mr. Bob Hale asked since there is a state park in the township now would those firework laws be in effect there. Solicitor Leber stated probably not since that is state land.

Public Hearing: With Stenographer

- A. **Z-2023-10: LK-2B – Crystal Nizza: 1282 Tower Road, Conditional Use** – Crystal Nizza presented her application for conditional use approval for an accessory dwelling unit (ADU). The property is about 4.3 acres in the Rural Agricultural Zone. The property is located in the Steep Slope Overlay Zone. The proposed ADU is an existing structure and will not disturb any steep slopes. The subject property is improved with a 700 square foot single-family dwelling, driveway and detached garage. The existing single-family dwelling will be used as the ADU. The ADU will be for residential use which would not detract from the use and enjoyment of adjoining or nearby properties as they are also residential. The ADU would not substantially change the character of the subject property's neighborhood. The existing/proposed ADU consists of one bedroom and the new single-family dwelling will consist of two bedrooms. The new dwelling will tie into the existing septic system as it is a 1,000-gallon system which is sufficient for this addition. The ADU would be occupied by the property owner's mother. The principal dwelling would be occupied by the property owner. The Zoning Ordinance allows for a 700 sf ADU. All setback and lot coverage requirements will be

met. The detached accessory dwelling will be located on the same lot as the principle dwelling and will not be rented. The ADU will be the dwelling that currently exists on the property and no changes to the existing dwelling are proposed. A new single-family dwelling will be constructed. The subject property has a large driveway and can accommodate at least four vehicles.

Supervisor Conaway asked for the dimensions of the new dwelling, not what is already there. Ms. Nizza provided the dimensions of 100 ft x 48 ft x 28 ft.

Upon a motion by Supervisor Myers, seconded by Supervisor Cox, the Board of Supervisors approved conditional use application Z-2023-10 for an accessory dwelling unit. Motion carried unanimously.

Public Hearing: No Stenographer

- B.** SL-2023-01: LK-94 – Kelli Nelson & Chad Smeltzer: 5877 & 5889 Furnace Road Subdivision – Mr. Lee Faircloth, consultant for Keilli Nelson and Chad Smeltzer, presented their subdivision plan. This plan proposes to create individual lots/parcels for two existing dwellings on the parcel being subdivided. The subject property is in the Rural Agricultural Zone (Restricted Development Overlay District). The subject property is improved with two single-family dwellings. No development or any earth moving activity is proposed at this time. All adjacent properties are zoned Rural Agricultural. Ms. Katina Snyder asked if this will affect Ag Security or Clean and Green programs. Mr. Faircloth stated that Ag Security will not be affected and he does not know if this property is in the Clean and Green program. Supervisor Myers asked if this is the only subdivision that can occur to this property. Mr. Jason Test stated yes due to the acreage.

Upon a motion by Supervisor Otterbein, seconded by Supervisor Conaway, the Board of Supervisors approved the following waiver requests:

§430-17.A.(1) – Plan Scale

§430-17.C(1)(a)[8] – Woodlands Delineation of living tree masses

§430-33.C(3)(a)[3] – Roadway Widening

§430-45 – Monument on the street right-of-way lines

§430-48.B – Street Trees

Motion carried unanimously.

Upon a motion by Supervisor Otterbein, seconded by Supervisor Conaway, the Board of Supervisors approved subdivision plan SL-23-01 for Kelli Nelson and Chad Smeltzer, parcel LK-94, 5877 and 5889 Furnace Road, with the condition that all outstanding items listed in the engineer's review letter dated May 24, 2023 are met. Motion carried unanimously.

Planning and Zoning

- A.** Draft Short Term Rental Ordinance – Review and approval to send to York County Planning – Upon a motion by Supervisor Otterbein, seconded by Supervisor Conaway, the draft Short Term Rental Ordinance was approved to send to York County Planning for review. Motion carried unanimously.
- B.** Well Isolation Waiver Request: 5607 Mount Pisgah Road – Upon a motion by Supervisor Otterbein, seconded by Supervisor Conaway, the Well Isolation Waiver Request was approved with correction. Motion carried unanimously.

Planning Commission

- A. Draft minutes from the June 22, 2023 meeting were provided.
- B. Draft minutes from the July 13, 2023 meeting were provided.

Minutes Approval

Upon a motion by Supervisor Otterbein, seconded by Supervisor Cox, the minutes from the June 15, 2023 meeting were approved with revision. Motion carried unanimously.

Financial Reports

- A. Budget Report – June 2023 – Upon a motion by Supervisor Cox, seconded by Supervisor Myers, the June 2023 Budget Report was approved. Motion carried unanimously.
- B. Treasurer's Report – June 2023 – Upon a motion by Supervisor Cox, seconded by Supervisor Conaway, the June 2023 Treasurer's Report was approved. Motion carried unanimously.
- C. Disbursements List – July 6th and 20th, 2023 – Upon a motion by Supervisor Trimmer, seconded by Supervisor Cox, the July 6th and 20th, 2023 disbursement lists, were approved. Motion carried unanimously.

Manager & Solicitor Reports

Township Manager, Corina Mann:

- Presented township building identifier signs and cost and requested to use ARPA funds for the project. Upon a motion by Supervisor Myers, seconded by Supervisor Conaway, the request was approved. Motion carried unanimously.
- Provided copies of the suggestions from the box in the lobby. Both were nice comments about staff.
- Provided a copy, from EYRA, of cost breakdown for various utilities and field maintenance.
- Reported that the joint meeting for the fire consultant presentation will be on August 16th, 7:00 p.m. at the Hallam Fire Hall.
- Reported that a quote was received from architect, for the Community Center, to move forward with putting project out to bid. Funds for this will be from a no match grant.
- She is checking about grant requirements, for the Board room upgrade, to see if it can be completed without bidding. This is a no match grant.
- Reported that she is waiting for paperwork on body camera grant to move ahead with purchasing. This grant will be a \$24,000 township match.
- Reported that the project for the Regional Comprehension Plan was recommended for approval but final notice will not be given until the State budget is passed.
- Announced that the new and improved township website is up and live.
- Reported that Abby and Preston, the two part time temps, have started and are doing well.
- Provided a copy of the Web Stats for July 2023.
- Reported that she has started working on the 2024 budget.

Solicitor, Brad Leber:

- None

Communications from Supervisors

- A. River Drive Culvert Replacement Update Discussion – There was discussion on the permitting process, grants, status of eminent domain process, and a copy of the proposed plan for the River Drive Culvert project.

Supervisor Otterbein reported that she attended the Historical Marker Ceremony at the Shoehouse, and a weight limit is in effect on the 462 bridge between Wrightsville and Columbia.

Supervisor Myers shared his appreciation for use of the board room to residents. He recently used it for a baby shower.

Old Business


None

New Business

- A. The next Board of Supervisors meeting will be held August 17, 2023, at 6:00 p.m.

Chairman Trimmer adjourned the meeting at 7:49 p.m.

Respectfully submitted,



Corina L. Mann
Secretary