

**HELLAM TOWNSHIP  
BOARD OF SUPERVISORS MEETING  
MINUTES OF December 21, 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 and Dave Cox were present, in person. Supervisor Nedette Otterbein was present via zoom. Also present was Corina Mann, Township Manager; Jason Test, Zoning Officer; Brad Leber, Solicitor; and Dorinda Nordsick, Admin/Finance Coordinator.

Supervisor Mark Myers bid Supervisor Todd Trimmer a farewell and thanked him for his service over the last six+ years. Supervisor Myers highlighted some of the accomplishments achieved during Supervisor Trimmer's tenure. Some of those being, a new municipal building was approved and constructed, the police department established a K-9 unit, was instrumental in working with the neighboring boroughs to conduct research on the sustainability and future of the volunteer fire departments and focusing on forming a commission and also hiring a consultant to draft a multi-municipal comprehensive plan. Supervisor Trimmer was presented with a plaque which depicted some of his successful accomplishments during his time serving as a supervisor.

**Agency, Departmental & Committee Reports**

- A. Police** – Chief Pollock submitted a written report for November. During the month of November there were a total of 541 calls with 21 reported accidents, 14 criminal charges, 79 traffic citations and 67 traffic warnings. Officer Crater and Detective Mills attended trainings during the month and the department participated in many community events, including escorting the parade for the Tourist Inn's annual charity event, attending Hallam Borough's tree lighting, and attending Bentley Farms open house. The department also presented their "No Shave November" money to John Pavencello, who is a volunteer member with Search and Rescue 93.
- B. Hellam Fire Company/Station 21** – Chief Strittmatter provided a written report for November. During November, the department responded to 37 calls of which, 11 were in Hellam Township. In comparison, last year there were 57 calls of which 33 were in Hellam Township. There was one automatic fire alarm reported during the month. Three members completed training on Interior Firefighter and the department attended the Wrightsville Christmas Parade.  
  
**Wrightsville Fire Company/Station 41** - Chief Livelsberger reported that more members have completed their Water Rescue Tech training, as of January 2024 the department will be added to the County's Advance Rescue Team, and they have reached an agreement with Seagrave regarding the engine. Chief Livelsberger thanked the Board for their help with the Seagrave process and thanked Supervisor Trimmer for his service during his time on the Board.
- C. Ambulance** – No report
- D. Emergency Management** – No report
- E. Public Works/Highway** – Roadmaster, Curt Ferree, provided a written report for November. During the month of November, the department finished winter maintenance on all snow vehicles and equipment, completed grading and adding stone on stone roads, picked up leaves in the heavy leaf areas with open gutters and took them to the Horn Farm, and ran routes several times to clean storm boxes and debris off roadways. The department also filled pot holes on various roads, cleaned up several trees that were across roadways, completed four stormwater inspections and responded to 38 PA one calls.
- F. Zoning** – Zoning Officer, Jason Test, provided a written report for November. During November, there was a total of ten permit applications received and eight permits issued. There were no new

complaints, one resolved, and one carried over. There was also a list of ongoing zoning and SALDO cases. District 1 is 97% complete for pumping and District 2 is 70% complete.

- G. **Environmental Advisory Council** – Minutes from the December 11, 2023 meeting were provided. Old business discussed included tree planting, the Rain Garden at Barshinger Field, the Pollinator Garden, and the no mow strip. New business included brainstorming goals for 2024 and member action items to do before January meeting.
- H. **Eastern York Sewer Authority** – Minutes from the Authority's October 23, 2023 meeting were provided. Total expenses for October 2023 were \$35,546.38.
- I. **Eastern York Recreation Authority** – Provided a copy of their December 2023 Director's Report.

**Communications from Citizens** - None

**Planning and Zoning** - None

#### **Planning Commission**

- A. Draft minutes from the December 14, 2023 meeting were provided.

#### **Minutes Approval**

Upon a motion by Supervisor Conaway, seconded by Supervisor Cox, the minutes from the December 7, 2023 meeting were approved. Motion carried unanimously.

#### **Financial Reports**

- A. **Budget Report – November 2023** – Upon a motion by Supervisor Myers, seconded by Supervisor Conaway, the November 2023 Budget Report was approved. Motion carried unanimously.
- B. **Treasurer's Report – November 2023** – Upon a motion by Supervisor Cox, seconded by Supervisor Conaway, the November 2023 Treasurer's Report was approved. Motion carried unanimously.
- C. **Disbursements List – December 21<sup>st</sup>, 2023** – Upon a motion by Supervisor Trimmer, seconded by Supervisor Myers, the December 21<sup>st</sup>, 2023 disbursement list, in the amount of \$27,554.28 was approved. Motion carried unanimously.

#### **Manager & Solicitor Reports**

Township Manager, Corina Mann:

- Requested reimbursement to the General Fund from the financing for River Drive to cover costs not budgeted for and disbursed. Upon a motion by Supervisor Myers, seconded by Supervisor Cox, reimbursement in the amount of \$64,975.00 was approved. Motion carried unanimously.
- Presented information pertaining to Mike Shillott as the incoming Supervisor and also that he would like to remain on the Planning Commission. There was discussion and upon a motion by Supervisor Cox, seconded by Supervisor Myers, Ms. Mann was directed to post the position and see if anyone else from the community would like to serve. No supervisor is opposed to him being on the Planning Commission and on the Board however, they would like to give others the opportunity to volunteer. Motion carried unanimously.
- Provided an email and sample ordinance given by Lt. Heistand in reference to firearms and backstops. He sent a follow up email that explained why he is requesting this and the fact that it is a public safety issue. Solicitor Leber stated that it is an ordinance of General Welfare and the Planning Commission is not required to review it prior to the Board taking actions. Board members stated they would still like the Planning Commission to look at it along with what is already in place and give recommendations on changes. Ms. Mann was directed to send to the

Planning Commission to be added to their task list and to also think about where it would go in the list of priorities.

- Stated the Fire Commission Inter-municipal agreement is being finalized by the Borough's and Township Solicitor working together to agree on the wording.
- Provided an update on the HHW Inter-Municipal Comp. Plan. There was some discussion on appointments for the Steering Committee. Ms. Mann stated it would be on the agenda for January's re-organization meeting.
- Provided stats for the Township's social media platform for the month of November.
- Provided copy of PSATS News Bulletin for December 2023.
- Announced the closing of the office for the Christmas and New Year's holidays.

Solicitor, Brad Leber:

- Stated he is working with the Borough Solicitors to finalize the Fire Commission agreement and believes it will be complete and ready to be presented to respective elected officials sometime in mid-January.

### **Communications from Supervisors**

Supervisor Conaway discussed the Summit that he, Supervisor Cox, Ms. Mann and Mr. Jason Test attended last week. It was held at Mill Creek Falls Retreat Center.

### **Old Business**

None

### **New Business**

- A. Upon a motion by Supervisor Otterbein, seconded by Supervisor Cox, the 2024 Meeting calendar was approved. Motion carried unanimously.
- B. Upon a motion by Supervisor Myers, seconded by Supervisor Cox, the 2024 Employee Holiday calendar was approved. Motion carried unanimously.
- C. The next Board of Supervisors meeting will be the re-organization meeting and will be held on January 2, 2024 at 6:00 p.m.

Chairman Trimmer adjourned the meeting at 6:40 p.m.

Respectfully submitted,



Corina L. Mann  
Secretary