

**HELLAM TOWNSHIP
BOARD OF SUPERVISORS MEETING
MINUTES OF September 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, Dave Cox and Nedette Otterbein were present, in person. Also present was Corina Mann, Township Manager; Jason Test, Zoning Officer; Chad Peters, Engineer; Brad Leber, Solicitor; and Doug Pollock, Chief of Police.

Supervisor Trimmer announced there was an Executive Session held prior to meeting to discuss legal matters.

Agency, Departmental & Committee Reports

A. Police – Chief Pollock submitted a written report for August. During the month of August there were a total of 606 calls with 15 reported accidents, 23 criminal charges, 80 traffic citations and 60 traffic warnings. The department successfully implemented therapy dog, K9 Sage, in to Kreutz Creek and Wrightsville Elementary Schools. Five officers had the opportunity to attend a live seminar with Attorney Chris Boyle, where they had an opportunity to meet him in person and ask any questions they may have.

Chief Pollock presented Lt. Drew Heistand with an appreciation plaque for his 20 years of service at Hellam Township Police Department.

Chief Pollock presented retired Police Sgt. Jason Test with an appreciation plaque for his service with Hellam Township Police Department as well as his retired badge showing he is retired. Sgt. Test retired from the Police force but stayed and took a new role as the Zoning Officer for Hellam Township.

Most of the officers in the department were present for the presentation, including both K-9 officers.

B. Hellam Fire Company/Station 21 – Chief Strittmatter provided a written report for August. During August, the department responded to 63 calls of which, 31 were in Hellam Township. In comparison, last year there were 39 calls of which 16 were in Hellam Township. There was one automatic fire alarm reported during the month. The department attended training on Introduction to the Fire Service, Stop the Bleed, Fire Ground Support, Emergency Vehicle Driver Training Instructor, and Fire Attack in Basement Fires. Chief Strittmatter attended meetings regarding the Route 462 bridge weight restriction and Active Shooter planning in the Eastern York EMA region. Crews completed a scheduled standby at Union Fire Company of Dover for a large fundraiser, attended Stars and Bars event at the Hellam VFW, and were present each night of the Hellam Recreation Carnival with both Fire Police and an Engine.

Wrightsville Fire Company/Station 41 - Chief Livelsberger provided a written report for August. The department responded to 77 calls during the month of August, 28 of which were in Hellam Township. Eight members challenged the national pro board confined space technician test and the department received word that they were denied two grants that they applied for. The department received a letter from Seagrave, the manufacture of the new Rescue Engine, informing them the price of the apparatus increased, and they will need to pay \$146,000 for them to move forward with their order. The rust issues with Rescue 41 have been fixed and it has passed state inspection. It is still out of service as the department is waiting for the power steering pump to be rebuilt and then it will be sent to 10-8 for pump valving and gauges that need to be repaired.

C. Ambulance – During the month of August, there was a total of 40 calls in Hellam Township. There were 41 Advanced Life Support calls, seven Basic Life Support calls, and 71 Intermediate Advanced Life Support calls. Dispatch to en-route time was an average of 2.09 minutes.

- D. **Emergency Management** – Chris Eaton, EMA Coordinator, provided a report for August. EMC Eaton completed the Event Action Plan for the Hallam Carnival, attended the Lower Windsor and Hellam Township National Night Out Events, toured Promises to assist with emergency planning and exercise development, and attended the Hellam Carnival. In 2024 the Emergency Operations Plan will need to be updated. EMA staff will begin meeting to review the EOP and develop response plans for identified natural or man-made disasters common to the area. A draft plan is being developed for Disaster Recovery and EMC Eaton will be working with municipalities that want a Continuity of Operations Plan to develop the plan for their operations.
- E. **Public Works/Highway** – Roadmaster, Curt Ferree, provided a written report for August. During the month of August, the department continued the second round of road side mowing, milled all driveways and inlet boxes on Trout Run and Range Roads for new pavement, set up traffic control and flagged when necessary, during the paving process, and placed topsoil, grass, and straw matting along new pavement edges where necessary. National Night Out was held at the Public Works Building, the department ran routes several times to clean storm boxes and debris off roadways, replaced street signs and sign posts on various roadways, completed two stormwater inspections, and responded to 32 PA one calls. Mr. Ferree also thanked both fire stations for their help of cutting up trees across the roadway after storms throughout the year.
- F. **Zoning** – Zoning Officer, Jason Test, provided a written report for August. During August, there was a total of 14 permit applications received and 14 permits issued. There was one new complaint with one resolved and three carried over. There was also a list of ongoing SALDO cases.
- G. **Environmental Advisory Council** – Minutes from the September 11, 2023 meeting were provided. Old business items included Fall tree planting, the Rain Garden at Barshinger Field, Strategic Plan update, and no mow areas. Ms. Carolyn Fetrow and Ms. Judy Bono will be attending the hearing at Lower Windsor Township on October 4, 2023 to get public feedback on the pollution in Kreutz Creek and how Modern Landfill might play a part in that. Other discussion included open space inventory, new roadside plantings, finding a volunteer to handle “initiatives”, and a new program called the “Habitat Advocate Program” that Lancaster Conservancy has. Ms. Phyllis Koster thanked Supervisor Trimmer for the Township providing them handouts on the pollution in Kreutz Creek.
- H. **Eastern York Sewer Authority** – Minutes from the Authority's July 24, 2023 meeting were provided. Total expenses for July 2023 were \$58,279.21.
- I. **Eastern York Recreation Authority** – Provided a copy of their September 2023 Director's Report.

Communications from Citizens

None

Planning and Zoning

- A. SL-20-04: 4100 Lincoln Highway: RE-approval of Land Development (prior approval 12/16/21) for recording purposes – Board of Supervisors briefing and minutes, dated December 16, 2021, were submitted. Mr. Cox made a motion for approval and Mr. Conaway seconded the motion. Motion passed 3 - 1 with Ms. Otterbein voting against the motion.
- B. SL-2023-03: Lancaster Conservancy/Susquehanna Resources – 6995 Roundtop Ln; ML-29D Subdivision - Todd Smeigh, DC Gohn and Associates, presented the plan. Mr. Smeigh stated that the purpose of this plan is to consolidate several parcels to eliminate encroachments. The resulting parcel will be used for conservancy. The final lot area will be 273 acres and will be purchased by the Lancaster. No new tax parcels will be created. There were no comments from the public. There was conversation concerning parcel 29 and 3 TDRs staying with that parcel through the conversation it was determined that the discussion was concerning rights for future subdivisions

not TDRs. There was a conversation concerning parking and public facilities. Mr. Smeigh said that once the property is sold to the Conservancy, they will complete an inventory and generate a development plan. During this time the area will not be open to the general public. Once the inventory and development plan are completed the Conservancy will submit a new plan and that is when the parking and public facility issues will be addressed. It was mentioned that it was a two (2) year process to open the Wizard Ranch to the public. Ms. Otterbein made a motion to approve the 14 (fourteen) requested waivers as set. Motion was seconded by Mr. Cox. Motion passed 4 - 0. Ms. Otterbein made a motion to approve the plan contingent that all conditions on C.S. Davidson's letter dated August 3, 2023 are met. Motion was seconded by Mr. Conaway. Motion passed 4 - 0.

- C. Wright's Crossing Surety Bond Release Request (\$461,141.56) - Motion made by Mr. Conaway to release this surety bond. Motion was seconded by Ms. Otterbein. Motion passed 4 - 0.

Planning Commission

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

Minutes Approval

Upon a motion by Supervisor Otterbein, seconded by Supervisor Conaway, the minutes from the August 17, 2023 meeting were approved with corrections. Motion carried 4 - 0.

Financial Reports

- A. Budget Report – August 2023 – Upon a motion by Supervisor Conaway, seconded by Supervisor Otterbein, the August 2023 Budget Report was approved. Motion carried 4 - 0.
- B. Treasurer's Report – August 2023 – Upon a motion by Supervisor Otterbein, seconded by Supervisor Conaway, the August 2023 Treasurer's Report was approved. Motion carried 4 - 0.
- C. Disbursements List – September 6th and 21st, 2023 – Upon a motion by Supervisor Otterbein, seconded by Supervisor Conaway, the September 6th and 21st, 2023 disbursement lists, were approved. Motion carried 4 - 0.

Manager & Solicitor Reports

Township Manager, Corina Mann:

- No report

Solicitor, Brad Leber:

Communications from Supervisors

- A. Fireworks (ordinance/regulations discussion) – Supervisor Cox stated that they met and he did some additional research on the topic. He stated that the state laws that are in place now would cover complaints but upon checking with fire departments, there have not been any violations reported or responded to. It was stated it is hard to catch anyone in the act of using them and this is required to charge with violations. Upon more discussion, it was determined that the best route to take at this time is to post something about safety and requirements of using fireworks. Possibly come up with something to use Engage Hellam to educate more residents on the guidelines and laws in place.

Old Business

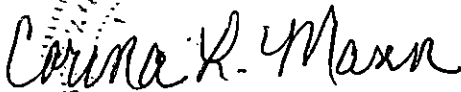
None

New Business

- A. 2024 Minimum Municipal Obligation (MMO) (Uniform & Non-Uniform) - Upon a motion by Supervisor Otterbein, seconded by Supervisor Conaway, the 2024 Minimum Municipal Obligation (MMO) (Uniform & Non-Uniform) was approved. Motion carried 4 - 0.
- B. Resolution 2023-18: Authorized Official-LSA Cat 4 Grant – River Drive Culvert - Upon a motion by Supervisor Otterbein, seconded by Supervisor Conaway, Resolution 2023-18 was approved. Motion carried 4 – 0.
- C. Resolution 2023-17: Mifflin Drive Dedication - Upon a motion by Supervisor Otterbein, seconded by Supervisor Conaway, Resolution 2023-17 was approved. Motion carried 4 – 0.
- D. Resolution 2023-16: Regional Chesapeake Bay Pollutant Reduction Plan (CBPRP) extension – Upon a motion by Supervisor Otterbein, seconded by Supervisor Conaway, Resolution 2023-16 was approved. Motion carried 4 – 0.
- E. Resolution 2023-15: Intergovernmental Cooperation for Joint Maintenance and Repair for Traffic Control Devices – Upon a motion by Supervisor Cox, seconded by Supervisor Otterbein, Resolution 2023-15 was approved. Motion carried 4 – 0.
- F. Draft #1 – 2024 Proposed Budget – there was no discussion other than to have a working session at the next Board meeting. Not included in this draft was the five-year capital plan as well as the Liquid Fuels budget. All will be discussed at the next meeting.
- G. The next Board of Supervisors meeting will be held October 5, 2023, at 6:00 p.m.

Chairman Trimmer adjourned the meeting at 7:10 p.m.

Respectfully submitted,



Corina L. Mann
Secretary