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**HELLAM TOWNSHIP  
BOARD OF SUPERVISORS MEETING  
MINUTES OF JANUARY 2, 2024**

The Hellam Township Board of Supervisors was called to order at 6:00 p.m. by Supervisor William Conaway who led the Pledge of Allegiance. Supervisors Dave Cox, Nedette Otterbein, Mark Myers and Michael Shillott were present, in-person. Also present, in-person, was Corina Mann, Township Manager.

- 1) **Election of Board Chair** – Upon a motion by Supervisor Otterbein, seconded by Supervisor Myers, Supervisor Cox was elected as Chairman of the Board of Supervisors. Motion carried unanimously.
- 2) **Election of Board Vice-Chair** – Upon a motion by Supervisor Otterbein, seconded by Supervisor Shillott, Supervisor Conaway was elected as Vice-Chairman of the Board of Supervisors. Motion carried unanimously.

**Communication from Citizens:**

Mr. Hale stated he was reviewing the resolutions. He asked what transpires if the total expenditures exceed what was originally budgeted. Ms. Mann explained that there are two scenarios. One, if it is seen that some budget items are close to exceeding, spending is watched closely and sometimes even restricted for all. Other times, if there is no way to restrict spending due to necessity, the manager would request the Board to approve a supplemental allocation to be transferred from the fund balance. Budgets are formulated by reviewing the last five years of costs and also keeping in mind that revenues are budgeted on the conservative side and expenditures are budgeted as close to worse case scenarios as possible.

**Appointments**

A. Regional Park Study Task Group Representative: Supervisor Myers

B. Liaison Appointments are: Financial – Supervisor Otterbein and Supervisor Myers; Personnel – Supervisor Myers and Supervisor Otterbein; Planning & Zoning – Supervisor Otterbein; Police – Supervisor Cox and Supervisor Shillott; and Public Works – Supervisor Conaway and Supervisor Cox.

Upon a motion by Supervisor Cox, seconded by Supervisor Conaway, appointments A and B were approved with changes. Motion carried unanimously

C. Primary/Alternate Representative to the York Adams Tax Bureau Board of Directors: Primary – Corina Mann; Alternate – Supervisor Conaway.

D. Primary/Alternate Representative to the York Adams Tax Collection Committee: Primary, Corina Mann; Alternate – Supervisor Conaway

E. Voting Delegate and Alternate to the State Convention: Voting Delegate – Supervisor Conaway, and Alternate – Supervisor Otterbein

F. York County Planning LGAC Representative and Alternate: Representative – Supervisor Otterbein, and Alternate – Supervisor Myers.

G. Emergency Services Committee (Two): Chairman Cox and Supervisor Shillott

H. Secretary and Treasurer: Corina Mann

I. Assistant Secretary: Dorinda Nordsick

- J. Assistant Treasurer: Dorinda Nordsick
- K. Zoning Officer/Code Enforcement: Jason Test
- L. Employee Pension Fund Administrator: Corina Mann
- M. York County Hazard Mitigation municipal appointee: Michael Shillott
- N. Vacancy Board: 1 Vacancy (1 Year Term) Vacant
- O. EAC Members (2 for 3 Year Terms) Judith Mueller and William Ziegler
- P. Building and Construction Code Official: Primary: Commonwealth Code; Alternate: Building Inspectors Underwriters
- Q. Sewage Enforcement Officers/Firms: Patrick Buhl
- R. Eastern York County Emergency Management Agency – Supervisor Cox, Chief Pollock and Manager Mann
- S. Eastern York Sewer Authority: (1 for 5-year term) Barry Miller

Upon a motion by Supervisor Shillott, seconded by Supervisor Conaway, C thru S were approved with the discussed changes. Motion carried unanimously.

### **Planning & Zoning**

- A. Upon a motion by Supervisor Shillott, seconded by Supervisor Conaway, Chad Peters from C.S. Davidson was appointed as the Township Engineer. Motion carried unanimously.
  1. Resolution 2024-07: Appointment of Leonard Liephart as a Zoning Hearing Board Member (five-year term) Upon a motion by Supervisor Otterbein, seconded by Supervisor Conaway, Resolution 2024-07 was approved. Motion carried unanimously.
  2. Resolution 2024-08: Appointment of D. Alfred Owens as a Zoning Hearing Board Alternate Member (3-year term) Upon a motion by Supervisor Otterbein, seconded by Supervisor Conaway, Resolution 2024-08 was approved. Motion carried unanimously.

### **Planning Commission**

1. Upon a motion by Supervisor Otterbein, seconded by Supervisor Conaway, the following appointments to the Planning Commission were approved.  
Devin Winand – 4-year term; Steve Fetrow 4-year term; Rick Cooper, 4-year term and Michael Shillott to remain for remainder of term (2 years). Motion carried unanimously.

### **Financial Reports**

Upon a motion by Supervisor Otterbein, seconded by Supervisor Conaway, the disbursements lists for January 2, 2024 were approved. 2023 General Fund \$3,927.84 and 2024 General Fund \$3,331.68. Motion carried unanimously.

## Manager & Solicitor Reports

- A. Appointment of Solicitor - Upon a motion by Supervisor Conaway, seconded by Supervisor Shillott, Brad Leber from MPL Law Firm, LLP was appointed as the Township Solicitor. Motion carried unanimously.

## Communications from Supervisors

Supervisor Otterbein updated the Board on the status of the grant submitted to DEP for Kreutz Creek flood project. The announcement should be coming out soon as to who will be awarded. She spoke to Sally from CWQE about this. Sally stated the Army Corp of Engineers has told her that they have \$25,000 earmarked to look at the culvert across Kreutz Creek Rd near Kreis Lane to see if the culvert is sized correctly or if sediment is impeding the flow of water and causing flooding. Sally also told her that they have a program which they use Act 510 funds for. They are not able to tackle anything as big as the Kreutz Creek Flood grant project but would work with individuals for smaller projects that are ready that would assist in conjunction with the large project.

Supervisor Shillott stated he is attending a webinar sponsored by Fish & Wildlife. He stated that there is \$25 million in grants available. He will research some more and get back to the Board on whether or not we would be eligible to apply for any.

## Old Business

None

## New Business

- A. Resolution 2024-01: Fee Schedule: Upon a motion by Supervisor Shillott, seconded by Supervisor Otterbein, Resolution 2024-01 was approved with discussed changes. Motion carried unanimously
- B. Resolution 2024-02: Wage/Reimbursement Schedule: Upon a motion by Supervisor Otterbein, seconded by Supervisor Conaway, Resolution 2024-02 was approved. Motion carried unanimously.
- C. Resolution 2024-03: Designation of Depositories/Investment Institutions/Signatories: Upon a motion by Supervisor Myers, seconded by Supervisor Conaway, Resolution 2024-03 was approved. Motion carried unanimously.
- D. Resolution 2024-04: Employee Pension Contribution Waiver: Upon a motion by Supervisor Otterbein, seconded by Supervisor Shillott, Resolution 2024-04 was approved. Motion carried unanimously.
- E. Resolution 2024-05: Retention and Destruction of Municipal Records: Upon a motion by Supervisor Shillott, seconded by Supervisor Conaway, Resolution 2024-05 was approved. Motion carried unanimously.
- F. Resolution 2024-06: Manager Compensation: Upon a motion by Supervisor Otterbein, seconded by Supervisor Conaway, Resolution 2024-06 was approved. Motion carried unanimously.
- A. The next regular Board of Supervisors meeting will be held on Thursday, January 18<sup>th</sup>, 2023 at 6:00 p.m.  
Chairman Cox adjourned the meeting at 6:36 p.m.

Respectfully submitted,

Corina L. Mann  
Secretary