

# HELLAM TOWNSHIP

## BOARD OF SUPERVISORS MEETING

### MINUTES OF December 18<sup>th</sup>, 2025

The Hellam Township Board of Supervisors meeting was called to order at 6:00 p.m. by Chairperson Dave Cox who led the Pledge of Allegiance and announced there was an executive session before the regular meeting. Other Supervisors present were: Bill Conaway and Michael Shillott. Also present were Corina Mann, Manager; Brad Leber, Solicitor; Dorinda Nordsick, Accounting Coordinator; Sarah Smith, Assistant to the Township Manager and Jason Test, Zoning Officer.

Kate Nopoulos, Communications Coordinator attended via Zoom.

#### **Agency, Departmental & Committee Reports**

- A. Police** – Chief Pollock submitted a written report for November. Total calls for November were 549 and there were 20 accidents along with 13 criminal charges, 60 traffic citations and 83 traffic warnings issued. Sergeant Mills and Lt. Heistand monthly QRT training and were called three times in November to provide drone and technical support for their team. K9 Cerberus and K9 Officer Carpenter attended monthly training at the K9 Academy, and all officers completed their online Attorney Boyle training. Lt. Heistand conducted a “mock assessment” for Dairy Township Police Department to help prepare them for their next state accreditation. Officers Crater and Phillips marched with Wrightsville American Legion’s Honor Guard for an event at Mount Pisgah Cemetery to Ann L. Bybee Grayson, who was a member of the 6888<sup>th</sup> Central Postal Directory Battalion.
- B. Hellam Fire Company/Station 21** – Chief Strittmatter provided a written and verbal report for November. The Fire Company responded to 43 calls for the month of November, with 21 in Hellam Township, and eight automatic fire alarm reports submitted for September through November. The Company is still having issues transitioning to a new reporting system. Two members attended Interior Firefighter training, and two SCBA manufacturer demonstrations were held while the Company works on purchasing SCBA through the FEMA AFG grant. The fire hall was held for the fall election, members completed a scheduled transfer to Lineboro Vol. Fire Dept. and transported Santa to the annual Hallam Christmas tree lighting, and participated in the annual Wrightsville Christmas parade. The UTV skid is expected to be received in mid-December, and will go into service right away.

**Wrightsville Fire Company/Station 41** – Chief Livesberger provided a written report for November. Wrightsville Fire Company responded to 56 calls in November with 22 in Hellam Township. Events of note include: monthly ATR training at the York County Public Safety Center on November 9<sup>th</sup>, a junior firefighter’s meeting on November 22<sup>nd</sup>, and participation in the Wrightsville Borough annual Christmas tree parade and tree lighting on November 30<sup>th</sup>.

- C. Ambulance** – Total calls for November were 65, with 64 in Hellam Township. A graph was provided to show year-to-date trends and broke down statistics by municipality and call type.
- D. Emergency Management** – No report.
- E. Public Works/Highway** – Roadmaster, Curtis Ferree, provided a written report for November. The department started winter maintenance on all snow vehicles and equipment, and prepped one vehicle for state safety inspection. They picked up leaves in heavy leaf areas with open gutters and deposited them at the Horn Farm. They also installed new signs, posts and breakaways on roads throughout the Township, cleaned storm boxes of leaves and roadways of debris, and continued general maintenance on buildings and all non-snow vehicles and equipment. They completed five stormwater inspections, and responded to 38 PA One Calls. The new service truck is completed and is currently in use.
- F. Zoning** – Zoning Officer, Jason Test, provided a written report for November. During the month, 13 permit applications were received, 11 permits were issued, and one is still in progress. There were 0

new complaints, and zero resolved. There was a list of ongoing zoning cases and pending ordinances/resolutions, along with a list of permits for November, and a copy of the 2025 complaint logs.

- G. **Environmental Advisory Council** – A written report was provided. The Council is continuing discussions with Stauffers of Kissel Hill, and Stauffers would like the Council to be present there on February 28<sup>th</sup> to speak with customers about native plants, with an additional planning meeting to be held on January 21<sup>st</sup> at 10 a.m. The Council will vote for Chair, Vice-Chair and Secretary officers in January.
- H. **Eastern York Sewer Authority** – Minutes from the Authority's October 27<sup>th</sup>, 2025, meeting were provided. Total expenses for October 2025 were \$45,717.72.
- I. **Eastern York Recreation Authority** – Recreation Director, Jessica Cirilo provided a written report for December. Key points were the agreements and insurance requirements for the next Hallam Carnival, submittal of Dick's Sporting Goods partnership application for 2026, pickleball field line painting, facility management, rec. programs and services, and upcoming events on the calendar. Additionally, the Authority has received a grant for playground removal in Hallam Borough.
- J. **Communication Summary**: Communications Coordinator, Kate Nopoulos, provided a copy of the report from November 2025. The report included analytics and a summary of Facebook and website engagement rates, as well as a calendar of social media posts and website events for November 2025. Tri-Town Christmas was held on the 22<sup>nd</sup> of November from 12-3 p.m. and was a success, and there were 10 rentals of the community center for the month.

#### **Communications from Citizens**

Carla Monticchio – Ms. Monticchio requested information for Lavender Acres, including the site inspection process, what the plan for installing septic was at the site, and what the occupancy limit was. Mr. Test responded that C.S. Davidson is handling the site inspection process, as well as the York County Conservation District. He also said that the Sewage Enforcement Officer would be handling specific requirements for the sewage permit, and that the Commonwealth Code Inspection Service would have further information on the occupancy limit for the site.

Ms. Monticchio also inquired into the two complaints she brought up in a previous meeting. Mr. Test said they are active cases and he cannot comment on them at this time.

#### **Planning and Zoning**

Upon a motion by Supervisor Shillott, seconded by Supervisor Conaway, Security Reduction: Witmer Automation- SL-21-25 – 5520 Lincoln Hwy (Release \$255,799.20 – Remaining funds, \$0.00) was approved. Motion carried 3-0.

#### **Planning Commission**

None.

#### **Minutes Approval**

Upon a motion by Supervisor Conaway, seconded by Supervisor Shillott, the Board of Supervisors minutes from the November 20<sup>th</sup>, 2025 meeting were approved with one change to the millages, which Manager Mann will make. Motion carried 3 – 0.

#### **Financial Reports**

- A. **Budget Report** – November 2025 – Upon a motion by Supervisor Shillott, seconded by Supervisor Conaway, the November 2025 Budget Report was approved. Motion carried 3 – 0.
- B. **Treasurer's Report** – November 2025 – Upon a motion by Supervisor Shillott, seconded by Supervisor Conaway, the Treasurer's report for November 2025 was approved. Motion carried 3 – 0.

C. Disbursements List – December 4<sup>th</sup> and 18th, 2025 - Upon a motion by Supervisor Shillott, seconded by Supervisor Conaway, the disbursements list for December 3<sup>rd</sup> and 18th, in the amount of \$45,713.08 from the Members 1<sup>st</sup> General Fund, was approved. Motion carried 3 - 0.

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

Township Manager, Corina Mann:

The Township has received a \$29,000 LSA grant from the state for a new server and Office 365.

Solicitor:

Johnson Development has decided to proceed with their application for 4974 Lees Lane. The Horn Farm still plans to oppose the project and present their case against it. Both parties are available for another hearing date of February 5<sup>th</sup>, which the Board unanimously agreed upon. The Board also decided to dedicate a set amount of time to the hearing before the meeting preemptively.

#### **Communications from Supervisors**

Supervisor Shillott – Reported that the Planning Commission completed the solar ordinance and is waiting on comments to come back from York County Planning. The data center ordinance is in a first draft stage.

#### **Old Business**

Supervisor Conaway announced it was his last meeting and that his term as a supervisor is up. All extended well wishes and thanked him for his service over the past years.

Upon a motion from Supervisor Conaway, seconded by Supervisor Shillott, the resignation of Supervisor Nedette Otterbein was accepted, effective December 31<sup>st</sup>, 2025. Motion carried 3 – 0. The process for filling the vacancy is that applications will be accepted until January 5<sup>th</sup> at which time the Board will direct the Manager to schedule interviews. Once the interviews are completed, the Board will appoint to the position for the remaining two years of Supervisor Otterbein's term at the January 15<sup>th</sup> meeting.

#### **New Business**

A. Agreement for Police Services for Hallam Borough & Hellam Township

Upon a motion from Supervisor Shillott, seconded by Supervisor Conaway, the Agreement for Police Service for Hallam Borough and Hellam Township was approved. Motion carried 3 – 0.

B. Agreement for Police Services for Wrightsville Borough & Hellam Township

Upon a motion from Supervisor Conaway, seconded by Supervisor Shillott, the Agreement for Police Service for Wrightsville Borough and Hellam Township was approved. Motion carried 3 – 0.

C. 2026 Holiday Calendar (review and approval)

Upon a motion from Supervisor Shillott, seconded by Supervisor Conaway, the 2026 Holiday Calendar was approved. Motion carried 3 – 0.

D. 2026 Meeting Dates Calendar (review and approval)

Upon a motion from Supervisor Shillott, seconded by Supervisor Conaway, the 2026 Meeting Dates Calendar was approved. Motion carried 3 – 0.

**E. Resolution 2025-19: Act 511 Taxation Authorization**

Upon a motion from Supervisor Shillott, seconded by Supervisor Conaway, Resolution 2025-19: Act 511 Taxation Authorization was approved. Motion carried 3 – 0.

**F. Resolution 2025-20: 2025 Real Estate Taxation Authorization**

Upon a motion from Supervisor Shillott, seconded by Supervisor Conaway, Resolution 2025-20: 2025 Real Estate Taxation Authorization was approved. Motion carried 3 – 0.

**G. Resolution 2025-21: 2025 Budget Adoption**

Upon a motion from Supervisor Conaway, seconded by Supervisor Shillott, Resolution 2025-21: 2026 Budget Adoption for General Fund and Liquid Fuels Fund were approved. Motion carried 3 – 0.

The next Board of Supervisors meeting will be Monday, January 5<sup>th</sup>, 2025 at 6:00 p.m. (Re-Organization Meeting).

Chairperson Cox adjourned the meeting at 6:58 p.m.

Respectfully submitted,

  
Corina L. Mann  
Secretary