

**LONDONDERRY TOWNSHIP BOARD OF SUPERVISORS**  
**Regular Meeting Minutes**  
**December 7, 2020**  
**7:00 P.M.**

The Londonderry Township Board of Supervisors held their regularly scheduled meeting on Monday, December 7, 2020 via Zoom Video calling at 7:00 p.m. due to Coronavirus Pandemic.

**Call to Order** – Board Chair, Mr. Geyer called the meeting to order at 7:00 p.m.

**Attendance Role Call** – Mel Hershey, Member  
Ron Kopp, Member  
Anna Dale, Member  
Bart Shellenhamer, Vice-Chair

**Salute the Flag**

**Present:** Steve Letavic, Township Manager  
Jeff Burkhart, Codes/Zoning Officer  
Monique Dykman, MS-4  
Andy Brandt, Public Works Director  
Mark Stewart, Solicitor  
Andrew Kenworthy, HRG Engineer  
Karen McCree, State Police  
Robert Shaffer, Act One Associates

**Absent:** Sam Risteff, Golf Course Superintendent  
Les Gilbert – EMA

**Citizens Input:** Ms. McCree, State Trooper provided a state police update for the past year for Londonderry Township and noted overall there is nothing serious that the public needs to be concerned about. The State Police still use the Township Office facility as a substation as needed.

**Approval of Minutes** – November 2, 2020

Ms. Dale motioned to approve the November 2, 2020 Board of Supervisor minutes. Seconded by Mr. Hershey.

**Call for Discussion:** A typo was noted and corrected for Mr. Hershey's comment which should read "one million dollars received in grant monies and the Township continues to seek grant monies."

All in favor. Minutes approved as corrected.

**Approval of Minutes** – November 17, 2020

Mr. Shellenhamer motioned to approve the November 17, 2020 Public Hearing and Board of Supervisor Work Session minutes as presented. Ms. Dale seconded the motion.

**Call for Discussion:** None

All in favor. Minutes approved.

**Manager's Report** – Steve Letavic

Mr. Letavic asked the Board of Supervisors to ratify the 2021 Budget as presented that were previously hung in November 2020. Mr. Shellenhamer motioned to approve the budget. Mr. Kopp seconded the motion.

**Discussion:** Ms. Dale asked if there were any questions/comments from the public in response to the budget. Mr. Letavic noted there were not. Mr. Hershey expressed his concerns about the budget cycle in the beginning of the pandemic in April. All unnecessary expenses were cut, and at one point furloughs were considered. The biggest loss was the earned income tax due to closure of TMI and COVID related employment. There was a nice gain in the real estate tax which made up some of the deficit. General government employment was over budget; however, money was recouped through the CARES Funding Act. EMA team was able to get there supplies replenished through the CARE funding. General services for the office expenses were underbudget due to staff working at home. Andy and his limited staffing did an excellent job. The Township was able to save money with the parks closed. The Golf Course is doing extremely well. The proposed budget does not include a tax increase. The future looks bright for Londonderry due to the action of the Board and the development of the 230 Corridor. There will be a tax base from the warehouses and earned income tax from 1,500 to 1,800 new employees in Londonderry Township which will also benefit the school district, Dauphin County, as well as Central Pennsylvania.

All in favor of the 2021 Budget as presented. Motion approved to ratify the budget.

**Treasurer's Report** – Steve Letavic

Mr. Letavic asked the Board of Supervisors for the approval to pay the November bills as presented.

**Payment of Invoices:**

FUND	Checks written in November for Supervisor approval
General Fund	\$185,813.41
ME2	\$0
Capital Projects Fund	\$0
Penn Vest Fund	\$8,655.00
Golf Course	\$24,416.93

Liquid Fuels	\$17,034.63
Escrow	\$18,113.51
LVFC	\$0
Debt Service	\$12,813.78
<b>Total by when written</b>	<b>\$266,847.26</b>

Mr. Kopp motioned to approve the payment of bills for November. Seconded by Ms. Dale.

All in favor. Motion approved.

**Discussion:** Mr. Hershey asked Mr. Letavic to comment on the negotiations with Exelon Assessment Appeal for the county tax. Mr. Letavic noted the township and the county were able to come to a tentative tax agreement with Exelon which will have a favorable outcome. The attorneys are processing the paperwork at this time.

**Discussion:** Mr. Hershey further commented on all the grant awards received, CARE Funding – \$51,000, Tourism Grant \$15,000, Local Share Gaming Grant for bridge projects for \$94,000, PA American Water Testing Grant \$1,200, Buffer Planting Grant \$2,500, Planting for Sunset Meadows \$10,000, Low Volume Road Grant \$119,000, CFA Grant for Londonderry Estates Sewer Project \$937,447, and included a PA Vest Funding Grant of \$68,800. The team came up with \$1,321,477 in grant money which is quite remarkable. Mr. Geyer further commended the team and noted this is money that will not need to come from tax payers' dollars. Mr. Letavic noted we had the issue with COVID early on in the year and we immediately adapted. The Township was able to meet all the Township operational demands at this time. Everybody did a great job of being agile. Mr. Letavic congratulated the team for the Township's ability to move forward, as well as enhancing operations with online permit requests and online payments.

**Code/Zoning** – Jeff Burkhart, Codes Officer

**Burk Final Land Development Plan for RJ Sherman (Vermeer North Atlantic)**

Mr. Burkhart presented a final land development plan for consideration of Final Land Development Plan for RJ Sherman (Vermeer North Atlantic) for expansion of facilities will be presented for review and consideration. As part of this application a request for Waiver of S.L.D.O. Sec 22-304 - Requirement to submit a Preliminary Plat and a Waiver of S.L.D.O. Sec 22-508 – Requirement to install Shade Trees is requested. A request for Deferral of S.L.D.O. Sec 22-507 – requirement to construct sidewalk as part of the development of this site is also requested. All items were addressed by the Planning Commission and recommended for approval.

Mr. Robert Shaffer, Engineer Representative for Act One Associates, requested a conditional plan approval by the Board of Supervisors. All the Township and Planning Commission items have been addressed. Plans were submitted to the Fire Chief, Mr. Shellenhamer, who had no further comments that needed to be addressed. A zoning variance was granted and also noted.

Mr. Hershey motioned to approve the requested Waiver of S.L.D.O. Sec 22-304-Requirement to submit a Preliminary Plat for the development of this site. Seconded by Mr. Shellenhamer.

**Call for Discussion:** None

All in favor. Motion approved.

Ms. Dale motioned to approve the requested Waiver of S.L.D.O. Sec 22-508-Requirement to install shade trees for the development of this site. Mr. Shellenhamer seconded the motion.

**Call for Discussion:** None

All in favor. Motion approved.

Ms. Dale motioned to approve the requested Deferral, per the appropriate plan note; of S.L.D.O. Sec 22-507-Requirement to construct sidewalk as part of the development of this site. Seconded by Mr. Shellenhamer.

**Call for discussion:**

All in favor. Motion approved.

Mr. Shellenhamer motioned to approve the Final Land Development Plan for this site as presented. Seconded by Ms. Dale.

**Call for Discussion:** None

All in favor. Motion approved.

#### **Residential Property 2060 Felker Road – Release of Escrow SWM Facilities Installation**

Mr. Burkhardt submitted to the Board a request to approve the release of Storm Water Management Escrow for the residential property located at 2060 Felker Road property. Mr. Hershey motioned to approve the requested release of escrow in full. Ms. Dale seconded the motion.

**Call for Discussion:** Mr. Kopp questioned the state of the property and the financial security adjustment which will bring it to zero dollars. Mr. Burkhardt noted the property was seeded and the site currently looks fine with grass coverage.

All in favor. Motion approved.

**Residential Property 1636 Locust Grove Road – Release of Escrow SWM Facilities Installation**

Mr. Burkhart submitted to the Board a request to approve the release of Storm Water Management Escrow for the residential property located at 1636 Locust Grove Road. Mr. Shellenhamer motioned to approve the requested release of escrow in full. Seconded by Ms. Dale.

**Call for Discussion:** None

All in favor. Motion approved.

A question remained for Mr. Burkhart by Mr. Hershey in regards to the plan received for a property addition request from Pine Manor Mobile Home Park. Mr. Burkhart noted Pine Manor was checking with the Planning Commission to see what concerns would be addressed for expansion. Mr. Burkhart noted the concerns and issues, including the need for accessibility. Pine Manor is not currently looking to expand, but will provide the necessary revisions when they do.

**MS-4 Environmental Department** – Monique Dykman

- Presented at the WeConservePa Conference and made good connections.
- Attending partner meetings: C3RP, CAP, LCCD
- Conducted second round of Synoptic Sampling of the Conewago Creek. Plans for January and April. Approximately 30 sites will be conducted on the same day to provide results of the Conewago Restoration Project and how the water quality improves.
- Conducted along with Public Works inlet inspections with outfall inspections using the GIS program
- Passed the Notary Test

Mr. Kopp noted that he listened to the Conewago Creek Initiative Restoration project meeting and commended Ms. Dykman and others for their vast knowledge and compassion for the best interest of the Conewago Creek project.

**Public Works Report** – Andy Brandt

Report for the month November and plans for December

**Progress Report for Public Works Department 10-18 to 11-28-2020**

- Weekly: truck & equipment pm checks, road checks
- Weekly mowing: Sunset Park, Braeburn Park, Swatara Creek Rd properties, Firehouse
- Completed crack sealing in Londonderry & Conewago Twp.
- 1755 Zion Rd: completed grading, seeding & straw mulching swale; patched inlet pipes
- Hauled cart to & from Swatara Creek Rd for tree planting
- Jeff worked on golf course w/mini excavator
- Serviced riding mowers & push mower

- Replaced old & damaged street signs, installed new street signs, as needed. Replaced broken board for barricade on N. Geyers Church Rd (off of Colebrook Rd)
- Pushed 4 loads of road salt into bin
- Placed salt gear on trucks 4, 5, 6. Have all salt gear ready
- Cleaned gutters at office
- Cleared debris from roads after wind storm on 11-01
- Fabricated base & mounted mailbox on porch @ office
- Line painting
- Completed roadside mowing
- Cold patched pot holes
- Vacuumed leaves from roadside gutters on various roads
- Installed snow fence along Schoolhouse Rd
- Met w/UGI to locate depth of gas line so that we can lower hump on Swatara Creek Rd
- Fabricated bases for street signs

#### **Monthly Planner**

- Weekly: truck & equipment pm checks
- Road checks
- Truck & equipment repairs, as needed
- Check inlets w/MS4 to determine which ones need cleaned
- Boom mowing
- Patch inlet pipes on Zion Rd.

Mr. Geyer questioned the possibility of the signage on S. Deodate. Mr. Brandt noted the sign was placed last year through Penn Dot; however, the trucks still continue to use it. Mr. Brandt is attempting to get an advanced warning sign through Penn Dot. Ms. Dale brought up the previous discussion of reaching out to the LOVES Corporate Office to encourage them to put up a billboard on 283 before the exits. Mr. Burkhardt noted he had some correspondence back from LOVES. He will submit correspondence to LOVES Corporate Office requesting the need for signage on 283 for trucks to exit Vine Street. Mr. Geyer also questioned Mr. Brandt on any tracking systems for signs that have been knocked down. Mr. Brandt noted he was mapping signs in the GIS System which will help inventory signs and replace them as needed. Mr. Geyer noted the GIS System will be great for streamlining and commended the team on a great job.

#### **Golf Course and Bar & Grill Report** - Sam Risteff (absent)

Mr. Geyer noted Mr. Risteff sent out financial reports to the Board of Supervisors. Mr. Geyer further noted the Golf Course is doing an outstanding job by keeping up with the CDC Guidelines, keeping healthy, and still being profitable in the process.

**Engineer's Report** – Andrew Kenworthy

Mr. Kenworthy noted the following projects are moving along:

- Continue to work with developers Rt 230 Sewer Extension
- Continue to work with the contractor for the Sunset Park Pedestrian Path
- Continue to finalize the plans for Londonderry Estate Sewer
- Continue to design the plans for Lauffer Road Bridge

Mr. Kopp questioned the outstanding bids. Mr. Kenworthy noted there were two bids, one for Sunset Park Trail which was awarded, and the Rte. 230 Sewer was also out to bid and the developers are still negotiating with the contractors. Mr. Kopp also expressed concern for updates on the projects located at School Heights and Lytle with the stake markings. Mr. Kenworthy had no updates and was waiting on the land developers at which time they will be under review. Additional questions were presented on the possibility of UGI gas and public water at Londonderry Estates. Mr. Kenworthy indicated there was not enough interest in gas and water service at this time due to cost based on location.

**Solicitor's Report** – Mark Stewart

Mr. Stewart noted the real estate tax tentative agreement with Exelon will be coming to the Township and Board in the future. A brief discussion was held on the status of the 230 Diner.

**EMA Report** – Les Gilbert (absent)

Mr. Hershey had two questions to the Fire Chief, Mr. Shellenhamer, in regards to radio frequency used and status of PPE supplies. Mr. Hershey also noted TMI gave a free 2003 Rescue Vehicle with low mileage to the Township which could be of much benefit.

**New Business** – Mr. Hershey offered his thanks to Mr. Geyer for his efforts in being Chairman during this difficult year. Mr. Hershey further wished everyone a happy holiday season! Mr. Geyer shared his holiday wishes along with his appreciation for everyone's efforts. Mr. Geyer further extended his thanks to Mr. Letavic on his proactiveness and support in helping the Board adapt with the ability to move forward. Mr. Letavic noted it's the strength of Londonderry as a team. Mr. Shellenhamer indicated the Londonderry Fire Department received an overabundance of donations from the Boy Scout's Food Drive for the need of the 12 families and was seeking other needs in the area. Grace Chapel with its food bank and other partnering organizations was mentioned for the possibility to receive donations. Mr. Shellenhamer also noted the fire department entered into an agreement with the local fire departments to go after a grant to cover the SCVA's which are \$7,000 a unit. The current cylinders are end of life in 2024, so the fire company actively started and decided to do a regional grant, because other departments are in the same situation. They will also apply for the Fire and EMS Grant opening December 11<sup>th</sup>, which will be used for the Tanker Debt Reduction which would pay off the tanker at the end of next year. The only outstanding debt on the apparatus is for the

engine which is \$1,000 a month under a 2% loan. The Firehouse continues to be open for all the scouts. Lionettes are also meeting at the Firehouse since they are not permitted in the schools.

**Old Business** - None

**Executive Session**- None

*"THE BOARD OF SUPERVISORS RESERVES THE RIGHT PURSUANT TO ACT 84 OF 1986 AS AMENDED TO HOLD EXECUTIVE SESSIONS BETWEEN THE TIMES OF THE BOARD'S OPEN MEETING FOR ANY PURPOSE AUTHORIZED BY STATUTE"*

**Adjournment** – Ms. Dale motioned to adjourn the meeting. Mr. Shellenhamer seconded the motion. All in favor. Meeting adjourned 8:28 p.m.

*Happy Holidays to All!*



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Secretary/db