

LONDONDERRY TOWNSHIP BOARD OF SUPERVISORS
Re-organization/Regular Meeting Minutes
January 6, 2020
7:00 P.M.

The Londonderry Township Board of Supervisors held their re-organizational meeting and regularly scheduled meeting on Tuesday, January 6, 2020 at the Londonderry Township Municipal Building, 783 S. Geysers Church Road, Middletown, Pennsylvania, beginning at 7:00 P.M.

Present: Anna Dale, Chairman
Mel Hershey, Member
Mike Geyer, Member
Bart Shellenhamer, Member
Ron Kopp, Member
Steve Letavic, Township Manager
Jeff Burkhart, Code/Zoning Officer
Andy Brandt, Public Works Director
Monique Dykman, MS4 Environmental Specialist
Sam Risteff, Golf Course Manager
Andrew Kenworthy, Engineer
Mark Stewart, Legal Counsel
Les Gilbert, Director EMT
Sharon Gilbert

Attendees: Joe Sheehan
Tom Jones
Todd Smeigh
Steve Winiewski
Gary Carlson
John Blair
Pattie Blair
Jay Meyer
Sara Meyer
Lawn Hayes
Trent DeArment

Call to Order

Salute the Flag

RE-ORGANIZATION:

Temporary Chair

Previous Chairperson, Ms. Anna Dale called for nominations of a Temporary Chairperson.
Mr. Shellenhamer nominated Mr. Geyer as Temporary Chair, seconded by Hershey. Motion carried.

Chair

Mr. Geyer called for nominations of a new Chairperson. Mr. Shellenhamer nominated Mr. Geyer as Chair, seconded by Hershey. Motion carried.

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Vice-Chairperson

Mr. Geyer called for nominations of Vice-Chairperson. Ms. Dale nominated Mr. Shellenhamer as Vice Chair. Seconded by Kopp. Motion carried.

Secretary

Mr. Geyer called for nominations of Secretary. Mr. Kopp nominated Mr. Letavic as Secretary. Seconded by Dale. Motion carried.

Appointments

Mr. Geyer called for one motion to cover all appointments as listed on the agenda.

- Manager/Secretary/Assistant Treasurer – Steve Letavic
- Treasurer/Assistant Secretary –Jennifer Rose
- Treasurer’s Bond Amount - \$500,000.00
- Legal Counsel – Eckert –Seamans / Mark Stewart, Representative
- Auditors – Brown Schultz Sheridan Fritz/Jim Koontz, Representative
- Engineers – HRG/Andrew Kenworthy, Representative
- Vacancy Board Chairman – Daryl LeHew
- Fire Marshal – State Police
- Emergency Management Agency Coordinator – Les Gilbert
- Zoning Hearing Board – Kevin Hummert – Term ending 2024
- Zoning Solicitor – Stan Laskowski, John Davidson (alternate)
- Code/Zoning Officer – Ed Kazlauskas
- BCO/Code/Zoning Officer – Jeff Burkhart
- SEO – Tim Wargo, Hoover Engineering
- Alternate SEO – Len Spencer
- Right-to-Know Officer – Steve Letavic
- Assistant Right-to-Know Officer – Jeff Burkhart
- CAPCOG – Anna Dale
- CAPCOG Alternate – Bart Shellenhamer
- Communities That Care – Mike Geyer
- PSATS Participation & Voting Delegate – Anna Dale
- Depository: BB&T – General Fund
Mid Penn Bank – Golf Course Fund

Moved by Shellenhamer, seconded by Hershey the appointments be approved with Alternate SEO change to Len Spencer noted. Motion carried.

REGULAR MEETING

Citizens Input

Bob Pistor stated he settled a boundary dispute with John Murphy, Engineer for the neighboring property, and thanked Mr. Letavic for helping to find common ground. In appreciation , they donated

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\$5,000 to the Fire Department. Anna Dale commended Mr. Letavic and encouraged citizens to come to the office if they have a problem and talk with Steve.

Approval of Minutes – December 2, 2019 Regular Meeting

Moved by Hershey seconded by Shellenhamer the minutes of December 2, 2019 be approved.

Motion carried.

NOTE: No Work Session was held for December 17,2019.

Manager Report- Steve Letavic

Mr. Letavic called for one motion to cover the approval of the following two Resolutions:

Resolution 2020-1 Establishing the Fee Schedule for 2020

Resolution 2020-2 Settling the 2020 Mileage Reimbursement Rate per IRS Guidelines

Moved by Shellenhamer, seconded by Hershey that Resolutions 2020-1 and 2020-2 be approved as presented. Motion carried.

Mr. Letavic called for a motion for the approval of the following Resolution:

Resolution 2020-3 Authorizing an Act 537 Special Study

Mr. Letavic noted that this Act 537 Special Study will change the original Act 537 plan that split sewer flows between Middletown and DTMA. This Special Study as required by DEP will send all sewer flows to the Derry Township Municipal Authority.

Mr. Geyer requested approval of the resolution. Moved by Dale. Seconded by Kopp the Resolution #2020-3 be approved. Motion carried.

Mr. Letavic informed the board that a Chief Administrative Officer must be named for the Pension Plan in accordance with Act 205 as required by law and recommended he should be the C.A.O. for the Pension Plan. Moved by Hershey, Seconded by Dale that Mr. Letavic be approved as the Chief Administrative Officer of the Pension Plan. Motion carried.

Mr. Letavic presented the Meeting Date Schedule for 2020 for approval.

Moved by Shellenhamer, Seconded by Hershey the Meeting Date Schedule for 2020 be approved.

Motion carried.

Mr. Letavic presented the Holiday Schedule for 2020 for approval.

Moved by Dale, Seconded by Kopp the Holiday Schedule for 2020 be approved. Motion carried.

Treasurer's Report

Mr. Letavic presented the December 2019 expenditures to the Board:

General Fund	\$ 49,363.34
Golf Course	\$ 26,679.74
Liquid Fuels	\$ 3,548.39
Escrow	\$ 0.00
LVFC	\$ 0.00
Debt Service	\$ <u>12,813.78</u>
Total	\$ 92,405.25

Chair Geyer requested approval to pay the bills for December 2019.

Moved by Shellenhamer, Seconded by Dale to pay the December 2019 expenditures . Motion carried
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Zoning/Codes – Jeff Burkhart reported

- a. **Approval of 2020 Vinewinder Race Course sponsored by the Vineyard at Hershey –**
Requested approval of temporary road closures related to the 2020 Vinewinder Foot Race sponsored by the Vineyard at Hershey. Event is planned for Sunday May 17th, 2020 beginning at 1:00 p.m. The Fire Police will be involved with traffic control as in years past.

Chair Geyer requested a motion for approval.

Moved by Shellenhamer , seconded by Hershey to approve temporary road closures for the 2020 Vinewinder Foot Race. Motion carried.

- b. **Landowner Request for Rezoning** - Request from a landowner to re-zone a portion of their property.

Todd Smeigh of D.C. Gohn Associates and Trent DeArment owner of Homegrown Outdoor Finishes and Indian Rock Properties, located at 4189 East Harrisburg Pike made a brief rezoning request to the Board. The C-2 zoning map as presented doesn't line up with parcels and they filed a petition to make the zoning uniform throughout the property. Request is to remove the R-1 Residential and MH-Residential areas and those areas to be changed to C-2 Commercial to match the existing use.

Board requested the Planning Commission review their proposal at the next available Planning Commission meeting date before rendering any decision.

- c. **Request by Landowner - 2060 Felker Road** -

The landowner has requested an escrow reduction for the property at 2060 Felker Road due to construction completed to date. HRG has conducted a site inspection and recommends the requested adjustment be approved.

Moved by Kopp, Seconded by Shellenhamer to approve the reduction of the escrow account for the 2060 Felker Road project.

Motion carried.

MS-4 Environmental Department – Ms. Monique Dykman reported:

- a. Beginning to plan Earth Day 2020 event with Manada Conservancy, DCCD, in celebration of the 50th Anniversary of Earth Day. Will be Greening the Lower Susquehanna on 2-4 properties in Londonderry which will be funded by DCCD.
- b. Donors of 2 rain barrels to Elizabethtown College's Engineers for a Sustainable World "Off-Grid Greenhouse". Will be listed as a "Project Donor".

Public Works Department – Mr. Andy Brandt submitted report:

- a. Mild winter. Snow fence is up. Repaired potholes as needed. For month of January, general maintenance work, cleaned leaves from gutters, starting on tree trimming, truck and equipment maintenance, winter road maintenance.
- b. Two newer trucks should help snow removal operations .

Golf Course and Bar & Grill Report – Sam Risteff submitted report:

- a. Golf Course Budget Overview
- b. Course Improvements Noted
- c. Equipment Carts Maintained in December
- d. Plans for planting flowers on Back 9
- e. Doors enhanced quality of clubhouse

Engineer's Report – Andrew Kenworthy

- a. Route 230 Sewer project is in design and are working with DPMA South West Plant and Route 230 Corridor/Public & Private Partnership.
- b. Waiting on Londonderry Estates Sewer. Penn Vest financing applied for design and permitting. Penn Vest meeting January 29th . CFA H2O Grant submitted for construction.
- c. Continued the Swatara Creek Road water line and will finalize townships portion to Iron Mine road.
- d. First phase of Sunset Park trail completed. Leveraged financing from DCNR grant.
- e. Lauffer Road bridge still in design and on schedule.

Mr. Letavic noted the H2O Grant (approximately \$ 959,000) should be announced in January and would be a combination of grant and loan.

Mr. Hershey discussed the first phase of the Sunset Park trail project and questioned the timeframe for bathroom projects. Mr. Letavic noted the bathroom project will be in the next phase.

Solicitor's Report – Mark Stewart – No report

EMA – Les Gilbert reported:

Mr. Gilbert requested grant money from Act 147. He was awarded about \$2,100 for equipment. Money will go back into the general fund once the money is attained. No emergencies have occurred. Mr. Gilbert mentioned they still need to stay up-to-date with training because TMI is still there. As far as he knows, there is one more drill and from there will need to see what happens. He mentioned something could happen up until the year 2075.

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New Business - Mr. Letavic noted the Winery and Brewery in Londonderry Township was one of two wineries in Dauphin County recognized at the PA Farm Show and received the Governor's cup for their 2017 Merlot, and won the Best in Show for dry wine. He encouraged others to stop by. The Township has a lot to be proud of.

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Old Business – None

Executive Session – None

Adjournment –

Moved by Mr. Shellenhamer, seconded by Ms. Dale. Meeting adjourned at 8:03 p.m.



Secretary