

LONDONDERRY TOWNSHIP BOARD OF SUPERVISORS
Regular Meeting Minutes
June 1, 2020
7:00 P.M.

The Londonderry Township Board of Supervisors held their regularly scheduled meeting on Monday, June 1, 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 - Anna Dale, Member
Ron Kopp, Member
Bart Shellenhamer, Vice-Chair
Mel Hershey, Member

Present: Steve Letavic, Township Manager
Jeff Burkhart, Codes/Zoning Officer
Sam Risteff, Golf Course Superintendent
Monique Dykman, MS-4
Andy Brandt, Public Works Director
Mark Stewart, Solicitor
Andrew Kenworthy, HRG Engineer

Absent: Les Gilbert – EMA

Salute the Flag

Citizens Input: None

Approval of Minutes: Approval of May 4, 2020 BOS Regular Meeting Minutes. Moved by Ms. Dale, Seconded by Mr. Shellenhamer.

Call for Discussion: None

Role call: Mr. Shellenhamer – yes, Mr. Hershey – yes, Ms. Dale – yes, Mr. Kopp – yes

Board of Supervisor regular meeting minutes dated 05/04/20 approved.

New Business:

Manager's Report : Steve Letavic

1. **230 Corridor Project: No Board Action Required:** Mr. Letavic informed the board that all projects are still progressing and on schedule. Mr. Letavic is in search of additional grant funding for the sewer and water line installation. PennDot has approved the installation of a traffic signal at the corner of Deodate and Route 230. This signal does not require turning lanes and the developers will provide funding for the signal installation.

2. **Londonderry Estates Sewer: No Board Action Required:** Mr. Letavic informed the board the project is still on schedule and the Township is exploring the residents desire to obtain public water and gas in addition to public sewer. Mr. Letavic informed the board that the latest mailing was sent to residents and a copy was provided to elected leaders, at all levels of state government. The Township is waiting to hear on the \$982,000.00 CFA grant for this project but have been told these announcements may be delayed until September due to the Covid issue and the attendant state budget process. The Township continues to seek out and apply for any additional grant funding that further defrays the cost to residents.
3. **Resolution 2020-8 DTMA Intermunicipal Agreement Lease: Board Action Required:** Mr. Letavic introduced Resolution 2020-8 DTMA Intermunicipal Agreement Lease which enables permitting and construction. The lease rental payments from DTMA will cover the debt services on the Penn Vest loan.

Call for Discussion: Mr. Kopp questioned if the DTMA Intermunicipal Agreement Lease was a standard procedure language making sure the project is completed as planned; and also questioned the Township's responsibility of construction and hiring of the contractor.

Mr. Letavic confirmed it was a typical process and the Township is the applicant and recipient of the Penn Vest Loan. The Township is to ensure it will be designed, permitted and constructed to specifications. We are currently in the design process. The Township is on schedule to get prepared to do the second Penn Vest application for construction. Once it meets inspection, all parties will sign off and then there will be a dedication to DTMA at the end of the lease.

Mr. Letavic asked the Board to take action on the Resolution 2020-8 DTMA Intermunicipal agreement with Londonderry Township Municipal Authority.

Mr. Shellenhamer motioned to approve Resolution 2020-8 DTMA Intermunicipal Agreement. Ms. Dale seconded the motion. All in favor. Resolution 2020-8 approved.

4. **Covid Response: No Board Action Required:** Mr. Letavic informed the board that he continues to monitor and forecast cash flow projections for this year. Mr. Letavic will know much more after the month end closing of May and particularly June, because June is when the Township receives the most recent earned income tax allocation. Earned income tax is a \$640,000.00 line item in the Township's general fund budget. Earned income and local services taxes are key in our ability to cash flow during 2020. Mr. Letavic will update the board with cash flow projects and recommendations after review of month end June numbers with the finance informational group.

Call for Discussion: Mr. Geyer, Chair asked if the Township had made any changes to the budget to date. Mr. Letavic noted the Township is still watching the forecast. The Township has stopped unnecessary spending. There are potential changes that could be made. The Township will need to look at the long-term outcome in the next two months to determine the cash flow.

Call for Discussion: Mr. Shellenhamer questioned the cost recovery of FEMA. Mr. Hershey noted the Township submitted PEMA and FEMA Procurement Standards and Contracts for emergency funding. The Township also submitted for Public Assistance due to COVID, and found the Township did not qualify. Mr. Hershey and Mr. Gilbert attended several Webinars for both FEMA and PEMA to make sure they properly applied and followed protocol. Unfortunately, the losses did not meet the minimum requirements to qualify. The funding doesn't work for small government. Mr. Shellenhamer suggested the Londonderry Fire Company and EMS combine their efforts with the Township to get to the threshold. Mr. Hershey and Mr. Gilbert are preparing a written report for the Supervisors with the lengthy application process. Mr. Letavic confirmed EMS and the Fire Departments has logged many hours with helping the community, Efforts to find funding is very difficult. Mr. Letavic noted the continuation of work with legislators with hopes of support for local government. The Township wants to continue to provide services and carry out essential functions of the municipality.

5. **Legislative Issues: No Board Action Required:** Mr. Letavic informed the board that the first piece of legislation relative to the Township's ability to incur bond debt for operational cash flow was not passed by the general assembly. The thought was that municipalities that were already in trouble would incur debt they couldn't afford, adding to their long-term financial woes. A second piece of legislation is going to be brought forth relative to changing the law around Tax Revenue Anticipation Notes or TRANS. These financial instruments typically have to be paid back in the year they are incurred. For municipalities that are experiencing cash flow issues tied to the reduction in revenues that are not anticipated to be received, the current law doesn't help with meeting current financial obligations. The proposal to change the current law would allow a longer pay-back period of the debt incurred so that townships could cash flow in the near term (current year) and allow them time to see the total financial impact of the virus.

Treasurer's Report – Steve Letavic

Mr. Letavic asked for approval to pay the May bills as presented.

Payment of Invoices:

FUND	Checks written in May for Supervisor
General Fund	\$156,297.07
Golf Course	\$ 41,081.51
Liquid Fuels	\$ 2,257.63
Escrow	\$ 28,870.54
LVFC	\$0
Debt Service	\$13,155.78
ME2 Grant	\$62,951.60*
PennVest	\$0
Capital Projects Fund	\$0
Total by when written	\$304,614.13

*Includes pymts to be issued from the Cap Prj Funds. Bank acct was not yet open when invoices needed to be paid.

Ms. Dale motioned to approve the May bills, Mr. Shellenhamer seconded the motion.

Call for Discussion: Mr. Hershey questioned the ME2 Grant funding.

Mr. Letavic noted the ME2 Grant was funding received from DEP used for the design and permitting of the Conewago Creek project.

All in favor for the approval of the May bills. Motion approved.

Zoning/Codes – Jeff Burkhart

Mr. Burkhart commented on the logistics facilities coming into the township.

1. Core 5 and Lytle were a subdivision initially. The land development plan will go to the Planning Commission on June 15, and then possibly the land development plan along with conditional use plan will go before the Board at the Work Session on June 16.

2. The Developers from the Core 5 and School Heights continually send updates relative to Penn Dot's approvals.
3. The conditional use was February 19th for Vision Group and their plan for potential development will go to the Planning Commission on June 15 and then BOS Work Session on June 16.
4. Core 5 at Saturdays received approvals from the Township and are working with DEP, Penn Dot, Conservation District, etc. The Township is continuing to get updates. Contractors from Core 5 Group and Vision are working through a cohesive approval process which is working well.

Mr. Burkhart will continue to provide updates.

MS4 Environmental Department – Monique Dykman

Monique presented a report for the MS4 Department.

Progress Report for Environmental MS4 Department for June

1. Ms. Dykman developed a list of MS4 related webinars to share with the community, to replace the third and final workshop of this permit season.
2. A "back to work" plan was developed, and weeding is completed in the rain garden with plans to plant flowers. Buffers are in good shape, mowing and spraying will happen this week. Ms. Dykman went to the field for outfall inspections to fulfill the requirements.
3. Conewago Creek Restoration Permit Application was submitted through DEP and Army Corps of Engineers. The plan is finalized and inline for production. Although the plan has been delayed, the Township is still able to go for construction in the spring. MS4 is continuing to seek funding for Phase 2.
4. Ms. Dykman connected two more landowners to resources after they have reached out looking for stream restoration guidance and programs to plant trees on their personal property. The Township has resources for both. IF INTERESTED, email MDYKMAN@LONDONDERRYPA.ORG.

Mr. Letavic noted the Conewago Creek restoration was delayed due to better design changes making it a more cohesive plan for DEP.

Public Works Report – Andy Brandt presented to the Board a monthly report for work completed in the month of May and discussed work planned for the month of June. Mr. Brandt note there are no major projects due to funding. Sunset Park still remains closed.

Call for Discussion: Mr. Letavic asked about trucks travelling on Whitman Lane. Mr. Brandt said he was still waiting for Penn Dot to put up signs. Mr. Letavic suggested Mr. Kenworthy, engineer and Mr. Brandt discuss the issue further to get more information along with costs to provide to the Board for a better determination.

Golf Course and Bar & Grill Report - Sam Risteff provided a financial report to the Board. Sunset Golf Course got off to a great start this year due to great weather. The Golf Course closed in March due to Covid 19 and reopened Saturday May 2nd into the red phase. The Golf Course continues to follow CDC Guidelines. Leagues started on May 12th.

Call for Discussion: Mr. Hershey offered his appreciation for their efforts especially with reduction in staff. Mr. Kopp questioned if the players were willing to accept and follow the guidelines. Mr. Risteff explained the process for playing safer golf while using cones 6 feet apart to start. He further noted players were pretty happy to be playing golf and followed the guidelines of the Golf Course.

Engineer's Report – Andrew Kenworthy

Mr. Kenworthy mentioned the projects are in the middle of their progression. Projects are continuing with the water and sewer along Rte 230 Corridor and the water line extension along Swatara Creek road. DCNR confirmed some revisions on Sunset Park trail. Mr. Kenworthy will provide a graphic to the Board in a week or two. HRG is continuing to work with Londonderry Estates area for low pressure sewer. They are working with developers for the traffic signal at Deodate and Rte 230. The Lauffer Road Bridge is in design for bidding and construction.

Call Discussion: Mr. Kopp questioned the Lauffer Road Bridge relocation. Mr. Kenworthy commented that they currently need to identify what is needed physically for construction and safety issues.

Solicitor's Report – Mark Stewart

Mr. Stewart requested authorization to work with the Planning Commission to prepare amendment for various sections of the zoning ordinance to facilitate construction of utilities in relation to Rte 230 Corridor.

Mr. Hershey motioned to submit to the Planning Commission for consideration a Draft Ordinance prepared by the solicitor for an amendment of the zoning ordinance to facilitate the construction of utilities on the Rte. 230 Corridor and to authorize the advertisement of a hearing on the draft ordinance for potential adoption at the Board's next meeting. Seconded by Mr. Shellenhamer. All in favor. Motion approved.

EMA Report – Les Gilbert (absent)

Mr. Hershey noted Mr. Gilbert will be working with him on the damage assessment on June 8th, and will attend a Disaster Relief Seminar on June 16th.

New Business – SEO, Tim Wargo provided a letter to the board for direction on a projected well system that does not meet distance guidelines for property located at 389 Schoolhouse Road. Mr. Hershey was in favor of Option 1 a distance waiver, but not in favor of an annual water sample with