

LONDONDERRY TOWNSHIP BOARD OF SUPERVISORS
Regular Meeting Minutes
October 5, 2020
7:00 P.M.

The Londonderry Township Board of Supervisors held their regularly scheduled meeting on Monday, October 5, 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.

Salute the Flag

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

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

Absent: Les Gilbert – EMA

Citizens Input: None

Approval of Minutes: September 8, 2020 BOS Regular Meeting Minutes

Ms. Dale motioned to approve the September 8, 2020 BOS Regular Meeting Minutes. Seconded by Mr. Shellenhamer.

Call for Discussion: None

All in favor. Board of Supervisor Regular Meeting Minutes dated September 8, 2020 approved.

Manager's Report: Steve Letavic, Township Manager

Mr. Letavic noted he was working with finance on the budget and cashflows. Completion of the budget is anticipated for next week. Upon review, Mr. Letavic will submit the budget to the Budget and Finance Committee. Negotiations have been finalized on health insurance with a 3.1 percent increase, which is much better than the average health insurance increase of 10 to 25 percent in central Pennsylvania. Comcast Cable Franchise Agreement has been finalized. Mechanical legal issues are needed for completion and anticipated to be on the agenda for next month.

Mr. Letavic continues to work with developers to keep the 230 Corridor on schedule. Permits are expected from Penn Dot, and the Township is hopeful to have construction next year.

Treasurer's Report – Steve Letavic

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

Payment of Invoices:

FUND	Checks written in September for Supervisor approval
General Fund	\$ 121,144.81
ME2 Fund	\$ 0.00
Cap Proj Fund	\$ 0.00
PennVest Fund	\$ 0.00
Golf Course	\$ 27,910.93
LVFC	\$ 0.00
Debt Service	\$ 25,489.78
Liquid Fuels	\$ 7,452.19
Escrow	\$ 8,640.67
Total by when written	\$ 190,638.38

Mr. Shellenhamer motioned for approval of payment for the bills for September 2020 as presented.
Mr. Kopp seconded the motion.

Call for Discussion: None

All in favor. Motion approved for payment of September 2020 bills.

Questions for Manager:

Mr. Kopp received questions from the public about renting the Sunset Golf Course for birthday parties and also usage of the park. Mr. Letavic discussed the issue with Mr. Risteff, Golf Course Superintendent. The Governor's orders required gatherings of 25 or less and were upheld. CDC has determined that COVID is transmittal through the HVAC system. Therefore, it is in the best interest of the public to keep the Clubhouse closed at this time. In regards to the Sunset Park, the Township does not have sufficient staffing resources or financial funding to maintain the park in a safe manner according to the Governor's orders and CDC guidelines. Mr. Letavic encourages people to take

advantage of the parks nearby, i.e., Conewago pavilion and walking trail, and Hummelstown community playground.

Mr. Kopp questioned if public access to the Londonderry Township Office is limited to emails and phone calls.

Mr. Letavic informed the Board that the general population access to the office is not something being done right now. Appointments can be made with building and codes officers. The Township has staggered staffing to retrieve phone messages and email. A tracking system has been put in place for phone messages. Zoom meetings are being held. Schedules on projects such as Rte. 230 Corridor and Londonderry Estates are on track. The technology is available to make sure the service needs are met and everybody is kept safe.

Mr. Shellenhamer noted the Fire Company is available for party rentals. It is a large venue space with a kitchen. Mr. Letavic recommended to the members to direct the requests to the Fire Company for possible rentals.

Zoning/Codes – Jeff Burkhart

Burget and Associates-Final Subdivision plan for Jack E. & Lois A. Patti at 297 Roundtop Road

- 1) Mr. Joe Burget, Burget & Associates, presented a revised application for a Final Subdivision plan for Jack E. & Lois A. Patti at 297 Roundtop Road, Middletown PA for review and consideration for approval. This is a subdivision only with no development occurring at this time. As part of this application a request for waiver of S.L.D.O. Sec 22-304 - requirement to submit a Preliminary Plat is requested. Also requested is a deferral of S.L.D.O. Sec 22-506 – requirement to construct curb and gutter, as well as a deferral of S.L.D.O. Sec 22-507 – requirement to construct sidewalk as part of the subdivision of this site. A Request for DEP Planning (Module) Exemption is also included for this property. This project has been reviewed by the County Planning Commission with minimal comment and by the Township Planning Commission, who recommended it for approval. The latest review comments from HRG dated 9/17/20 are showing only administrative comments needing to be done before signing and recording the plan.

Call for Discussion: Mr. Shellenhamer posed a question to Andrew Kenworthy, HRG as to whether the plan was reviewed. Mr. Kenworthy noted the plan satisfies what is required by the Ordinance. Mr. Burkhart noted HRG and the Planning Commission had no issues.

Ms. Dale motioned to approve the requested Waiver of S.L.D.O. Sec 22-304 - requirement to submit a Preliminary Plat for the subdivision of this site. Seconded by Mr. Ron Kopp.

All in favor. Motion approved.

Mr. Shellenhamer motioned to approve the requested Deferral of S.L.D.O. Sec 22-506 - requirement to construct curb & gutter and the requested Deferral of S.L.D.O. Sec 22-507 - requirement to construct sidewalk as part of the subdivision of this site. Seconded by Ms. Dale.

Call for discussion: None

All in favor. Motion approved.

Ms. Dale motioned to approve the Final Subdivision Plan subject to the conditions set forth from the HRG letter dated September 17, 2020 and with comments from the Board listed for this site. Seconded by Mr. Kopp.

Call for Discussion: None

All in favor. Motion approved.

Discussion: A brief discussion was held on the permit and building activity in the Township and the permitting process. Mr. Burkhart discussed the online application process and commented that things are working properly. Phone calls are being returned in a timely manner and applicants are being directed to the website. The drop box is being used for communication. Mr. Brandt, Public Works, communicates with Mr. Burkhart with a one-call process. Mr. Letavic expressed that in his review of the General Fund, \$15,000 was collected in revenue above of what is budgeted for Building Permits Revenue. This increase indicates permits are getting captured and into the system. Mr. Burkhart further noted that he will provide a report to submit to the Board.

MS-4 Environmental Department – Monique Dykman

Monique presented a report for the MS4 Department

Progress Report for Environmental MS4 Department October

- We were not awarded the Clean Water Partners grant (\$50,000), due to timeline to spend out the grant, but were encouraged to apply in the future. We are still waiting on NFWF.
- Plans to host two small, socially distant tree planting events along Swatara Creek Road properties in late October/November. Some PP&L trees and some under DCNR grant.
- Submitted a DCNR grant for private land owner. Not officially approved yet.
- Finished and submitted annual MS4 Report required by DEP.
- We have heard confirmation from both PADEP and USAEC – both have received the permits and we have begun to process responses to any comments and questions that have been brought up
- Still on schedule to go out for bid this winter and break ground on Phase 1 in Spring 2021. Pending funding, we hope to continue Phase 2 in Spring 2022, and Phase 3 in 2023.

- Ms. Dykman is working on the final touches for the Conewago GIS Story Map – which was asked to be featured on the Tri County Regional Planning Commission's Imagine a Day Without Water Campaign. A demonstration of the website was presented to the Board.
- Proposal to speak at the Western Pennsylvania Land Conservation Summit accepted by WeConservePA – formerly known as Pennsylvania Land Trust Association – in mid-November.

Call for Discussion: Ms. Dale commented that she was very excited about the Conewago GIS Story Map which will be a great tool that she could share when she does the MS4 Programs with PSAT. She said it will give the small municipalities a great resource to educate themselves. Mr. Geyer, Chair, noted the presentation was very nice and easy to follow. Mr. Letavic congratulated Ms. Dykman for being invited to be asked to speak on her presentation as she represents Londonderry Township.

Public Works Report – Andy Brandt

Mr. Brandt presented a report of work done in the month of September and also discussed work planned for the month of October

Progress Report for Public Works Department 08-23 to 09-19-2020

- Weekly – truck & equipment pm checks, road checks, mowed Swatara Creek Properties, Firehouse & Braeburn
- Worked w/Plasterer Equipment mechanic to repair skid loader
- Cut brush on perimeter at Braeburn Park & Firehouse
- Office – paved storm sewer trench in driveway, top soiled, seeded & mulched trench in yard
- E-Town Boro PW personnel cut holes in 2 inlets with their concrete chainsaw for the Zion Rd project
- Cleared brush behind PWB
- Paving repairs on Gingrich Rd, Zion Rd, Pecks Rd, Engle Rd
- Serviced riding mowers
- Installed counters on door @ main office
- 1755 Zion Rd – installed storm sewer pipes & structures
- Top soiled, seeded & mulched underdrain trench on Braeburn Rd
- Worked w/Omega on new computer system
- Had water meter on Water St calibrated

Monthly Planner for October 2020

- Week of 09-28: crack sealing in Londonderry Twp. w/help from Conewago Twp. PW crew
- Week of 10-05: line painting, MS4 training, 1755 Zion Rd – pave driveway, topsoil, seed, install straw matting in swale
- Week of 10-12: crack sealing in Conewago Twp.
- Week of 10-19: crack sealing in Conewago Twp. on Monday; put salt gear on trucks to make sure they all work for winter; roadside mowing
- Week of 10-26: roadside mowing

Call for Discussion: A discussion was held on ways to prevent trucks from exiting on Tollhouse Road from Rte. 283. The GPS companies are directing the trucks to that exit. A recommendation was made to modify the McDonald's and LUVS Billboard off of Rte. 283 for trucks to take the Vine Street Exit. Ms. Dale recommended an official correspondence coming from the Township to LUVS and Rutter's Corporate Office to address the problem. Mr. Burkhart will check for the appropriate contact persons to submit a formal letter from the Township.

Mr. Hershey questioned Mr. Brandt about the final subdivision plan with the swale/drop-off at the end of the road at London. Mr. Brandt discussed the situation with Mr. Kenworthy. Mr. Kenworthy noted the plans do call for a smoother transition. Mr. Kenworthy will call the developer directly and make sure there is an inspector aware to make sure additional work is completed to smooth out the property. Mr. Burkhart noted the plans are a temporary condition. The street installed will be super-elevated and expected to be recontoured within the next few days.

Golf Course and Bar & Grill Report - Sam Risteff

Finance reports were submitted by Mr. Risteff for the Golf Course and Pro Shop. The variance in green fees and carts alone result in a significant increase from last year. The downstairs bathrooms were opened recently so players can enter from the entrance under the deck to provide a warmer place. The Pro Shop reopened two weeks ago and sales are picking up. CDC Guidelines remain in place. Three outings were done with two remaining this weekend. Thirty outings are booked for next season. Four weddings are booked next year. Craig and crew completed the fall fertilization program and the course remained in good condition. Mr. Risteff noted he had a great team.

Mr. Risteff extended his appreciation to Bart, Matt and the Londonderry Township Fire Company for all their hard work in keeping the golf course irrigated when irrigation was lost on the front nine several weeks ago. Mr. Letavic commended Mr. Risteff on his continued great work at the golf course. Mr. Hershey also offered his gratitude to Mr. Risteff for his great leadership.

Engineer's Report – Andrew Kenworthy

- Mr. Kenworthy mentioned they are expecting to have bids received from contractors on October 13th for the water and sewer line on Rte 230. Developers are on schedule and there could be limited construction this year starting on the Swatara Creek Road area.
- Soiled borings were placed on the bridge on Laufer Rd. The project is on schedule to bid this winter for construction in the Spring.

KLA Roofing and Construction LLC Bid for the pedestrian pathway

Mr. Kenworthy submitted to the Board for consideration a request for approval of a bid from KLA Roofing and Construction LLC for the pedestrian pathway. HRG is working with them on a similar project in another township, and they are doing a good job. The bid was \$264,092.82. The pathway is being funded by two grants for construction and design in the amount of \$350,000.

Call for Discussion: Mr. Letavic asked if the bid is on budget and the grant funding would cover the cost. Mr. Kenworthy concurred. Mr. Hershey noted as long as it was in budget, the board should award the bid and go forward. Mr. Hershey motioned to approve the bid of \$264,092.82 to KLA Roofing and Construction LLC for construction of walkways contingent upon review and approval by the Solicitor. Seconded by Ms. Dale.

Call for Discussion: Mr. Shellenhamer asked if KLA Roofing is doing 100% of the project. Mr. Kenworthy noted it was a complete bid and scope for this contractor.

All in favor. Motion approved.

Call for Discussion: Mr. Brandt asked Mr. Kenworthy to make sure the manhole and valve boxes are below the finished grade in the paving of the sewer and water line on Rte 230 due to snowplowing concerns. Mr. Kenworthy noted an inspector will be there to make sure it is done in accordance with what the Township needs.

Solicitor's Report – Jim Diamond

No report.

EMA Report – Mr. Letavic noted that Mr. Gilbert and Mr. Hershey are very busy keeping up with federal government requirements with funding streams due to COVID regulations. They have been coordinating with Mr. Letavic and Mr. Shellenhamer for any available grant funding.

Mr. Geyer, Chair asked about the status of CARES. Mr. Letavic anticipates hearing something this month for the award of funding - approximately \$51,000 for COVID reimbursement. Mr. Letavic and Mr. Geyer shared their gratitude to Mr. Gilbert, Mr. Hershey, and all those involved.

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New Business: None

Old Business

Mr. Burkhart indicated the final phase of the Creekside Meadows subdivision which includes the extension of London Avenue from Conewago Township into Londonderry Township is ready for signatures by the Township Planning Commission and by the Board of Supervisors. Mr. Burkhart will be contacting the individual signers to get the required signatures on the plans.

Executive Session - None

Adjournment: Ms. Dale motioned to adjourn. Mr. Kopp seconded the motion. All in favor. Meeting adjourned 8:34 p.m.



Secretary/db