

**Londonderry Township Board of Supervisors  
REGULAR MEETING MINUTES**

April 3, 2017  
7:00p.m.

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The Londonderry Township Board of Supervisors held their regularly scheduled meeting on Monday, April 3, 2017, at the Municipal Building, 783 S. Geyers Church Road, Middletown, Pennsylvania beginning at 7:00 p.m.

**PRESENT:** Ron Kopp, Chairman  
Mel Hershey, Vice Chairman  
Anna Dale, Member  
Mike Geyer, Member  
Bart Shellenhamer, Member  
Steve Letavic, Manager  
Jeff Burkhart, Code/Zoning Officer  
Kelsey Schwenk, MS4 Environmental Specialist  
Andrew Kenworthy, Engineer  
Mark Stewart, Solicitor

**Salute the Flag**

**Citizen's Input:** There was no citizen input.

**Approval of Minutes** . March 6, 2017 and March 21, 2017

Moved by Dale, seconded by Shellenhamer the minutes of March 6, 2017 and March 21, 2017 be approved. Motion carried.

Gil Hirshel, a representative from the Dauphin County Conservation District, presented a program on stormwater regulations and MS4 requirements.

**Manager's Report – Steve Letavic**

The Manager reported that he is working on multiple grants including a grant from DCNR for the rugby fields and a CFA grant for the parking area and the trail head at Sunset Park, in conjunction with the Township Engineer.

Additionally, several other projects are currently underway:

- Working with the accounting office to streamline and organize the office.
- Working on a joint project with Lower Swatara Township, Manada Conservancy, and Penn State on a tree planting project.
- Working on a piece of property located in Lancaster and Dauphin Counties to actually implement stormwater BMPs. Starting to look ahead to the changes in the permit that will come as a result of the update due in August.

- Working with the Alliance for the Bay in conjunction with Royalton, Conewago Township, Lower Swatara Township and Middletown to identify projects and look at them watershed-wide. The next step will be to try to match those best management projects with the requirements coming in August and finding funding for a joint project to address this portion.
- Presented an update on the fundraising efforts and the organizing process for the 4<sup>th</sup> of July Stars & Stripes Event.

**Treasurer's Report** - Steve Letavic

The Manager requested approval of the following expenditures for March.

GENERAL FUND	\$102,523.67
GOLF COURSE FUND	\$ 27,458.38
LIQUID FUELS	\$ 9,583.27
ESCROW	
LVFC	
DEBT SERVICE	\$ 27,021.75
TOTAL	\$166,587.07

Moved by Shellenhamer, seconded by Hershey the expenditures for March 2017 be approved as presented. Motion carried.

**Code/Zoning** . Jeff Burkhart

**MHP UPDATES**

The Code/Zoning Officer briefed the Board on the progress being made to address the annual permitting process for the mobile home parks. Crestview Mobile Home Park has entered into a compliance agreement with the Township that will enable them to obtain an annual mobile home permit. A similar process is underway with Hi-Land Home Park in which they will most likely request a specific waiver and/or deferral agreements related to requirements in the Township Mobile Home Park Regulations for obtaining an annual mobile home park permit. The prospective new owner of Geyer's Mobile Home Park has also engaged in a dialogue with the Township regarding the need to comply by proposing a similar type agreement.

### **FEMA MEETING UPDATE**

The Township met with (new) representatives from FEMA to review the status of the Community Action Visit (CAV) report that was received on February 24, 2015. Key elements that were discussed during the meeting centered on the Township's progress in establishing a baseline of existing structures, improvements and/or damages to those structures and the process being used for calculating substantial damage for those structures that were damaged as a result of flooding that occurred in 2011. FEMA representatives were satisfied with the procedures and the progress to date; however, they also reminded us that until full compliance with the items listed in the CAV were addressed, FEMA could not recommend reinstatement into the CRS (Community Rating System). We will continue to work towards that goal.

### **PEMA DISASTER RISK REDUCTION WORKSHOP**

The Code/Zoning Officer is registered at the PEMA Workshop to be held Monday, April 17 and Tuesday, April 18, 2017 regarding Hazard Mitigation, Disaster Risk Reduction, Disaster Resilience, Flood plain Management, Low Impact Development and Wetlands.

### **PSATS CONFERENCE**

The Code/Zoning Officer is registered at the PSATS Conference and hopes to attend the workshops on Monday, April 24 and Tuesday, April 25, 2017 regarding Enforceable Ordinances, Township Code and Other Laws, Keeping Ordinances Current (and Legal), Planning and Land Use Laws and Court Decisions and Contemporary Zoning Ordinances for the 21<sup>st</sup> Century.

### **BRIEFING ITEM**

The Code/Zoning Officer received a Lot Add-On Plan involving the reconfiguration of land between two parcels of land along Reservoir Drive and Round Top Road. Action on this plan is being scheduled for the April 17<sup>th</sup> meeting of the Township Planning Commission.

As an informational item, this office received a request from the property owner at 2488 Foxianna Road for relief from a pre-existing, non-conforming use. He is attempting to sell the property and is dealing with a time constraint. In addition, the Township incurred considerable expense for background work performed on the property by Vision.

The Board recommended that this matter be referred to the Code/Zoning Officer and the Solicitor for further clarification.

### **MS4 Environmental Department – Kelsey Schwenk**

The MS4 Environmental Department has focused on preparing for the upcoming collaborative tree planting with Lower Swatara Township and Manada Conservancy on April 21, 2017. Londonderry is donating mature trees that have been grown in the Township's nursery for 3 years, so we have also been making preparations for the removal and transplant of these trees to their new home. During the month of March, the MS4 Environmental Department completed a monthly municipal employee training, completed webinar trainings related to stormwater management and environmental sustainability, and completed monthly maintenance facility inspections.

For the month of April, the MS4 Department is focusing on spring inspections of various stormwater control structures within the Township. The department is also working to coordinate streamwalk assessments during the month of April to detect illicit connections to waterways. The department coordinator will also be attending the Certified Stormwater Inspector Training, instructed by the National Stormwater Center, April 24-25 in Pittsburgh, PA.

A progress report for March and a schedule for April was presented.

### **Public Works Report**

A report containing a list of work done in the month of March and work planned for the month of April was presented and is on file.

### **Golf Course and Bar & Grill Report - Mike Johnson**

A report was presented by the course superintendent and is on file.

### **Engineer's Report . Andrew Kenworthy**

A report was presented regarding miscellaneous funding sources and is on file.

### **Solicitor's Report . Mark Stewart**

No report.

### **EMA Report. Les Gilbert**

The Director reported that a mock drill with Three Mile Island will be held on April 11, 2017.

**New Business**

**Old Business**

**Executive Session**

Moved by Shellenhamer, seconded by Dale to adjourn the meeting at 8:05 p.m.  
Motion carried.

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