

**LONDONDERRY TOWNSHIP
RESOLUTION 2023-12**

**A RESOLUTION AUTHORIZING THE APPOINTMENT OF A NEW TOWNSHIP
BUILDINGS AND CODES OFFICER AND AMENDING THE DESIGNATION OF AN
ASSISTANT OPEN RECORDS OFFICER**

THIS RESOLUTION, is hereby approved and adopted by the Supervisors of Londonderry Township, Dauphin County, Pennsylvania:

WHEREAS, Section 7210.501 of the Pennsylvania Uniform Construction Code, 35 P.S. § 7210-101 et seq., and Section 103 of the International Property Maintenance Code ("IPMC")(collectively the Codes), provide that the Codes may be administered and enforced by municipalities by the designation of an employee to serve as the municipal code official; *and*

WHEREAS, Section 1704-A of the Second-Class Township Code, 53 P.S. § 65101 et seq., provides that the Township Supervisors may appoint code enforcement officers for the administration and enforcement of the Township's property maintenance code; *and*

WHEREAS, Section 502 of the Pennsylvania Right to Know Law, 65 P.S. § 67.101 et seq., requires that the Township to designate an official or employee to act as the open records officer; *and*

WHEREAS, the Township Supervisors adopted the Uniform Construction Code on July 6, 2004 [Township Ordinance 2004-3] and the 2018 Edition of the IPMC on August 1, 2022 [Township Ordinance 2022-01] and designated an employee to serve as the municipal code official for the Township on February 5, 2009 (Res. 2009-1].

WHEREAS, the Township Supervisors also designated an employee to serve as the open records officer and assistant open records officer on February 5, 2009 [Res. 2009-1].

NOW, THEREFORE BE IT RESOLVED, that the Supervisors of Londonderry Township do hereby Resolve that Ed Kazlauskas is designated as the new BCO/Codes/Zoning Officer for the Township and that Section 1-1301 of the Township Ordinance is amended to read as follows:

§ 1-1301 Open Records Officer.

1. Londonderry Township hereby designates Stephan M. Letavic, Township Manager, as the Township Open Records Officer and Ed Kazlauskas as BCO/Codes/Zoning Officer.
2. The Open Records Officer and Assistant Open Records Officer may be reached at 783 South Geyers Church Road, Middletown, Pennsylvania, 17057; phone 717-944-1066; fax 717-944-1926; e-mail address, twpmanager@londonderrypa.org or to ldadmin@londonderrypa.org.

DULY ORDAINED and ENACTED this 1st day of May, 2023, by the Board of Supervisors of Londonderry Township, Dauphin County, Pennsylvania, in lawful session duly assembled.

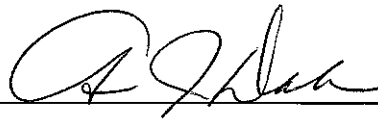
LONDONDERRY TOWNSHIP

Dauphin County, Pennsylvania

BY:



Secretary/Treasurer



Board Chair

NOTIFICATION OF CHANGE IN BUILDING CODE OFFICIAL OR NOTIFICATION OF ADDITION TO MULTIPLE BUILDING CODE OFFICIALS

Municipalities are required to notify the Department of Labor and Industry within 30 days of a change in or addition of the person designated to serve as their new Building Code Official (BCO). The person designated must be currently certified as a Building Code Official and must be either an employee of the municipality, COG, or an employee of a currently certified third-party agency. Instructions for using this form are on page 2.

Please provide all the following information in the respective box when a BCO change has occurred or when a municipality has appointed a second or third BCO. ***Municipal Official signature below is required for approval.***

CHANGE OF BCO Use this box when a BCO has been replaced.	Name of Municipality <u>LONDONDERRY TOWNSHIP</u> County <u>DAUPHIN</u> Name of Previous BCO <u>JEFFREY BURKHART</u> Cert # <u>005569</u> Name of New BCO <u>EDWARD KAZLAUSKAS</u> Cert # <u>003875</u> Name of Third-Party Agency (if applicable) _____ Cert # _____ Mailing Address (Where information and mail should be sent) <u>LONDONDERRY TOWNSHIP, 783 S. GEYERS CHURCH RD.</u> City <u>MIDDLETOWN</u> State <u>PA</u> Zip Code <u>17057</u> Telephone <u>717-944-1803</u> Email _____ Effective Date of Change <u>04/11/2023</u> This change submitted by (print name) <u>STEVE LETAVIC</u> Job Title <u>TWP. MANAGER</u>
ADD A BCO TO A MULTIPLE BCO MUNICIPALITY Use this box when increasing BCOs to two or more.	Name of Municipality _____ County _____ Name of Current Appointed BCO _____ Cert # _____ Name of Second Current Appointed BCO (if applicable) _____ Cert # _____ Name of Additional BCO _____ Cert # _____ Name of Third-Party Agency (if applicable) _____ Cert # _____ Mailing Address (Where information and mail should be sent) _____ City _____ State <u>PA</u> Zip Code _____ Telephone _____ Email _____ Effective Date of Additional BCO _____ This change submitted by (print name) _____ Job Title _____

Municipal Official Approval	Municipal Official Signature Authorization _____ Print Name <u>STEVE LETAVIC</u> Date <u>4/11/2023</u> Telephone <u>717-944-1803</u> Email <u>sletavic@londonderry.pa.org</u> #BCOs now serving Municipality <u>1</u>
Filing Requirements	Effective immediately, all changes or additions of BCOs require this form to be signed, printed and dated by an elected municipal official. Failure to provide this required official authorization will void this transaction and the form will not be processed. Use the first section to <u>change</u> the currently appointed BCO for the municipality. Provide the name of the replaced BCO and the name of the newly appointed BCO. If the municipality is served by more than one BCO, indicate the total number of BCOs serving the municipality after this change. Use the second section to increase the number of BCOs currently serving the municipality. Provide the name(s) of the current BCO(s) and the name of the newly added BCO(s). Indicate the total number of BCOs serving the municipality after this increase. The form must be signed by the Municipal Official who is authorizing the BCO change/addition. Contact information for the Municipal Official must also be listed on the form so that necessary corrections can be communicated in a timely manner to the correct individual Please fill in all information requested above and either fax this form to (717) 705-0196, email it to UCCBOIS@pa.gov, or mail it to: UCC Certification Unit Department of Labor & Industry 651 Boas Street, Room 1623 Harrisburg, PA 17121-0750 If code enforcement services are obtained from a third-party agency, it is important to provide the <u>name of the person</u> at that agency who holds a UCC credential as a BCO and who will act in that capacity for the municipality as the new BCO or as an additional BCO.