

Londonderry Township Board of Supervisors.
Public Hearing and Regular Meeting Minutes
April 1, 2024
7:00 p.m.
<http://www.facebook.com/londonderrytownship>
www.londonderrypa.org

As a courtesy to everyone, please turn off all cell phones and or pagers or adjust these or similar devices so that others cannot hear them. Calls received during a meeting if answered. Should be taken outside of the meeting room. Thank you.

Call to order: Mr. Shellenhamer called the Public Hearing to order at 7:00 p.m.

Salute the Flag

PUBLIC MEETING

Chairman Shellenhamer opened the Public Hearing by introducing Solicitor Jim Diamond who described the four proposed Ordinances under consideration for approval by the Board of Supervisors.

NOTE: A court stenographer was present to record the Public Hearing proceedings. The Public Hearing concluded at 8:10 pm.

Chairman Shellenhamer announced there would be a brief pause to allow anyone wishing to leave the Public Hearing proceedings may do so and anyone wishing to remain for the Regular Meeting of the Board of Supervisors were welcome to remain.

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REGULAR MEETING: BOARD OF SUPERVISORS

Call to Order:

Board Chair, Shellenhamer re-convened the Board of Supervisors Regular Meeting at. 8:15 pm.

Roll call / Attendance- Members Present: Bart Shellenhamer, Chair.
Ron Kopp, Vice chair.
Mike Geyer, Secretary / Treasurer
Anna Dale, Member
Mel Hershey, Member

Present: David Blechertas, Township Manager
Duane Brady, Codes / Zoning Officer
Brain Marchuck
Monique Dykman
Andy Brandt
Jim Diamond Esq.
Mike Wood P.E. Engineer
Ed Kazlauskas

Attendees: See attached list

Guest:

Chair Shellenhamer introduced Lieutenant Brian Wolf from the State Police as an invited guest to provide an update on the various Police activities underway within the Township and surrounding areas as part of their Community Outreach program.

Report on Executive Session None held

Approval of Minutes

Chairman Shellenhamer

Is there a motion to approve the March 20, 2024 Board of Supervisors Public Meeting and Work Session Meeting minutes as presented.

Motion by Supervisor Dale, seconded by Supervisor Kopp

Discussion: none

Call for vote: All in favor signify by saying aye; opposed none
Motion approved unanimously

Managers Report: Dave Blechertas

Approval of Resolution 2024-07

First item on my report is requesting approval of a Traffic Signal Maintenance Agreement and approve resolution 2024-07 authorizing me to affect future traffic signal maintenance agreements and modifications.

As a result of the flashing lights signs that are being planned for the intersection of Colebrook and Schoolhouse Roads PennDOT requires a resolution and designation of an individual within the Township to carry out future traffic signals maintenance agreements. The resolution will assist in meeting the goal of having those signs installed in early June or July.

Chairman Shellenhamer

Is there a motion to approve the Traffic Signal Maintenance Agreement and Resolution 2024-07 designating the Township Manager with the authority to affect future traffic signal maintenance agreements and modifications.

Motion by Supervisor Hershey; seconded by Supervisor Dale.

Discussion: Question raised if the agreement was reviewed by legal.

Response indicated legal reviewed the agreement.

Call for the vote: All in favor signify by saying aye, opposed none
Motion approved unanimously

Advertisement for new position

Second item on the agenda is a request for approval to place a job advertisement for the new position of executive secretary. Each of you have a copy of the job description in your packets for the position that is necessary to support the future growth of the Township.

Chairman Shellenhamer

Is there a motion to approve placement of a job advertisement for a new position of executive secretary

Discussion

Supervisor Kopp

Is the pay within a competitive range for that job title and does it compare with PSATS recommended competitive pay scale ?

Manager Blechertas

Based on a review of adjoining Townships the pay scale is competitive for the job title however an additional comparison will be made with the PSATS recommended pay scale for further substantiation.

Chairman Shellenhamer

Any further discussion, hearing none call for a motion

Motion by Supervisor Kopp, seconded by Supervisor Hershey.

Call for the vote: All in favor signify by saying aye, opposed none
Motion approved unanimously

Right to Know Designation

My final item on the agenda is a request to correct the original statements at the re-organization meeting in January and appoint myself as the Right to know Officer and Edward Kazlauskas as the Assistant Right to Know officer.

Chairman Shellenhamer

Is there a motion to correct the Right to Know appointments.

Motion by Supervisor Dale; seconded by Supervisor Geyer.

Discussion: none

Call for vote: All in favor signify by saying aye; opposed none
Motion approved unanimously

Public Comments

Solicitor Diamond pointed out it would be appropriate at this time to request public comments on the meeting agenda items.

Chairman Schellenhamer,

Are there any public comments on the meeting agenda items?

Hearing none the next item on the agenda: Treasurer's Report

Treasurer's Report: Brian Marchuck / Dave Blechertas

Before you this evening are the pending March purchase orders that require Board approval. Since this is a new process you will notice there are several blanket purchase orders with the identifier 'BL'. The blanket purchase order represents the maximum amount of proposed expenditure for the year within a given fund which will be tracked monthly.

This serves as an estimated budget amount for the year and establishes an expenditure baseline to help minimize budget requests for recurring costs such as trash removal and debt service payments.

Open Purchase Orders

Fund	Amount
General Fund	54,642.16
Golf Course Fund	140,259.79
Debt Service Fund	32,904.53
Escrow Fund	10,226.50
Liquid Fuels Fund	<u>11,289.50</u>
 Grand Total	 <u><u>249,322.48</u></u>

Just a couple things to point out for the golf course since this is a new process and we have a few blanket purchase orders listed in there that total about \$109,000. For example the Penn Waste blanket purchase order costs consist of 11 months of cost. So, for the month of March the actual Penn Waste costs are around \$410.00. So anywhere you see a 'BL' symbol on the non-column it refers to a blanket purchase order.

Discussion:

Supervisor Kopp
Wilsbach was about 20,000.

Mr. Marchuck
Thats for the year.

Manager Blechertas
We're not saying that we're going to spend every penny of that, that's just encumbering that amount so it can be tracked throughout the year.

Supervisor Kopp
It's basically an estimated budget.

Mr. Marchuck
That's correct.
And just as was stated, it doesn't mean we're going to spend it all, it's just a baseline for mostly recurring costs.

Supervisor Kopp

It just means you don't have to come back every month to request monies.

Manager Blechertas

You're seeing all that spending coming in for this month, but it's not actually what is being spent for the month.

Mr. Marchuck

I looked at the golf course and when you take out all the blanket purchase orders the total expenditure for the golf course for the month of March is about \$31,000.

Supervisor Kopp

The one that stuck out to me is Best Quality Foods for \$ 5000 but that's for the rest of the year correct?

Mr. Marchuck

That's correct.

Supervisor Hershey

That report you gave to Supervisor Geyer and myself gives accurate costs.

Mr. Marchuck

Going forward we're not going to have this many blanket purchase orders.

Manager Blechertas

Going forward you'll see a month like this every January, this year started late.

Supervisor Hershey

It's actually a great process to track costs. This makes it so much simpler.

Mr. Marchuck

The General Fund does have two blanket purchase orders related only to specific expenditures during the month of March. The General Fund is typically used for health insurance and professional services which is not out of the ordinary. The last item is for the debt service which is the annual payment related to the DCI obligation for bridge sharing. That concludes the Treasurer's report for tonight.

Supervisor Hershey

When I do my review, I review the cash in the account, but since there have been transfers into investments you will need to provide that sheet and refer to the funding so I can review the balance.

Mr. Marchuck

That is being prepared and only awaiting Mid Penn bank to approve the transfers.

Supervisor Hershey

Very good. Thank you

Chairman Shellenhamer

Any further discussion on blanket purchase orders? Hearing none move to motion.

Is there a motion to pay the open purchase orders for March 2024

Motion by Supervisor Kopp seconded by Supervisor Dale.

Call for the vote: All in favor signify by saying aye, opposed none
Motion approved unanimously

Codes and Zoning Report - March: Duane Brady

Before you is the monthly code department report for March and attached is a first quarter report on permits and investigations. There are 22 project numbers in the first quarter for permits with five open investigation files.

The zoning and building permit forms have been revised to allow for digital input and are available on the website as well as the lobby.

The former complaint form has been changed to a citizens input form which will soon be on the website and is also available in the lobby.

A new section on the monthly report entitled Rentals will be included in future reports pending approval of the Rental Ordinance.

Meetings with third party service companies are scheduled and some have been held to discuss a restructuring of how they will be utilized to be more beneficial in carrying out the code office functions.

There are no Zoning Hearing Board meetings pending and none were held in March.

The Tolani plan has received conditional approval from the Planning Commission and that plan will be presented at the April 17th work session. You will be receiving plan drawings in advance of the work session to allow sufficient time to review and prepare any questions.

As an ongoing practice, comments for ordinance changes are collected and will be addressed in the future updates.

No training was conducted in March however staff will be attending a PSATS Zoning Officers Association meeting in April on topics relevant to the Township.

A productive meeting was held with FEMA on March the 12th to review the progress for closing the CAV report with the anticipation that a letter of closure will be received by the end of April after which a briefing will be made to the Board.

Supervisor Hershey

Just for the record the last cost figure to bring the islands into compliance was about \$3,000,000 and that's an unfunded mandate; therefore, it is important to continue the effort to monitor activities on the islands.

Mr. Brady

Internal discussions are underway to establish policy and procedures to adequately administer the islands to assure compliance and avoid any future issues with FEMA.

Curt and Nanci Yocum Plan

You have before you a lot add-on plan for Curt and Nanci Yocum that has been marked. Doug Herr from Hershey Land Surveyors is present to answer any questions. As you can see on the front drawing the first page of the drawing shows the properties as they are presently located and the second drawing is the proposed new property lines that depict the lot add-on property lines.

Discussion:

Supervisor Hershey

Is there a land locked parcel on the property? There appears to be one on the plan.

Mr. Herr

The Janet Yocum Living Trust is made-up of three tracks. They were not separate sellable lots and were never combined into one lot. This plan removes any interior lines that could create a landlocked parcel and it turns it into one large 'L' shaped lot and one single rectangular lot both over one acre which is in compliance with the Ordinance.

Supervisor Hershey

Thank you.

Mr. Brady

There were two Planning Commission conditions required to move the plan forward to the Board of Supervisors. The first was to obtain a clean letter from HRG which is included, and the second was the identification of a new septic site with Sewage Enforcement Officer which shows as a blue box on the second page of the drawing.

There are three requested action items. The first is a request for a preliminary plan waiver which has been recommended for approval.

Chairman Shellenhamer

Addressing each action item separately is there a motion for the first action item to approve the preliminary plan waiver request as recommended

Motion by Supervisor Dale; seconded by Supervisor Geyer

Discussion: none

Call for vote: All in favor signify by saying aye; opposed none

Motion approved unanimously

Mr. Brady

The second action item involves a request for two deferrals;

- 1- deferral for curbs and gutters SALDO Section 22-506
- 2- deferral for sidewalks SALDO Section 22-507

- Deferral is a little bit different than a waiver where they're not requesting to be exempted but meaning that if in the future road curbs, sidewalks and gutters were ever to be installed in that part of the Township, they would also be required to install those.

Chairman Shellenhamer

Addressing each deferral separately:

Is there a motion to recommend approval of the requested deferral of the SALDO Section 22-506. curbs and gutters

Motion by Supervisor Geyer, seconded by Supervisor Dale

Discussion: none

Call for vote: All in favor signify by saying aye; opposed none
Motion approved unanimously

Is there a motion to recommend approval of the requested deferral of the SALDO Section 22-507 sidewalks

Motion by Supervisor Hershey, seconded by Supervisor Dale

Discussion: none

Call for vote: All in favor signify by saying aye; opposed none
Motion approved unanimously

Mr. Brady

The third action item is a request for approval of the Lot Add-On Final Plat Plan for Curt and Nanci Yocum as recommended

Chairman Shellenhamer

Is there a motion to approve the Lot Add-On Final Plat Plan for Curt and Nanci Yocum as recommended

Discussion:

Supervisor Kopp asked if this plan was verified by all parties and markers placed.

Mr. Brady stated it was verified by all parties and good to move forward.

Mr. Herr verified the markers will be placed on the new lots.

Chairman Shellenhamer

Any further discussion on plan? Hearing none move to motion.

Motion by Supervisor Dale, seconded by Supervisor Kopp

Call for vote: All in favor signify by saying aye; opposed none
Motion approved unanimously

The last item for the code department before you tonight is the Tolani Plan which will be presented to the Board at the April 17 Work Session with the actual plan itself.

The Department of Environment Protection must review the sewage planning module and part of that process requires a Resolution by the Board of Supervisors to allow the plan to move forward to DEP and expedite the review.

This is a request to approve Resolution 2024-08 to allow Reilly and Associates, the engineer for Tolani, to submit the sewage planning module to DEP and allow that process, which takes anywhere from 60 to 90 days for DEP to provide comments while Tolani continues to work with the Township on the final approval of the plan itself.

Chairman Shellenhamer

Is there a motion to recommend approval of Resolution 2024-08.

Discussion

Supervisor Kopp

What's the purpose of this resolution if Tolani has access to public sewer?

Dave Blechertas

DEP has oversight over a public sewer authority such as DTMA which is similar to the oversight they have for the on-lot systems. There is an application and review process that DEP has authority over which requires Tolani to show where they're running their lines and where they're tapping into and that's the purpose of this application and resolution. They do this at their own risk by asking for this approval, submitting it and incurring their own cost with no guarantee their plan will be approved.

Jim Diamond

Remember this all ties into the Townships 537 plan that is regulated by DEP.

Supervisor Kopp

If the Resolution is approved does that start that process?

Duane Brady

It will allow Reilly Associates to submit the sewage planning portion to DEP.

Supervisor Kopp

Will that impact any action taken on the plan.

Duane Brady

Not at all, these are separate tracks.

Duane Brady

The Board has no say where Tolani taps into the sewer line but any plan approvals must comply with DEP's recommendation.

Supervisor Kopp

That was the question that wasn't clear.

Chairman Shellenhamer

Is there any further discussion; hearing none is there a motion

Motion by Supervisor Hershey Seconded by Supervisor Dale

Call for Vote: All those in favor signify by saying aye. Opposed none.

Motion carried unanimously

MS-4

Progress Report for Environmental MS4 Department April

- April 24th - **We're having an open house for the Londonderry's Park, Recreation and Open Space Plan!** Join us to talk about parks, recreation, open space, and trails on April 24th at 6:00PM in the Banquet Room at Sunset Bar & Grill. We hope to see you there!
- Please take Park Recreation and Open Space Plan Survey, advertised in Newsletter, Facebook, website, etc.
- Hosted 2nd PROS Steering committee meeting at Sunset Bar & Grill 3/18 with 3rd meeting 5/20.
- Working on DCNR Application to submit grant for replacement of two smaller playgrounds at Sunset Park.
- Tri County Conewago Creek Association will be hosting an Earth Day event, in partnership with Londonderry and South Londonderry Townships on April 21st at to Lawn Community Park the event will include local conservation partners, macroinvertebrate demonstrations, and attendees can take a free native tree home to plant.
- Finalizing and publishing bid for Conewago Creek operations, maintenance and reporting requirements.

Progress Report for Public Works Department 02-25 to 03-23-2024

- Weekly: truck & equipment pm checks; Toolbox Safety Talks; Andy met w/Dave for weekly progress meetings
- Bi-weekly: road checks
- Monthly: 1 man to read water meters on the River Rd water system
- Tree trimming
- 1 man worked on golf course
- Completed installing broom on tractor
- Cleaned debris from roads due to windy conditions
- Repair/replace street signs
- Repaired snow fence
- Repaired shoulder on Hoffer Rd where dump truck was stuck during plowing
- Dumped millings in hole on Sunset Dr where tree fell
- Fabricated brackets for Chevron signs
- Serviced riding mowers
- Crew attended round about webinar

- Cold patched pot holes
- Meet w/contractor for paving on Shopes Church Rd
- Set up barricades on Brinser Rd @ Hickory Rd due to flooding
- Removed fallen trees from Felker Rd and N Geyers Church Rd
- Cleaned gutter on N Geyers Church Rd
- Returned topsoil screener to Middletown Boro
- Picked up wood & tire from Hoffer Rd field
- Picked up Bocce Ball mix
- Crew looked at asphalt hot box in Susquehanna Twp
- 1 man worked in Sunset Park
- Turned water on in Sunset Park
- Removed snow fence from Zion Rd, started removing snow fence on schoolhouse Rd
- Picked up new mowing trailer from Tool Shed

Monthly Planner

- Weekly: truck & equipment pm checks; Toolbox Safety Talks; Andy meet w/Dave for weekly progress meetings
- Bi-weekly: road checks
- Monthly: 1 man to read water meters on the River Rd water system
- Remove & store snow fence
- Remove salt gear from trucks, wash & store
- Gutter cleaning
- Work in Parks

Andy Brandt
Public Works Director

Golf Course Report - Dave Blechertas

I will be submitting the report of behalf of Sam this evening

- Before you is a copy of the financial report showing the greens fees year to date have surpassed the 2023 year led by the month of March while other revenues are tracking at a similar pace.
- There are ten golf leagues set to begin within the next two weeks scheduled through September.
- Bathrooms in the club house were professionally cleaned and both Sam and Tyler patched and painted wall areas throughout the Club House that were needed including the Hallways, Pro Shop and Banquet room with plans to complete a full repainting of the Banquet room in the future.

- Thursday Night entertainment will start June 6th through September 26th and supplies and entertainment are being scheduled.
- The maintenance staff are being called to begin preparing the course for the upcoming season with assistance from Jeff at the Public Works Department removing debris from the recent storms.
- Work is underway to treat the ornamental grasses and the seeded area on the back nine, the greens and fairways and checking the irrigation system.
- Golf carts have been serviced in preparation for the season.

Request to Approve 2024 Golf Course Rates

Included in your packets is a copy of the proposed 2024 rates compiled in the last week based on a comparison of several other courses in the area and these are the recommended rates for the summer season through October / November until they are switched off of season rates.

Chairman Shellenhamer

Is there a motion to approve the 2024 Golf Course rates

Discussion

Supervisor Kopp

Are these rates an increase from last June?

Manager Blechertas

There is no across the board increase however several items increased by a dollar or two but they were capped at that.

Chairman Shellenhamer

Any further discussion on golf rates; Hearing none move to motion

Motion made by Supervisor Kopp; Seconded by Supervisor Dale

Call for Vote: All those in favor signify by saying aye; opposed none

Motion passed unanimously

Engineers report – Mike Wood

- DTMA recently provided updated information regarding the status of the SR 230 sanitary sewer hookups. There were six new connection permits issued and four properties that will be connecting within the next week.

Discussion

Supervisor Hershey

How many more properties are remaining to connect.

Mr. Wood

There are thirty (32) properties remaining to connect and ten (10) that do not have permits.

Supervisor Hershey

If they have a permit to connect there will be a time frame to install but for those who have not pulled a permit that is a problem that must be addressed

- Mr. Wood
A third letter of notification was sent out March 27th therefore it is anticipated there may be more permit applications submitted to DTMA.
- Supervisor Hershey
What is the status of connections with Pine Manor and Cedar Manor?
It's imperative to have those two sewer plants connected to the public sewer system.
- Mr. Wood
DTMA will be contacted for an update and try to have a status report for next meeting.

Solicitors Report none

Public Safety- Bart Shellenhamer

I'll be going to the Hazard Mitigation Meeting on April 11th.

Duane and I went out to 4000 Vine St. to inspect what will now be the Calibri School. They are reconfiguring 10,000 square feet of the building to create a private school and the private schools now require a sign off from fire department and code enforcement to be make sure there are code compliant. The school passed inspection.

New Business none

Old Business

Manager Blechartas

A couple of updates:

- Monique mentioned that the bid for the Conewago Creek maintenance and monitoring agreement has been advertised.
- The RFP for the building renovations here at the Admin Building has been advertised. One request for an information packet has been received

Chairman Shellenhamer

Any other business or comments; Hearing none move to a motion

Is there a motion to adjourn the meeting

Motion by Supervisor Dale seconded by Supervisor Hershey

Call for Vote: All in favor signify by saying aye; opposed none

Meeting adjourned at 9:22 pm

Secretary _____