

**Londonderry Township Board of Supervisors
REGULAR MEETING MINUTES
LONDONDERRY TOWNSHIP OFFICE – MEETING ROOM**

April 3, 2023

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: 7:00 p.m.

Salute the Flag

Roll Call/Attendance/Members Present:

Anna Dale, Chair
Mel Hershey, Vice Chair
Mike Geyer, Member
Ron Kopp, Member
Bart Shellenhamer, Member

Present: Steve Letavic, Township Manager
Jeff Burkhart, Code/Zoning Officer
Andy Brandt, Public Works Director
Monique Dykman, MS4 Specialist
Andrew Kenworthy, P.E., Engineer
Jim Diamond, Esq., Solicitor
Les Gilbert, EMS Director

Attendees: See attached list for Residents/Guests in attendance

REGULAR MEETING:

Citizens Input -- None

Approval of Minutes -- March 6, 2023 Board of Supervisors Regular Meeting minutes. Mr. Shellenhamer motioned to approve the March 6 2023 Board of Supervisors Regular Meeting minutes. Mr. Geyer seconded the motion with one correction as stated by Mr. Brandt to remove the word approve in proposed Resolution 2023-07.

Call for Discussion: None

All in favor. Motion carried

Manager's Report – Steve Letavic

Proposed Resolution 2023-06 - proposed resolution to include clerical corrections for the Londonderry Township 2023 Fee Schedule.

Mr. Letavic asked the Board for a motion to approve proposed Resolution 2023-06 to include clerical omissions for the Londonderry Township 2023 Fee Schedule in Section I Subsections A and B, Section V Subsection C and Section VII which were inadvertently omitted from the original Fee Schedule. The proposed corrections are indicated in red in the enclosed 2023 Fee Schedule.

Mr. Kopp motioned to approve proposed Resolution 2023-06 for clerical corrections for the Londonderry Township 2023 Fee Schedule. The motion was seconded by Mr. Hershey,

Call for Discussion: None

All in favor. Motion carried

CFA LSA Grant Award

Mr. Letavic informed the Board that the Township was awarded \$200,000.00 in funding for the Conewago Creek Project. He also noted that there has been a total of 155,000 cubic yards of silt removed.

Governor's Award

Mr. Letavic apprised the Board that the County WREP program, which the Township was a partner on, won the Governor's Award for Excellence for Local Government. The Award is being received under the "Innovative Community/Governmental Initiative" category. The Awards Presentations will be held on April 12, 2023 at the State Museum.

Treasurer's Report – Steve Letavic

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

Payment of Invoices:

FUND	Checks written in March 2023 for Supervisor approval
General Fund	\$ 416,917.27
ME2 Fund	\$ 14,739.07
Capital Projects Fund	\$ 2,656.35
PennVest Fund	\$ 4,081.50
Golf Course	\$ 48,175.56
LVFC Capital Construction Fund	\$ 0.00
Debt Services	\$ 14,304.23
Liquid Fuels	\$ 0.00
Escrow	\$ 21,792.83
Fire Company Fund	\$ 0.00
MS4 Fund	\$ 0.00
Paving Fund	\$ 0.00
Capital and Operating Fund	\$ 0.00
Total by when written	\$ 522,668.79

Mr. Shellenhamer motioned to approve payment for all of the bills for March 2023 as presented. Mr. Hershey seconded the motion.

Call for Discussion: None

All in favor. Motion carried

Zoning/Codes – Jeff Burkhart

Affirm completion of conditions of approval per Engineer and DCPC review comments and approve the Lot Add-On Plan for Hillsdale Cemetery Corporation as revised.

Mr. Burkhart asked the Board of Supervisors to acknowledge approval of the Lot Add-On Plan for Hillsdale Cemetery Corporation. This plan proposes the consolidation of three (3) separate tax parcels into one parcel under the ownership of Hillsdale Cemetery Corporation. The Board conditionally approved this plan on December 5, 2022 subject to completion of conditions which have now been addressed.

Mr. Shellenhamer made the motion to acknowledge Final Approval of the Lot Add-On Plan for Hillsdale Cemetery Corporation as presented and revised. Mr. Kopp seconded the motion.

Call for Discussion: Mr. Diamond confirmed that all of the conditions were met. Mr. Geyer recused himself from voting.

All in favor. Motion carried.

Consider partial release/reduction of Construction Escrow for Core5 - School Heights property

Mr. Burkhart asked the Board for a motion to approve the partial release/reduction of Construction Escrow for Core5 - School Heights property in the amount of \$945,531.00 in accordance with the March 6, 2023 Financial Security Adjustment #1 as presented by HRG.

Mr. Kopp made the motion to approve the partial release/reduction of Construction Escrow for Core5 - School Heights property to be adjusted to \$949,531.00. Mr. Shellenhamer seconded the motion.

Call for Discussion: None

All in favor. Motion carried

Consider partial release/reduction of Construction Escrow for Core5 – Saturdays Market property

Mr. Burkhart asked the Board for a motion to approve the partial release/reduction of Construction Escrow for Core5 – Saturdays Market in in the amount of \$446,923.00 in accordance with the March 6, 2023 Financial Security Adjustment #1 as presented by HRG.

Mr. Hershey made the motion to approve the partial release/reduction of Construction Escrow for Core5 – Saturdays Market property to be adjusted to \$446,923.00. The motion was seconded by Mr. Geyer.

Call for Discussion: Mr. Brandt asked when Core5 would be doing the final paving on Rt. 30. Mr. Kenworthy responded in May, but he would reach out to Mr. Brandt if there were further clarifications.

All in favor. Motion carried

Consider partial release/reduction of Construction Escrow for Core5 – Lytle Farm property

Mr. Burkhart asked the Board for a motion to approve the partial release/reduction of Construction Escrow for Core5 – Lytle Farm Property in the amount of \$2,047,579.00 in accordance with the March 6, 2023 Financial Security Adjustment #1 as presented by HRG.

Mr. Kopp made the motion to approve the partial release/reduction of Construction Escrow for Core5 – Lytle Farm Property to be adjusted to the amount of \$2,047,579.00. Mr. Shellenhamer seconded.

Call for Discussion: None

All in favor. Motion carried

Consider signing Resolution 2023-08 Adoption of Sewage Planning Module for Pine Manor Mfd. Home Park Expansion

Mr. Burkhart asked the Board for a motion to approve the signing of Resolution 2023-08 for the Sewage Facilities Planning Module for Pine Manor Mobile Home Park.

Mr. Hershey made the motion to approve signing of Resolution #2023-08 for the Sewage Facilities Planning Module for Pine Manor Mobile Home Park. Mr. Geyer seconded the motion.

Call for Discussion: None

All in favor. Motion carried

Comprehensive Plan Meeting Update

Mr. Burkhart informed the Board that the Planning Commission was contemplating holding a Public Hearing/Community meeting for residents around May 17, 2023. Mr. Hershey suggested that the proposed meetings be run similarly to the Sewer Project meetings with multiple dates, times and locations.

MS-4 Environmental Department – Monique Dykman
Progress Report for Environmental MS4 Department March

- Hosted Conewago Darter 5k & Field Day 4/2
 - 100 runners entered
 - 50 trees were planted during the event
 - 14 exhibitors attended
 - Raised \$7,000.00 for clean water projects.
- Continue to update 2nd version of Model Ordinance
- Attended PRPS Conference

Public Works Report – Andy Brandt
Progress Report for Public Works Department 02-19 to 03-17-2023

- Weekly: truck & equipment pm checks; Toolbox Safety Talk
- Bi-weekly: road checks
- Built tool basket for chipper
- Cleaned shop
- Mowed grasses on golf course
- Sunset Park: excavated for, poured concrete, set see saws & place mulch
- Picked up 25 concrete Jersey barriers and lifting device donated by TMI
- Picked up pallet racks from Shemus for golf course maintenance shop
- Mowed brush along Twp. roads
- Cleaned shoulders on Hoffer Rd
- Andy called in on March 4 by PSP for flooding on Brinser Rd
- Repaired sink hole on S. Geyer's Church Rd @ E Harrisburg Pike
- Cleared downed trees along Swatara Creek Rd and along Lauffer Rd
- Moved topsoil pile from below driving range to above driving range for wood chip storage when trees get removed around golf course
- Repaired street sign
- Water meter calibration on Water St.
- Trimmed trees on Roush Rd and on Schoolhouse Rd.
- Removed snow fence from Schoolhouse Rd and from Zion Rd.

Monthly Planner

- Weekly: truck & equipment pm checks; Toolbox Safety Talks
- Bi-weekly: road checks

- Equipment service, as needed
- Repair/replace street signs, as needed
- Remove salt gear from trucks, wash and store
- Engle Rd: build concrete walls, place rip rap & grout
- Foxianna Rd: install silt fence, set up signs for road closure

Permits Issued

- 03-17-2023: 2455 Steinruck Rd. \$45.00 for new driveway construction
- 03-17-2023: 670 Schoolhouse Rd. \$45.00 for new driveway construction

Proposed Resolution 2023-07 authorizing the Township of Londonderry to award the construction contract bid for the Foxianna Road Paving and Guide Rail Installation

Mr. Brandt asked the Board to accept proposed Resolution 2023-07 to award the bid for the construction contract for the Foxianna Road Paving and Guide Rail Installation to E.K. Services, Inc., for a Unit Price Bid amount of \$106.216.88. subject to the following conditions:

1. Complete bid review by the Township Solicitor.
2. Execution of the Agreement between Owner and Contractor.
3. Receipt of required Insurance documents.
4. Receipt of acceptable Performance and Payment bonds.

Mr. Hershey presented the motion to accept proposed Resolution 2023-07 to award the bid for the construction contract for the Foxianna Road Paving and Guide Rail Installation to E.K. Services Inc., for a Unit Price Bid amount of \$106.216.88. subject to the following conditions:

1. Complete bid review by the Township Solicitor.
2. Execution of the Agreement between Owner and Contractor.
3. Receipt of required Insurance documents.
4. Receipt of acceptable Performance and Payment bonds.

It was seconded by Mr. Shellenhamer.

Call for Discussion: None

All in favor. Motion carried

Golf Course and Bar & Grill Report - Sam Risteff
March 2023 Financial Report

Copies of the March 2023 Financial Report were distributed via email and at the meeting.

Additional Notes:

Golf Course:

The course is now open until 8:30 p.m.

The new HR600 rough cutting unit arrived in March. It was ordered in December 2021.

Bar and Grill:

Thursday Night Summer Entertainment will run from June 1 through September

Engineer's Report – Andrew Kenworthy, P.E.

Water and Sewer Project

Mr. Kenworthy gave the Board an update on the Water and Sewer Extension Project. He mentioned that the water portion is complete, and has been turned over to PA

American Water. The sewer portion needs several certifications until the entire project can be turned over to DTMA within the next 2 months.

Swatara Creek Road

HRG is preparing the bid packages for distribution with the month.

Solicitor's Report – Jim Diamond, Esq.

Solicitor Diamond clarified a previous discussion within the land development arena of the "extension of the time for an automatic deemed approval for the township" per MPC regulations.

EMA Report – Les Gilbert

Board Training Updates and Reminders

Mr. Gilbert reminded the Board that each member needs to obtain a "Student I.D. number for all mandatory FEMA/PEMA NIMS training and re-certifications needed for 2023.

Mr. Gilbert also recommended that the Board members should plan to attend programming on May 10, 2023 at DCCD in Dauphin.

Resignation

Mr. Gilbert informed the Board that after 14 years of service, as of August 1, he would be resigning as the Township Emergency Management Director. The Board expressed their gratitude for his service and commitment.

New Business

Londonderry Ambulance Association

Mr. Shellenhamer informed the Board that as of June 30, 2023 the Township Ambulance service will be disbanded. Mr. Shellenhamer is working with 2 service providers for possible coverage. Mr. Shellenhamer will continue to keep the Board apprised of this issue.

Old Business

Solar Farms

Mr. Hershey mentioned that due to issues in surrounding Townships, the Board and staff must continue to work on a Solar Farms Ordinance. Mr. Letavic informed Mr. Hershey that he and Solicitor Yocum are working on this issue and will have additional information for the Board in the near future.

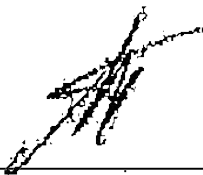
Executive Session

"THE BOARD OF SUPERVISORS RESERVES THE RIGHT PURSUANT TO ACT 84 OF 1986 AS AMENDED TO HOLD EXECUTIVE SESSIONS BETWEEN THE TIMES OF THE BOARD'S OPEN MEETING FOR ANY PURPOSE AUTHORIZED BY STATUTE"

The Board of Supervisors went into Executive Session at 8:00 p.m. to discuss a personnel matter with legal counsel. The Board of Supervisors adjourned the Executive Session at 8:44 p.m. and returned to the regular meeting.

Adjournment

Mr. Geyer made the motion to adjourn the Regular Meeting at 8:48 p.m. and it was seconded by Mr. Shellenhamer. The meeting was adjourned.



Secretary/fr