

LONDONDERRY TOWNSHIP BOARD OF SUPERVISORS
Re-organization/Regular Meeting Minutes
January 4, 2021
7:00 P.M.

The Londonderry Township Board of Supervisors held their re-organizational meeting and regularly scheduled meeting on Monday, January 4, 2021 via Zoom teleconferencing due to Corona Virus Pandemic.

Present: Mike Geyer, Chair
Bart Shellenhamer, Vice-Chair
Anna Dale, Member
Mel Hershey, Member
Ron Kopp, Member
Steve Letavic, Township Manager
Jeff Burkhart, Code/Zoning Officer
Andy Brandt, Public Works Director
Monique Dykman, MS4 Environmental Specialist
Sam Risteff, Golf Course Manager
Andrew Kenworthy, Engineer
Mark Stewart, Legal Counsel
Les Gilbert, Director EMT
Susan Yocum, Solicitor

Attendees: Mr. Jeff Heisey

Call to Order

Salute the Flag

RE-ORGANIZATION:

Temporary Chair

Previous Chairperson, Mr. Geyer called for nominations of a Temporary Chairperson. Ms. Dale nominated Mr. Shellenhamer as Temporary Chair, seconded by Mr. Hershey. All in favor. Motion carried.

Chair

Temporary Chair, Mr. Shellenhamer called for nominations of a new Chairperson. Ms. Dale nominated Mr. Shellenhamer as Chair, seconded by Mr. Kopp. All in favor. Motion carried.

Vice-Chairperson

Mr. Shellenhamer, Chair, called for nominations of Vice-Chairperson. Ms. Dale nominated Mr. Kopp as Vice Chair. Seconded by Mr. Geyer. All in favor. Motion carried.

Secretary

Mr. Shellenhamer called for nominations of Secretary. Ms. Dale nominated Mr. Letavic as Secretary. Seconded by Mr. Kopp. All in favor. Motion carried.

Appointments

Mr. Shellenhamer called for one motion to cover all appointments as listed on the agenda.

Manager/Secretary/Assistant Treasurer – Steve Letavic
Treasurer/Assistant Secretary – Brian Marchuk
Legal Counsel – Eckert Seamans/Mark Stewart
Auditors – Hamilton and Musser
Engineers – HRG/Andrew Kenworthy
Vacancy Board Chairman – Irvin Turpin
Fire Marshal – PA State Police
Emergency Management Agency Coordinator – Les Gilbert
Zoning Hearing Board –Ed Kozicki Term Ending 2025
Zoning Solicitor – Stan Laskowski - John Davidson (alternate)
Planning Commission – Bruce Grossman Term Ending 2024
Code/Zoning Officer – Ed Kazlauskas
BCO/Code/Zoning Officer – Jeff Burkhart
SEO – Tim Wargo, Hoover Engineering
Alternate SEO – HRG Engineering
Right-to-Know Officer – Steve Letavic
Assistant Right-to-Know Officer – Jeff Burkhart
CAPCOG – Anna Dale
CAPCOG Alternate – Bart Shellenhamer
Communities That Care – Mike Geyer
PSATS Participation & Voting Delegate – Anna Dale
Depository: BB& T – General Fund
Mid Penn Bank – Golf Course Fund

Mr. Hershey motioned to accept the following appointments. Seconded by Mr. Geyer. All in favor.
Motion carried.

Honorable Judge Judy did not attend the meeting. The swearing in for the new terms will take place at a later date.

REGULAR MEETING

Citizens Input - None

Approval of Minutes – December 7th, 2020

Mr. Kopp motioned to approve the December 7, 2020 Board of Supervisor regular meeting minutes.
Ms. Dale seconded the motion. All in favor. Minutes approved.

Mr. Letavic asked the Board to consider approval of Resolution 2021-01, 2021-02, 2021-03, and 2021-04 as presented.

Resolution 2021-01 Establishing the Fee Schedule for 2021
Resolution 2021-02 Setting the 2021- Mileage Reimbursement Rate
Resolution 2021-03 Emergency Management Plan
Resolution 2021-04 Extension of OLSDS requirements for Seasonal Cabins

Ms. Dale motioned to approve Resolutions 2021-01, 2021-02, 2021-03, 2021-04. Seconded by Mr. Geyer.

Call for Discussion: Mr. Hershey questioned interpretation of the delinquent fee schedule for the OLDS as indicated, one-month late fee is \$100, second month late fee is \$200 and 3rd month late fee is \$300; and, if still noncompliant, delinquency will be reported to the District Justice. Fee schedule was confirmed by Mr. Burkhart. Mr. Hershey also questioned the OLDS update on the islands. Mr. Burkhart noted the islands are given an 8-year cycle.

All in favor. Motion carried.

Manager's Report – Steve Letavic

The Board was requested to name Steve Letavic as the Chief Administrative Officer for Pension Plan.

Mr. Hershey motioned to approve Steve Letavic as Chief Administrative Officer for Pension Plan. Seconded by Mr. Kopp.

Call for Discussion: None

All in favor. Motion approved.

Mr. Letavic asked the Board for approval of the Meeting Dates Schedule for 2021.

Motioned to approve by Ms. Dale. Seconded by Mr. Geyer.

Call for Discussion: Mr. Kopp asked if dates were checked with any conflict of dates. Mr. Letavic confirmed dates were checked.

All in favor. Motion approved.

Mr. Letavic requested the Board for the approval of the Holiday Schedule for 2021.

Mr. Geyer motioned to approve the holiday schedule. Seconded by Ms. Dale.

Call for Discussion: None

All in favor. Motion approved.

Treasurer's Report – Steve Letavic

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

Payment of Invoices:

FUND	Checks written in December for Supervisor approval
General Fund	\$ 86,236.80
ME2 Fund	\$ 0.00
Capital Projects Fund	\$ 0.00
PennVest Fund	\$ 8,745.50
Golf Course	\$ 24,669.99
LVFC	\$ 0.00
Debt Services	\$ 15,087.34
Liquid Fuels	\$ 7,273.61
Escrow	\$ 2,840.45
Total by when written	\$ 144,853.69

Ms. Dale motioned for approval to pay the bills. Seconded by Mr. Kopp.

Call for Discussion: None

All in favor. Motion approved.

Zoning/Codes – Jeff Burkhart

Rocky Mountain Holdings and Triple Crown Corporation Rezoning - Informational Purposes

A request to rezone a property (equitably) owned by Rocky Meadows Holdings, LLC with a site address of 122 S. Geysers Church Road from existing R-1 Residential Zoning to a proposed R-2 Residential Zoning District. Also, a second separate request to rezone existing property owned by Triple Crown Corporation/Par Line Golf Course with a site address of 4545 E. Harrisburg Pike from a mixture of C-2 Commercial and AG Agricultural Zoning to a proposed Light (I-1) Industrial Zoning District.

Both of these requests will be placed on the upcoming Township Planning Commission agenda currently scheduled for January 19, 2021. Information will be forwarded to the Board of Supervisors for review and discussion.

OLSDS Extension for 512 Hoffer Rd

Mr. Burkhart requested the Board to consider a request by Mr. Scott Willemin of delay of septic system at 512 Hoffer Rd pumped and inspected until the spring of 2021. The property in question is potentially under agreement to be purchased by a developer to construct a commercial warehouse. If the property is not sold Mr. Willemin has agreed to have the septic system pumped and inspected in the spring of 2021 as required by the OLSDS Ordinance.

Call for Discussion: A question was asked about the date of Mr. Scott Willemin's current cycle. It was 6/1/19 – 6/30/20; however, Cycle 3 had been extended to 12/31/20 due to the Corona Virus.

Mr. Kopp motioned to approve the property at 512 Hoffer Rd with an extension to the spring of 2021 contingent upon the sale of the property. Seconded by Ms. Dale.

All in favor. Motion approved.

OLSDS Extension for 848 N. Deodate Rd

Mr. Burkhart asked the Board to consider a request by Mr. Robert Brunner to delay having his septic system at 848 N. Deodate Rd pumped and inspected until the spring of 2021. The property in question was purchased in June 2019. Prior to the purchase the house became vacant on or about the first week of April 2019 when the widowed owner moved out of state to live with her sister. The realtor arranged to have the system pumped and inspected on April 16, 2019 for sale of the property but was unaware to have the system inspected per the Township OLSDS at that time. The new owner, therefore, was also unaware of the Township's inspection requirement when he purchased the home in good faith in June 2019 and was led to believe all requirements were met. Mr. Brunner (new owner) has agreed to have the septic system inspected in the spring of 2021.

Call for Discussion: Ms. Dale questioned if the owner was aware that his cycle will be shortened when he reverts back to his normal cycle. Mr. Burkhart confirmed the resident was aware. Mr. Kopp wanted to know if the septic had been pumped prior to the sale. Mr. Burkhart confirmed it was and that Mr. Brunner agreed to have it pumped this spring.

Mr. Hershey motioned to approve extension of the pumping for property 848 N. Deodate Rd until the spring of 2021. Seconded by Ms. Dale.

Call for Discussion: None

All in favor. Motion approved.

Mr. Burkhart further noted the Board will be receiving updated versions with modifications to the mobile home park ordinance and processing for property maintenance. The information was reviewed by legal and will be submitted to the Planning Commission for review. Mr. Shellenhamer asked about any movement on Pine Manor. Mr. Burkhart noted Pine Manor expressed concern about certain updates to the Ordinance, however the updates in question were determined to deal only with the signage. Pine Manor's engineers are staying on top of all the issues addressed by the Township and continue to have an interest.

MS-4 Environmental Department – Monique Dykman

Ms. Dykman demonstrated the GIS program and Story Map to the Board.

Call for Discussion: Mr. Shellenhamer noted the GIS program could be of benefit to the Fire Department and EMS. Mr. Hershey commented on having the ability to track the stormwater as the Township develops the 230 Corridor. Mr. Letavic recommended coordination between MS-4, the Fire Department and EMS with the GIS program; and also, building the database with water and sewer lines along the 230 Corridor. Mr. Letavic further noted the need to get the grant programs out to the farmers as soon as possible.

Ms. Dykman presented the MS-4 report for the following:

- Submitted Grant report for PA American Waters Environmental Grant
 - Presented results for Conewago Creek Quality and Restoration
- Continued Inlet/Outfall inspections; working with HRG to streamline and track data
- Working to restructure and update website

Public Works Report – Andy Brandt

The Public Works Director submitted a progress report for the month of December 2020 and a work plan for the month of January 2021 as noted herein. Mr. Brandt noted Public Works is continuing to salt and plow roads for winter travel, and patch roads as needed.

A brief discussion was held on the turnaround location made on Mill Rd. Mr. Geyer commended Mr. Brandt for creating the turnaround and recommended the need for more turn arounds for trucks in problem areas. Mr. Geyer also commented on the need for an informational from the Township to the residents with expectations during snow storms.

Progress Report for Public Works Department 11-29 to 12-19-2020

- Weekly: truck & equipment pm checks, road checks
- Inspected inlets w/Monique
- Serviced truck 2
- Placed plexiglass on door counters at office
- Hauled debris from compost yard to dump
- Vacuumed leaves from roadside gutters on various roads
- Put salt gear on small dump trucks
- Brought plows for small trucks into shop
- Replaced street sign on Colebrook Rd & Schoolhouse R due to vehicle accident
- Widened turn-around on Mill Rd
- Took riding mower & small tractor to Deere Country for service work
- Picked up new tires for trucks
- Salted & plowed snow from roads

Monthly Planner for January 2021

- Winter road maintenance
- Truck & equipment repairs, as needed
- Tree trimming
- Boom mowing
- Shop maintenance

Golf Course and Bar & Grill Report - Sam Risteff

Mr. Risteff reported very positive results for the Sunset Golf Course in 2020 along with year-to-date sales. The golf course was open 268 days. Mr. Risteff noted customers were coming from Lewistown, Carlisle and Chambersburg. Mr. Risteff offered thanks to Craig and his staff for a well-maintained property, Andy and the Public Works Department with their help throughout the year, and Jeff with construction and tree removal. Mr. Risteff also offered his appreciation to the staff.

Mr. Shellenhamer commended Mr. Risteff and the staff for their great work during the pandemic!

Engineer's Report – Andrew Kenworthy

Mr. Kenworthy noted the following projects:

- 1) Contract expected to be awarded to Wexcon on the 230 sewer project, expecting construction in January or February
- 2) Sunset Park Trail awarded to KLA roofing, and getting ready to mobilize in the township
- 3) Londonderry Estates Sewer, submitted a gaming grant and hopeful to get award announcement. As permit is in place along with the final design, will submit Penn Vest application for construction. Assuming favorable funding as expected, looking to advance project for construction with possible June start.
- 4) Lauffer Road Bridge – still on schedule and looking to advertise in February

Mr. Hershey questioned the Londonderry Estates Project and the need for a mill and overlay. Mr. Kenworthy noted there may be a need for a requirement. It was placed as an option for cost purposes. Mr. Kopp questioned a temporary crossing in the design for the Lauffer Bridge. Mr. Kenworthy will provide information with a clear detail of what is proposed to the Board and Mr. Brandt.

Solicitor's Report – Mark Stewart

Mr. Stewart congratulated the chairman on his election. Nothing to report at this time.

A brief discussion was held on the 230 Diner. Mr. Stewart noted further discussions will be made later in the month with the Township and hope to have more information for the next BOS work session. Immediate safety hazards may need to be addressed.

EMA Report – Les Gilbert

Mr. Gilbert thanked the office personnel for all of their help and quick responses given to the EMA throughout the year. Cleaning and equipment supplies as well as PPE equipment are available when the office is open.

The Act 147 Funding was approved for the expense of the equipment. A truck was donated with the option of selling. Mr. Gilbert requested a map for natural gas and oil pipe lines in the Township. Mr. Shellenhamer offered to provide the information to Mr. Gilbert. Mr. Kopp questioned if there were any stipulations if the truck were sold and how to use those funds. Mr. Gilbert noted the truck was a donation. He further noted there was equipment in the garage that could be loaded in the truck for use of a diesel generator, road blocks, and other emergency needs. The truck is in good operating condition. Mr. Letavic extended appreciation to Mr. Gilbert for his long hours and efforts on behalf of the Township.

New Business

Mr. Heisey, resident, noted his continued concerns with the truck traffic at Deodate ramp and the backup traffic. Mr. Heisey also expressed his safety concern with the trucks backing up to make a right-hand turn. Mr. Heisey questioned what action could be done to include possible signage. Mr. Kenworthy, Engineer noted there are alterations to be made at the intersection with the developers. Areas are being identified as to placement of the signage as improvements are being made, and also some of the geometry to help drivers visually follow the signs. Mr. Brandt, Public Works Supervisor is also communicating with PennDot and the State Police in attempts to correct the problem.

Old Business - None

Executive Session – None

Adjournment -

Ms. Dale motioned to adjourn the meeting. Seconded by Mr. Hershey. All in favor. Meeting adjourned 8:29 p.m.



Secretary/db