

**Londonderry Township Board of Supervisors  
RE-ORGANIZATION/REGULAR MEETING  
LONDONDERRY TOWNSHIP OFFICE – MEETING ROOM**

January 3, 2022  
7:00 p.m.

<http://www.facebook.com/londonderrytownship>  
[www.londonderrypa.org](http://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.*

Board Members present were sworn in by Ms. Dykman before the meeting.

**Call to Order:** Board Chair, Mr. Shellenhamer called the Board of Supervisors Meeting to order at 7:06 p.m.

**Salute the Flag**

**Attendance / Members Present:** Bart Shellenhamer, Chair  
Ron Kopp, Vice-Chair  
Anna Dale, Member  
Mike Geyer, Member

**Present:** Jeff Burkhart, Code/Zoning Officer  
Monique Dykman, MS4 Specialist  
Andy Brandt, Public Works Director  
Susan Yocum, Solicitor

**Absent:** Mel Hershey, Member  
Steve Letavic, Township Manager  
Sam Risteff, Golf Course Manager  
Andrew Kenworthy, Engineer  
Mark Stewart, Solicitor  
Les Gilbert, EMS Director

**Attendees:** See attached list for Residents/Guests in attendance

## **RE-ORGANIZATION:**

### **Temporary Chair**

Previous Chair, Bart Shellenhamer, called for nominations of a Temporary Chair. Ms. Dale nominated Ron Kopp as Temporary Chair, seconded by Mr. Geyer.

All in favor. Motion carried.

### **Chair**

Temporary Chair, Mr. Kopp called for nominations of a new Chair. Ms. Dale nominated Mr. Kopp as Chair, seconded by Mr. Geyer.

All in favor. Motion carried.

### **Vice-Chairperson**

Mr. Kopp, Chair, called for nominations of a new Vice-Chair. Mr. Shellenhamer nominated Ms. Dale, seconded by Mr. Geyer.

All in favor. Motion carried.

### **Secretary**

Mr. Kopp called for nominations of Secretary. Mr. Shellenhamer nominated Steve Letavic, seconded by Ms. Dale.

All in favor. Motion carried.

### **Appointments**

Mr. Kopp 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/Jim Koontz

Engineers – HRG/Andrew Kenworthy

Vacancy Board Chairman – Irvin Turpin

Fire Marshal – State Police

Emergency Management Agency Coordinator – Les Gilbert

Planning Commission – Carolyn Stoner, Chair

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Patience Basehore, Vice Chair  
Zoning Hearing Board – Ruth Jilka  
Zoning Solicitor – Stan Laskowski  
Code/Zoning Officer – Ed Kazlauskas  
BCO/Code/Zoning Officer – Jeff Burkhart  
SEO – Tim Wargo, Hoover Engineering  
Alternate SEO – Len Spencer  
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

Ms. Dale motioned to accept the appointments listed above. Seconded by Mr. Shellenhamer.

All in favor. Motion carried.

### **REGULAR MEETING:**

**Citizens Input** - None

#### **Approval of Minutes** – December 6, 2021

Mr. Geyer motioned to approve the December 6, 2021 Board of Supervisors regular meeting minutes with one correction regarding Londonderry Estates Sewer. Ms. Dale seconded the motion.

All in favor. The corrected Minutes were approved.

Mr. Kopp asked the Board to consider approval of Resolution 2022-01 and 2022-02 as presented.

Resolution 2022-01 Establishing the Fee Schedule for 2022  
Resolution 2022-02 Setting the 2022 Mileage Reimbursement Rate

Mr. Shellenhamer motioned to approve Resolutions 2022-01 and 2022-01. Ms. Dale seconded the motion.

**Call for Discussion:** Mr. Burkhart confirmed information regarding the Fee Schedule.

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. Geyer motioned to approve Steve Letavic as the Chief Administrative Officer for Pension Plan. Seconded by Mr. Shellenhamer.

**Call for Discussion:** None

All in favor. Motion carried.

Mr. Kopp asked the Board to approve the Meeting Date Schedule for 2022.

Mr. Shellenhamer motioned to approve the Meeting Date Schedule for 2022. Ms. Dale seconded.

**Call for discussion:** Mr. Burkhart confirmed the dates were checked for any conflict of Holiday or other dates.

All in favor. Motion approved.

Mr. Kopp asked the Board to approve the Holiday Schedule for 2022.

Mr. Geyer presented the motion to approve the Holiday Schedule for 2022. Ms. Dale seconded the motion.

**Call for Discussion:** None

All in favor. Motion carried.

**Treasurer's Report – Ron Kopp**

Mr. Kopp presented the Treasurers Report to the Board for consideration for approval to pay the bills as presented.

**Payment of Invoices:**

<b>FUND</b>	<b>Checks written in December, 2021 for Supervisor approval</b>
General Fund	\$ 79,826.06
ME2 Fund	\$ 0.00
Capital Projects Fund	\$ 0.00
PennVest Fund	\$ 20,108.82
Golf Course	\$ 18,956.20
LVFC	\$ 0.00
Debt Services	\$ 14,724.88
Liquid Fuels	\$ 924.38
Escrow	\$ 24,959.23
<b>Total by when written</b>	<b>\$ 159,499.57</b>

Ms. Dale motioned to approve payment of the bills for December, 2021 as presented. Mr. Shellenhamer seconded the motion.

**Call for discussion:** None

All in favor. Motion carried.

**Zoning/Codes – Jeff Burkhart**

Mr. Burkhart will be presenting several items for consideration by the Board at their January 19, 2022 Work Session meeting.

**MS-4 Environmental Department – Monique Dykman**

Ms. Dykman presented the report for the MS4 Department

Progress Report for Environmental MS4 Department

- Updating the MS4 Model 2022 Ordinance. Considering adding a Stormwater Permit.
- Applied to the Dauphin County Premier Project Award, for the Conewago Creek Restoration Project.

- Getting set to go to Bid in early 2022 and Construction late spring.
  - Looking at additional funding sources to complete Phase 2 including:
    - SRBC Water Mitigation Grant
    - Lancaster CAP
    - Dauphin CAP
    - State ARP Dollars
    - Township ARP Dollars

**Public Works Report – Andy Brandt**

The Public Works Director submitted a progress report for the month of December 2021 and a work plan for the month of January 2022 as noted herein.

**Progress Report for Public Works Department 11-21 to 12-17-2021**

- Weekly: truck & equipment pm checks
- Toolbox Safety Talks
- Bi-weekly: road checks
- Installed snow fence along Zion Rd
- Graded area behind walking trail, placed & graded rocks
- Crew attended virtual training
- Blew & vacuumed leaves from gutters & roadsides
- ECI: 11-26 removed downed trees from roads:
  - 1 on Newberry Rd
  
  - 1 on S Geyers Church Rd
  
- Vacuumed inlets & flushed storm pipes
- Mowed roadsides & field on golf course
- Checked roads for storm damage
- Crew attended APWA weather prediction meeting
- Videoed Schoolhouse Rd
- Hung TV/monitor for security camera in office
- Pushed up stone from Londonderry Estates paving repairs
- Met w/HRG & Wexcon about paving repairs on E Harrisburg Pk.
- Graded area behind driving range for additional road materials

### **Monthly Planner**

- Winter road maintenance
- Truck & equipment repairs, as needed
- Replace/install street signs
- Build gabion baskets for Foxianna Rd
- Boom mowing
- Tree trimming

### **Golf Course and Bar & Grill Report - Sam Risteff**

Mr. Risteff submitted notes for the month of December 2021

Pro-Shop

- Started pre-booking for merchandise for 2022 season, product has been difficult to obtain within the last three months due to supply chain constraints.
- Opened an account with Srixon & Cleveland to expand product line for 2022.
- Began contacting 2021 outings on confirmation for 2022 dates.
- Hosted two events in December.
  - Wedding party of 105 guests on the 11<sup>th</sup>
  - Christmas party of 30 guests on the 22<sup>nd</sup>

Grill Room

- Kitchen equipment and coolers cleaned and prepped for 2022 season.
- Master Clean serviced exhaust system for 2022 season.

Golf Course

- Irrigation system drained and winterized.
- Wildflowers and grasses were cut to allow for new growth in the spring.
- Maintenance shop lights have been repaired and replaced with energy efficient LEDs
- Susquehanna River Basin Commission reports have been submitted by Sam for the 4<sup>th</sup> quarter.
- Maintenance continues on all equipment and golf carts.

Mr. Risteff also submitted the Sunset Golf Club December financial Overview. Copies were provided to the Board.

**Engineer's Report** – Andrew Kenworthy  
No report.

**Solicitor's Report** – Mark Stewart/Susan Yocum  
No report.

**EMA Report** – Les Gilbert  
No report.

**New Business:** None

**Old Business**

Ms. Dale informed the Board that she would be attending the annual CAPCOG dinner on January 17, 2022.

**Executive Session:** None

*"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"*

**Adjournment**

Mr. Shellenhamer motioned to adjourn the meeting. Seconded by Ms. Dale. All in favor. Meeting adjourned at 7:28 p.m.

A handwritten signature in black ink, appearing to be 'A. Dale', is written above a horizontal line.

Secretary/fr