

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

January 3, 2023

7:00 p.m.

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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. Kopp called the Board of Supervisors Meeting to order at 7:00 p.m.

Salute the Flag

Attendance / Members Present:

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

Present: Steve Letavic, Township Manager
Jeff Burkhart, Code/Zoning Officer
Monique Dykman, MS4 Specialist
Andy Brandt, Public Works Director
Andrew Kenworthy, Engineer
Mark Stewart, Solicitor

Absent: Sam Risteff, Golf Course Manager
Les Gilbert, EMS Director

Attendees: See attached list for Residents/Guests in attendance

RE-ORGANIZATION:

Temporary Chair

Previous Chair, Ron Kopp, called for nominations of a Temporary Chair. Mr. Shellenhamer nominated Anna Dale as Temporary Chair, seconded by Mr. Hershey.

Call for Discussion: None

All in favor. Motion carried

Chair

Temporary Chair, Ms. Dale called for nominations of the Chair. Mr. Shellenhamer nominated Ms. Dale as Chair, seconded by Mr. Hershey.

Call for Discussion: None

All in favor. Motion carried

Vice-Chairperson

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

Call for Discussion: None

All in favor. Motion carried

Secretary

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

Call for Discussion: None

All in favor. Motion carried

Appointments

Ms. Dale called for one motion to cover all appointments as listed on the agenda.

Manager – Secretary - Assistant Treasurer – Steve Letavic
Treasurer - Assistant Secretary – Brian Marchuk

Treasurer's Bond Amount - \$500,000.00
Legal Counsel – Eckert Seamans / Mark Stewart
Auditors – Musser Hamilton/ Nicholas Shearer
Engineers – HRG / Andrew Kenworthy
Vacancy Board Chairman –Irv Turpin
Fire Marshall – State Police
Emergency Management Agency Coordinator – Les Gilbert
Planning Commission – Adam Kopp, Secretary
Robert Pistor - member
Irvin Turpin - member
Zoning Hearing Board – Gary Carlson
Zoning Solicitor – Stan Laskowski
Code / Zoning Officer – Ed Kazlauskas
BCO / Code- Zoning Officer – Jeff Burkhart
SEO – Tim Wargo, Hoover Engineering
Alternate SEO – HRG
Right-To-Know Officer – Steve Letavic
Assistant Right-To-Know Officer – Jeffrey Burkhart
CAPCOG – Anna Dale
CAPCOG Alternate – Bart Shellenhamer
Communities That Care – Mike Geyer
PSATS Participation & Voting Delegate – Anna Dale
Depository: Truist Bank – General Fund and Golf Course
Mid Penn Bank – General Fund, Golf Course, Liquid Fuels, Debt Service,
Capital Projects, LVFC Capital Construction, PennVest, ME2 and Escrow

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

Call for Discussion:

Mr. Hershey asked Mr. Letavic if the amount of \$500,000 was sufficient. Mr. Letavic responded yes according to the Auditors.

All in favor. Motion carried

REGULAR MEETING:

Citizens Input – None

Approval of Minutes – December 5, 2022

Mr. Hershey motioned to approve the December 5, 2022 Board of Supervisors regular meeting minutes as presented. Mr. Kopp seconded the motion.

Call for Discussion: None

All in favor. Motion carried

Manager's Report – Steve Letavic

Proposed Resolutions 2023-01 and 2023-02

Mr. Letavic asked the Board to consider approval of Resolution 2023-01 and 2023-02 as presented. (One motion to cover both resolutions).

Resolution 2023-01 Establishing the Fee Schedule for 2023
Resolution 2023-02 Setting the 2023 Mileage Reimbursement Rate

Mr. Kopp motioned to approve Resolutions 2023-01 and 2023-02. Mr. Shellenhamer seconded the motion. (One motion to cover both resolutions).

Call for Discussion: Mr. Burkhart confirmed information regarding the Fee Schedule. At this point, the only change is within the OLSDS fees.

All in favor. Motion carried.

Proposed Resolution 2023-03

Mr. Letavic asked the Board to consider approval of proposed Resolution 2023-03 the Dauphin County Hazard Mitigation Plan.

Call for Discussion: None

All in favor. Motion carried

Chief Administrative Officer for the Pension Plan Nomination

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.

2022 Year-End Authorization Engagement letter from Hamilton & Musser, P.C.
Mr. Letavic asked the Board for a motion to approve the of the 2022 Year-End Authorization Engagement letter from Hamilton & Musser, P.C.

Mr. Shellenhamer made the motion, and it was seconded by Mr. Kopp.

Call for Discussion: Mr. Hershey asked for a clarification concerning the estimated fees. Mr. Letavic explained that the fees are affected by the number of schedules that might need to be produced, and the number of possible audits.

All in favor. Motion carried.

2023 Meeting Date Schedule

Mr. Letavic asked the Board to approve the Meeting Date Schedule for 2023.

Mr. Shellenhamer motioned to approve the Meeting Date Schedule for 2023. Mr. Hershey seconded.

Call for Discussion: Mr. Letavic confirmed the dates were checked for any conflict of Holidays or other dates.

All in favor. Motion approved.

2023 Holiday Schedule

Mr. Letavic asked the Board to approve the Holiday Schedule for 2023.

Mr. Shellenhamer presented the motion to approve the Holiday Schedule for 2023. Mr. Geyer seconded the motion.

Call for Discussion: None

All in favor. Motion carried.

Treasurer's Report – Steve Letavic

Mr. Letavic presented the Treasurer's Report to the Board for consideration for approval to pay the bills as presented.

Payment of Invoices:

FUND	Checks written in December, 2022 for Supervisor approval
General Fund	\$ 132,935.22
ME2 Fund	\$ 11,512.25
Capital Projects Fund	\$ 254,609.06
PennVest Fund	\$ 0.00
Golf Course	\$ 34,262.07
LVFC	\$ 0.00
Debt Services	\$ 15,224.89
Liquid Fuels	\$ 2027.82
Escrow	\$ 46,747.96
Total by when written	\$ 497,319.27

Mr. Kopp motioned to approve payment of the bills for December, 2022 as presented. Mr. Geyer seconded the motion.

Call for Discussion: Mr. Hershey and Mr. Letavic clarified why the Capital Projects Fund was so excessive for the month.

All in favor. Motion carried.

Zoning/Codes – Jeff Burkhart
1006 Braeburn Road Lot Consolidation

Mr. Burkhart asked the Board to review and if appropriate, approve the proposed lot consolidation process for Kathryn Lynn & Daniel Joseph Rose at 1006 Braeburn Road as described by Legal Counsel.

Mr. Hershey made the motion to approve the proposed abbreviated plan processing procedure for consolidation of lots for Kathryn Lynn & Daniel Joseph Rose as presented. Mr. Shellenhamer seconded the motion.

Call for Discussion: None

All in favor. Motion carried.

935 Thistle Road Escrow Reduction

Mr. Burkhart asked the Board to consider the reduction of construction escrow held for the on-site stormwater management facility at 935 Thistle Road based upon the construction is done and per HRG inspection letter dated Dec. 13, 2022. Mr. Kopp asked Mr. Burkhart for a clarification of the amount of escrow that remained to be held. Mr. Burkhart responded that the amount is \$7337.00.

Mr. Shellenhamer made the motion to approve the requested construction escrow reduction as presented per the HRG inspection report of Dec. 13, 2022. Mr. Kopp seconded the motion.

Call for Discussion: None

All in favor. Motion carried.

Time Extension Requests

- **Pine Manor Mfd. Home Park Land Development - Until April 4, 2023**
- **Adam and Sandra Kopp Subdivision – Until Jan. 31, 2023**
- **FR Park 283 Logistics Center – Until Mar. 16, 2023**

Mr. Burkhart asked the Board to consider accepting the grant of time extensions for approval of the following three (3) plans as requested:

Pine Manor Mfd. Home Park Land Development - Until April 4, 2023
Adam and Sandra Kopp Subdivision – Until Jan. 31, 2023
FR Park 283 Logistics Center – Until Mar. 16, 2023

Pine Manor Mfd. Home Park Land Development - Until April 4, 2023

Mr. Shellenhamer made the motion to approve the proposed Time Extension until April 4, 2023 for plan approval for Pine Manor Manufactured Home Park Expansion Land Development Plan as presented. The motion was seconded by Mr. Geyer.

Call for Discussion: None

All in favor. Motion carried.

Adam and Sandra Kopp Subdivision – Until Jan. 31, 2023

Mr. Geyer motioned to approve the proposed Time Extension until Jan. 31, 2023 for plan approval for Adam and Sandra Kopp Subdivision as presented. Mr. Shellenhamer seconded the motion.

Call for Discussion: Mr. Hershey questioned the time frame of the requested Time Extension. Mr. Stewart informed the Board that they could only vote on the proposed motion, not to change the date of the requested extension.

Mr. Kopp recused himself from voting on the motion.

All in favor. Motion carried.

FR Park 283 Logistics Center – Until Mar. 16, 2023

Mr. Burkhart informed the Board that the request was made because the Traffic Study has not been received by the Township. Mr. Geyer made the motion to approve the proposed Time Extension until March 16, 2023 for plan approval for FR Park 283 Logistics Center plan as presented. Mr. Shellenhamer seconded the motion.

Call for Discussion: None

All in favor. Motion carried.

Par Line Golf Course Signage Question

Mr. Kopp asked Mr. Burkhart about signage placed in front of the Par Line Golf Course. Mr. Stewart offered to send the owner of Par Line Golf Course a letter reminding them that the property is not properly zoned Residential under Township Ordinances.

MS-4 Environmental Department – Monique Dykman

Ms. Dykman presented the report for the MS4 Department

- Closed out ME2 grant
- Working to update Model Storm Water Ordinance to be Londonderry specific
- Planning for 5K & Field Day on April 2nd 2023 – see race application flyer.

Public Works Report – Andy Brandt

The Public Works Director submitted a progress report for the month of December 2022. In addition to the Progress Report, he informed the Board that to date, the Public Works Department has performed 691/2 hours of Winter Maintenance, drove 829 miles, and used 109.5 tons of salt.

Progress Report for Public Works Department 11-19 to 12-17-2022

- Weekly: truck & equipment pm checks, Toolbox Safety Talks, Andy attended water & sewer Teams meeting
- Bi-weekly: road checks
- Blew & vacuumed leaves from roadside gutters
- Cleaned Twp. office porch
- Replaced damaged street signs
- Generator start up at the PWB
- Cold patched pot holes
- Placed millings along Hoffer Rd edges
- Built bottomless arch pipe for the Foxianna Rd project scheduled for next May
- Met w/DEP for inspection of the River Rd water system. All went well
- Removed downed tree from Foxianna Rd
- Crew listened to guiderail webinar
- Took mini hoe to E-Town Boro
- Picked up trash from Swatara Creek Rd under the Vine St underpass
- Serviced trucks
- Installed new front tires on backhoe
- Built cart for post pounder
- Installed pipes for property markers in Braeburn Park
- Trimmed trees
- Salted roads due to icy conditions
- Dumped salt from trucks & washed trucks
- Replaced ceiling fan in PWB shop

Monthly Planner

- Winter road maintenance
- Tree trimming
- Install roll gate on Sunset Dr.
- Truck & equipment maintenance & service, as needed

Golf Course and Bar & Grill Report - Sam Risteff

Sunset Golf Course Financial Report

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

Engineer's Report – Andrew Kenworthy

Mr. Kenworthy apprised the Board of the status of several projects that are still ongoing:

- Pumping Stations are expected to be finalized in early February 2023
- The sewer is up and running
- The Township has applied for the Dauphin County Gaming Grant.

Solicitor's Report – Mark Stewart – None

EMA Report – Les Gilbert

In Mr. Gilbert's absence, Mr. Hershey informed the Board of the following:

- During December 23 through December 24, 2022, LDFD responded to 11 calls and 2 structure fires.
- If there is a need to open a Warming Center in the Township, the Fire Department's Social Hall will be utilized.

New Business – None

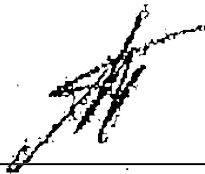
Old Business – None

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 Mr. Hershey. All in favor. Meeting adjourned at 8:13 p.m.



Secretary/fr