

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

June 5, 2023

7:00 p.m.

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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: Board Chair, Ms. Dale called the Board of Supervisors Regular Meeting to order at 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
Andy Brandt, Public Works Director
Monique Dykman, MS4 Specialist
Sam Risteff, Golf Course Manager
Robert Gombac, Golf Course Superintendent
Andrew Kenworthy, P.E., Engineer
Susan Yocum, Esq., Solicitor

Attendees: See attached list for Residents/Guests in attendance

REGULAR MEETING:

Citizens Input : There was no citizens input

Approval of Minutes – May 1, 2023 Board of Supervisors Regular Meeting minutes. Supervisor Shellenhamer, member, made the motion to approve the May 1, 2023 Board of Supervisors Regular Meeting minutes as presented. Supervisor Ron Kopp, member, seconded the motion to approve the minutes.

Call for Discussion: None

All in favor. Motion carried.

Manager's Report – Steve Letavic
Attracting New Businesses

Township Manager, Steve Letavic, informed the Board that during the month of May he has been working on attracting new businesses to Route 230, parks and comp plan updates, and various large scale, long term projects. The Manager also informed the Board that he worked on and completed various resident issues during the month. The manager also informed the Board that he was asked to serve on a panel at the American Water Resources Association meeting to be held from November 6-8, 2023 in Raleigh North Carolina. Mr. Letavic also informed the Board that the Township has partnered with the Brewery and Winery at Hershey on a fundraiser concert featuring Parrot Beach, a Jimmy Buffet themed band. This event will be held on July 22nd from 7-10 pm at the winery and brewery and all proceeds from ticket sales will benefit the Londonderry Volunteer Fire Company.

Proposed Resolution 2023-13 – Proposed Resolution Authorizing the Disposition of Township Records

Township Manager, Steve Letavic asked the Board to approve proposed Resolution 2023-13 to be approved as presented in accordance with Resolution 2015-09 which declares the intent to follow the schedules and procedures for the disposition of records as set forth in the Municipal Records Manual approved November 16, 2008 and as amended July 13, 2009. This is the same process the Township has taken historically to dispose of old records per state law. The Township will be disposing of 9 boxes of information that is not required to be retained any longer to create additional record keeping capacity.

Supervisor Ron Kopp, member, made the motion to approve Resolution 2023-13 as presented. Supervisor Bart Shellenhamer, member, seconded the motion to approve the minutes. Supervisor Kopp asked if this is the same action we have taken previously regarding disposition of records? Mr. Letavic confirmed that this is the approved method of records disposition. Motion carried.

Treasurer’s Report – Steve Letavic

Township Manager, Steve Letavic, asked the Board for approval to pay invoices for the month as follows:

Payment of Invoices:

FUND	Checks written in May 2023 for Supervisor approval
General Fund	\$ 194,179.53
ME2 Fund	\$ 53,365.42
Capital Projects Fund	\$ 0.00
PennVest Fund	\$ 1,553.50
Golf Course	\$ 32,785.25
LVFC Capital Construction Fund	\$ 0.00
Debt Services	\$ 18,581.36
Liquid Fuels Fund	\$ 1,331.33
Escrow	\$ 15,993.73
Fire Company Fund	\$ 0.00
MS4 Fund	\$ 0.00
Paving Fund	\$ 0.00
Capital and Operating Fund	\$ 0.00
Total by when written	\$ 317,730.12

Supervisor Bart Shellenhamer, member, made the motion to pay the invoices, Supervisor Ron Kopp, member, seconded the motion. Supervisor Mike Geyer, member, recused himself from the vote.

Call for Discussion: None

Call for Discussion: None

All in favor. Motion carried.

Zoning/Codes – Andrew Kenworthy, P.E.

Nissley Subdivision

Andrew Kenworthy, Engineer, asked the Board to consider approving the requested waiver of SALDO, Chap 22, Part 3, Sec 22-304 – Preliminary Plan Processing for the Preliminary/Final Minor Subdivision Plan for Gerald and Mary Nissley located at 1940 South Geyers Church Road.

Supervisor Ron Kopp, member, made the motion to approve the preliminary /final plan for the Nissley plan located at 1940 South Geyers Church Road. Supervisor Bart Shellenhamer, member, seconded the motion.

Call for Discussion: During discussion Supervisor Mel Hershey, Vice Chair, pointed out that we had two plans for Nissley in the packet, for two different properties, and only one on the agenda. The one on the agenda was for 3505 Engle Road, and that this motion then, and subsequent approval may be in error. Supervisor Hershey asked legal counsel, Susan Yocum if we could add the 1940 South Geyers Church Road plan to the agenda? Ms. Yocum indicated that we could not add it to the agenda because it was not considered an emergency and therefore it would need to be added to the July agenda for action. Supervisor Ron Kopp, member, upon advice from legal counsel, then made a motion to strike the original motion for the plan located at 1940 South Geyers Church Road, Supervisor Mike Geyer, member, seconded the motion.

All in favor. Motion carried.

Andrew Kenworthy, Engineer, asked the Board to consider approving the requested waiver of SALDO, Chap 22, Part 3, Sec 22-304 – Preliminary Plan Processing for the Preliminary/Final Minor Subdivision Plan for Gerald and Mary Nissley located at 3505 Engle Road.

Supervisor Mel Hershey, Vice Chair, made a motion to approve the requested waiver of SALDO, Chap 22, Part 3, Sec 22-304 – Preliminary Plan Processing for the

Preliminary/Final Minor Subdivision Plan for Gerald and Mary Nissley located at 3505 Engle Road. Supervisor Bart Shellenhamer, member, seconded the motion.

Call for Discussion: During discussion, Supervisor Ron Kopp, member, asked if this approval was only to create the new lot and not for construction, and that if there was building to occur on the lot the owner would need to bring forth a plan for that construction? Andrew Kenworthy, Engineer, confirmed that that would be the process that would need to occur for actual construction to happen on the newly created lot.

All in favor. Motion carried.

Andrew Kenworthy, Engineer, asked the Board to consider approval of the requested deferral of SALDO, Chap 22, Part 5, Sec 22-506 – Curbs and Gutters for the Preliminary/Final Minor Subdivision Plan for the Nissley's located at 3505 Engle Road.

Mel Hershey, Vice Chair, made the motion to approve the requested deferral of SALDO, Chap 22, Part 5, Sec 22-506 – Curbs and Gutters for the Preliminary/Final Minor Subdivision Plan for the Nissley's located at 3505 Engle Road. Supervisor Mike Geyer, member, seconded the motion.

Call for Discussion: None

All in favor. Motion carried.

Andrew Kenworthy, Engineer, asked the Board to consider approving the requested deferral of SALDO, Chap 22, Part 5, Sec 22-507 – Sidewalks for the Preliminary/Final Minor Subdivision Plan for the Nissley's located at 3505 Engle Road.

Mel Hershey, Vice Chair, made the motion to approve the requested deferral of SALDO, Chap 22, Part 5, Sec 22-507 – Sidewalks for the Preliminary/Final Minor Subdivision Plan for the Nissley's located at 3505 Engle Road. Supervisor Ron Kopp, member, seconded the motion.

Call for Discussion: None

All in favor. Motion carried.

Andrew Kenworthy, Engineer, asked the Board for a motion to approve of the Preliminary/Final Minor Subdivision Plan located at 3505 Engle Road for Gerald and Mary Nissley.

Mel Hershey, Vice Chair, made the motion to approve of the Preliminary/Final Minor Subdivision Plan located at 3505 Engle Road for Gerald and Mary Nissley. Supervisor Bart Shellenhamer, member, seconded the motion.

Call for Discussion: Susan Yocum, Solicitor, asked Andrew Kenworthy, Engineer, if Dauphin County Planning Commission had reviewed the Nissley plan for 3505 Engle Road? Andrew Kenworthy, Engineer, confirmed that the Dauphin County Planning Commission had reviewed this plan, and all final plan submissions would address any administrative items or other comments offered by that agency.

All in favor. Motion carried.

Comprehensive Plan Meeting Update

Township Manager, Steve Letavic, informed the Board that the mailers to residents for the upcoming Comprehensive Plan Update have been mailed out. The meeting will be held at the Londonderry Township Fire Company meeting room on June 28, 2023 at 1:00 p.m. and 7:00 p.m. Mr. Letavic also indicated that we want to be as inclusive as possible and listen to all ideas to ensure the best possible outcome for the plan update.

MS-4 Environmental Department –

Monique Dykman presented the Progress Report for the Environmental and MS4 Department for the month of May.

- Hosted a meeting with 30 individuals from PSU, Elizabethtown College, F&M, DEP, LCCD, DCCD, HRG, LSI and more to pursue research opportunities coming out of the Conewago Floodplain Restoration.
- Construction finished at Conewago project. Working to close smaller Growing Greener grant, SRBC Consumptive Use, Lancaster CAP and Lancaster ARPA grants. Expect to receive large grant reimbursements this month to continue paying Flyway.

- Prepared Comprehensive Park Rec and Open Space grant, via DCNR, to go out to bid
- Working to close out 2022-2023 MS4 Permit cycle, which ends June 3

Ron Kopp, Member, asked that we invite the new Secretary of DEP to visit the Conewago Creek project. He also asked that we share our grant tracking spreadsheet with Board Members. Mr. Letavic, informed the Board that DEP is having consultants visit the Conewago Creek project so they could learn how to replicate the results. Mr. Letavic also indicated that the grant tracking spreadsheet would be emailed to Board Members and that he will reach out to the new Secretary of DEP to arrange a site visit to the Conewago Creek project.

Public Works Report –

Andy Brandt, Public Works Director, presented the report for the month of May:

Progress Report for Public Works Department 04-16 to 05-19-2023

- Weekly: Toolbox Safety Talk, truck & equipment pm checks; mowed Township properties
- Bi-weekly: road checks
- Engle Rd: completed walls, placed rock and paved along front
- Water St: picked up discarded tires, installed No Dumping signs
- Painted picnic tables in Sunset Park
- Replaced stolen One Lane Bridge sign on Brinser Rd
- Washed & put away salt gear
- Foxianna Rd: started to install bottomless arch pipe
- Beagle Rd: started to pave pot holes
- Crew attended PSATS convention & Safety webinar
- Paved storm sewer trench @ 2377 Foxianna Rd
- Removed downed trees from various roads
- Took trucks to MJR for state inspections & repairs
- Serviced trucks & equipment
- Had weeds sprayed along roads

Monthly Planner

- Weekly: Toolbox Safety Talk, truck & equipment pm checks; mowed Township properties
- Bi-weekly: road checks
- Working on Foxianna Rd.

Permits Issued

- 04-28-2023: 936 Cola Rd – Driveway Repair Permit \$30.00

There was a long discussion on the progress the Township is making relative to truck traffic and placing signs per the HRG study on roads where trucks would be prohibited or restricted. Andy Brandt, Public Works Director, stated that he is working with Susan Yocum, Solicitor, to codify the proposed changes into the Township's ordinance so that the signage is enforceable once it is installed.

Supervisor Ron Kopp, Member, and Mel Hershey, Vice Chair, commended Andy Brandt and his team for the work they are performing on Foxianna Drive Culvert replacement, indicating that it is saving residents over \$300,000.00 by the work being completed in house versus outsourcing it.

Golf Course and Bar & Grill Report –

Sam Risteff, Golf Course Manager, provided the operating results for the month of May. Mr. Risteff informed the Board that Thursday night entertainment has begun and will continue through the summer. He indicated that the course is very dry and that May of 2023 was the driest May on record but they are maintaining the course with the help of the Fire Company which is assisting with moving water between ponds on the back nine holes of the golf course. Mr. Risteff indicated that the front nine holes of the golf course is not experiencing water issues due to the new well that was installed.

Mr. Risteff introduced Robert Gomboc, the golf course's newly hired Superintendent. Mr. Gomboc indicated that he is excited to be part of the team and to work with Sam. Supervisor Ron Kopp, member, welcomed Robert and stated that he is glad he is on board.

Engineer's Report –

Andrew Kenworthy, P.E. provided an update on the Route 230 sewer project and informed the Board that the system is complete, and we expect dedication to DTMA in the near term. Mr. Kenworthy also informed the Board that letters to Residents will soon be mailed so that the Residents can plan to make connections to the sanitary sewer line.

Mr. Kenworthy updated the Board on the Comprehensive Plan update and the mechanics of the process.

Solicitor's Report – Susan Yocum, Esq.: There was no report for the month of May.

EMA Report – Les Gilbert: There was no report for the month of May

New Business - There was no new business

Old Business - There was no old business

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

Supervisor Bart Shellenhamer, member, made the motion to adjourn the Regular Meeting at 7:50 pm. Mel Hershey, Vice Chair, seconded the motion. The meeting was adjourned.



Secretary/fr