

**Londonderry Township Board of Supervisors**  
**REGULAR MEETING MINUTES**  
**LONDONDERRY TOWNSHIP OFFICE – MEETING ROOM**  
June 6, 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.*

**Call to Order:** Board Chair, Ron 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, MS-4 Specialist  
Andy Brandt, Public Works Director  
Sam Risteff, Golf Course Manager  
Andrew Kenworthy, Engineer  
Mark Stewart, Solicitor

**Absent:** Les Gilbert, EMS Director

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

**REGULAR MEETING:**

**Citizens Input** -- None

**Approval of Minutes** – May 2, 2022 Board of Supervisors meeting minutes  
Ms. Dale motioned to approve the May 2, 2022 Board of Supervisors meeting minutes. Mr. Shellenhamer seconded the motion.

**Call for Discussion:** None

All in favor. Motion carried.

**Manager's Report** – Steve Letavic

**Water Resource Enhancement Program (WREP)**

Mr. Letavic informed the Board that any action needed for the Water Resource Enhancement Program (WREP) has been tabled until hopefully the next month.

**Lytle Farms Update**

In May, Mr. Letavic informed the Board that he and Mr. Kenworthy had met with the Lytle Farms, Engineer, and Builder. The Lytle Farms group was asked to bring an updated plan and updated pattern book to assure that the development is progressing as planned. To date neither Mr. Letavic, Mr. Kenworthy or Mr. Burkhart have received any of the requested materials. Mr. Kopp asked if the Township Planning Commission has seen any other plans. Mr. Letavic answered that the Planning Commission was still working with the original plans.

He also informed the Board that the original plans still fall under the TND Ordinance.

**Citizens Advisory Panel for TMI**

Mr. Letavic apprised the Board the next meeting will be held virtually on June 15 from 6:00 to 7:30 p.m. The Committee is continuing to work on reviewing the necessary processes.

**Township Five-Year Plan**

Mr. Letavic is working on the Township's Five-Year Plan. He will present the Plan to the Board during the annual budgeting process.

**Treasurer's Report** – Steve Letavic

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

**Payment of Invoices:**

<b>FUND</b>	<b>Checks written in May 2022 for Supervisor approval</b>
General Fund	\$ 102,949.42
ME2 Fund	\$ 7816.88
Capital Projects Fund	\$ 0.00
PennVest Fund	\$ 0.00
Golf Course	\$ 74,676.07
LVFC	\$ 0.00
Debt Services	\$ 19,489.99
Liquid Fuels	\$ 1,092.00
Escrow	\$ 19,978.81
<b>Total by when written</b>	<b>\$ 123,053.75</b>

Mr. Shellenhamer motioned to approve payment of the bills for May 2022 as presented. The motion was seconded by Ms. Dale.

**Call for Discussion:** None

All in favor. Motion carried.

**Zoning/Codes** – Jeff Burkhart

**Zoning/Codes Update**

**Stormwater Management Plans**

Mr. Burkhart reported that he has seen an increase in Stormwater Management Plans, due to the number of new housing construction.

**Building Permit Increases**

There has been an increase in Building Permit Applications, many of the applications have been for construction of 1,110 feet or less.

**OLSDS Calls**

Due to the end of the cycle for OLSDS Districts 1 and 2, the number of calls from residents in these Districts have increased over the past month.

**Warehouse Emergency Communications**

Mr. Shellenhamer asked Mr. Burkhart if there were systems for emergency communications at the warehouse at Hoffer Rd. and Rt. 230. The appropriate emergency communications systems are part of the Items of Conditional Use. Mr. Shellenhamer stated that all warehouses will need systems for both the Fire Department and State Police to broadcast out of the buildings.

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

Ms. Dykman presented the progress report for the Environmental MS4 Department for May:

- Applied for a \$90,000 grant with LandStudies to install Meadow on 18 acres upstream from our project
- Construction along the Conewago, phase 1, has begun
- Londonderry has resubmitted Amendment 1 to our Chesapeake Bay Pollutant Reduction Plan, in order to comply with DEP Guidelines. The Amendment shows an increase of sediment removed via the Conewago Creek Floodplain Restoration, as I presented last month at the Board meeting. This is simply an administrative function for DEP to make sure the public is aware of changes, and has the ability to comment. The change will be advertised for 30 days on the website, and a physical copy will be at the Township building.
- Applying for the Watershed Restoration and Protection Program (WRPP) DECD CFA Act 13 Grant for \$250,000 Due 5/31.

Ms. Dykman asked the Board for approval of Resolution 2022-06 to apply for the Watershed Restoration and Protection Program (WRPP) DECD CFA Act 13 Grant for \$250,000. – the sum was corrected at the meeting changing the amount of \$300,000 on the original proposed resolution to the sum of \$250,000. Mr. Geyer made the motion to correct the amount of the grant application to \$250,000 from \$300,000 in the original resolution.

Mr. Hershey motioned to approve the correction of Resolution 2022-06. The motion was seconded by Mr. Geyer.

**Call for Discussion:** None

All in favor. Motion carried.

Mr. Geyer motioned to approve the amended Resolution 2022-06 the Watershed Restoration and Protection Program (WRPP) DECD CFA Act 13 Grant.as changed to \$250,000. Mr. Hershey seconded.

**Call for Discussion:** None

All in favor. Motion carried.

## **Upcoming Events**

### **5k Run**

Ms. Dykman informed the Board that she is planning to present a 5K Run along Conewago Creek on October 9, 2022.

### **Farmer's Meeting**

Ms. Dykman will be hosting a meeting with Township Farmers on July 20, 2022 at Ron Kopp's farm.

### **Public Works Report – Andy Brandt**

Mr. Brandt presented the following reports from the Public Works Department.

#### **Progress Report for Public Works Department 04-16 to 05-14-2022**

- Weekly: truck & equipment pm checks; mowed Swatara Creek Rd properties, Braeburn Park, Firehouse & Twp. office
- Repaired taillights on truck 7
- Cleaned PWB
- Andy attended meetings for Rt 230 projects, Londonderry Estates walk through, FEMA for Engle Rd, Lytle Farm
- Cleaned trucks 3 & 4 to sell
- Repaired yards damaged from snow plowing
- Cleaned rain gutters @ office
- Rode w/Middletown Boro to sweep our roads
- Helped Monique clean & mulch gardens @ office
- Cleaned up dump site behind driving range
- Placed rocks on bank @ 4411 Woodcrest Dr
- Took riding mowers to Deere Country for service/repairs
- Interviewed potential new employee for PWD
- Closed Swatara Creek Rd due to flooding, swept debris & opened
- Met w/LTAP rep to discuss changing speed limit on Swatara Creek Rd
- Removed downed tree at end of PW parking lot that came down during wind storm
- Cleaned dirt & debris from Houser Rd
- Started roadside mowing
- Sprayed for weeds in Sunset Park

#### **Monthly Planner**

- Weekly: truck & equipment pm checks; mowed Swatara Creek Rd properties, Braeburn Park, Firehouse & Twp. office
- Mow roadsides

- Gutter cleaning on Twp. roads
- Tree trimming

Mr. Brandt informed the Board that the Public Works Department hired a full-time employee who will start on June 20, 2022.

### **Motion to Dispose of Assets**

Mr. Brandt asked the Board for a motion to dispose of the following assets on Municibid with the appropriate reserve prices as listed.

- 1999 GMC dump truck, including snow plow and salt spreader
- 1999 Sterling dump truck, including snow plow and salt spreader  
*(we are asking that both of these trucks be placed on Municibid with a reserve price of \$15,000.00 each)*
  - *These trucks are both 1999. They have frequent break downs and some parts are obsolete. We will look at replacing them with 1 truck in the future, if needed.*
- 2002 John Deere 6420 tractor w/flail & boom mower for a reserve price of \$25,000.00
  - *We are replacing this with a new tractor this year.*
- ½" drive air impact wrench
- ½" drive electric drill
- ¾" drive electric drill
- Yellow barricade lights *(we are replacing these with LED lights)*
- Plate tamper
- Jumping jack trench tamper
- Hitch mounted tool carrier
- 2 Traffic Lights
- Chain saws  
*(no reserve price on these)*
  - *We do not use these items, or have replaced them with newer models.*
- Transfer pump for a reserve price of \$15.00
  - *This pump is not used anymore*
- Husqvarna chain saw for a reserve price of \$75.00
  - *This chainsaw needs some engine work. It will cost about \$700.00 to repair it. A new saw this size cost about \$1,100.00, and we do not need a saw this size very often.*
- 4 used fire hydrants *(reserve price of \$100.00 for all)*
  - *No use for them*
- Ductile iron pipe fittings *(no reserve price)*
  - *No use for these items*
- Flood lights for a reserve price of \$50.00
  - *No longer needed*

Mr. Geyer motioned to dispose of the following assets on Municibid with the appropriate reserve prices as listed. Mr. Shellenhamer seconded the motion.

**Call for Discussion:** None

All in favor. Motion carried.

**Authorization to Prepare and Advertise a Request for Bid on a 20-22-ton Equipment Trailer**

Mr. Brandt asked the Board for a motion of approval to authorize the Public Works Department to prepare and advertise a request for a bid on a 20-22-ton equipment trailer (with the expected cost to be between \$23,000 through \$27,000 which was already approved in the 2022 budget).

Mr. Shellenhamer motioned that the Board authorize the Public Works Department to prepare and advertise a request for a bid on a 20-22-ton equipment trailer (with the expected cost to be between \$23,000 through \$27,000 which was already approved in the 2022 budget). The motion was seconded by Ms. Dale.

**Call for Discussion:** None

All in favor. Motion carried.

**Intersection of Deodate and Lark Roads**

Mr. Hershey raised a concern of the road damage that is being caused at the intersection of Deodate and Lark Roads, in addition to the entrance to Pine Manor and Cedar by tractor trailers parking. Mr. Burkhart will follow-up to find a resolution.

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

Mr. Risteff submitted the Sunset Golf Course Financial Report for May. Copies of the report were distributed at the meeting. Mr. Risteff noted that the Golf Course was closed for a total of 23 more days in 2022 than in 2021. Mr. Letavic informed the Board that he, Mr. Marchuck and Mr. Risteff are reviewing invoices on a weekly basis to make real time adjustments.

**Events**

On May 28 and 29 the SGC hosted a 2-Man Scramble with 100 players.

The 2-Man-3-Way will run in July

The SGC Championship will be held in August

The Senior Open Championship will run on Saturdays in September

October will host the Better Ball Tournament

A Wedding Reception Scheduled for June 9.

Live entertainment will run from July 1 through September 29, 2022 on Thursday evenings. There are new performers scheduled for the summer.

**Power Box Issues**

The power boxes on the front nine were malfunctioning, possibly due to a lightening strike. All but one is fixed, and the last power box will be repaired in the next few days.

**Engineer's Report** – Andrew Kenworthy

**Rt. 230 Sewer Connection Update**

Mr. Kenworthy informed the Board that there will be 2 Residents informational meetings at the Fire House on June 28 at 6:00 p.m., and on Wednesday, June 29 at 1:30 p.m.

**Iron Mine Road Bridge Deck Resurfacing**

There will be a two to three-week delay for the guide rail.

**Solicitor's Report** – Mark Stewart

Resolution 2022-06 Amendment

Mr. Stewart informed the Board that the correct amount of Resolution 2022-06 to apply for the Watershed Restoration and Protection Program (WRPP) DCED CFA Act 13 Grant was correct on the printed draft Resolution for the amount of \$300,000. Mr. Stewart asked the Board for a motion to rescind approval of Resolution 2022-06 as amended.

Ms. Dale motioned to rescind Resolution 2022-06 as amended. The motion was seconded by Mr. Shellenhamer.

**Call for Discussion:** None

All in favor. Motion carried.

Mr. Stewart also asked the Board for a motion to approve Resolution 2022-06 as initially proposed. Mr. Shellenhamer presented the motion, and it was seconded by Ms. Dale

**Call for Discussion:** None

All in favor. Motion carried.

**Rt. 230 Diner Update**

The Land Bank held pre-inspections for the demolition of the Rt. 230 Diner on Friday, June 3.

**Dedication of Right-of-Way along Iron Mine Road**

Mr. Stewart asked the Board for a motion to accept the Deeds of Dedication of Right-of-Way along Iron Mine Road as detailed in the Deeds of Dedication of Right-of-Way between Core5, at Lytle Farms and Londonderry Township, and to authorize the execution of such Deeds and any related documents.

Mr. Shellenhamer made the motion to accept the Deeds of Dedication of Right-of-Way along Iron Mine Road as detailed in the Deeds of Dedication of Right-of-Way between Core5, at Lytle Farms



and Londonderry Township, and to authorize the execution of such Deeds and any related documents. Ms. Dale seconded the motion.

**Call for Discussion:** None

All in favor. Motion carried.

**EMA Report** – None

**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"*

**Londonderry Township Fire Department**

Mr. Shellenhamer informed the Board that the Fire Department has purchased a new fire engine to replace Engine 1 for the amount of \$829,989.

Mr. Shellenhamer and Matt Naples will attend a seminar hosted by the PA. Fire Services Institute on June 7.

The Fire Department will be hosting a golf outing on August 4 at the Sunset Golf Course

The Fire Department will hold its Annual Open House on October 16, 2022 at Sunset Park.

**Adjournment**

Mr. Shellenhamer motioned to adjourn the meeting. Seconded by Mr. Hershey. All in favor. Meeting adjourned at 8:21 p.m.



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Secretary/fr