

LONDONDERRY TOWNSHIP BOARD OF SUPERVISORS
Work Session Meeting Minutes
March 17, 2020
7:00 P.M.

The Londonderry Township Board of Supervisors held their regularly scheduled work session meeting on Tuesday, March 17, 2020 via Zoom Video calling at 7:00 p.m. due to Coronavirus Pandemic.

Call to Order – Board Chair, Mr. Geyer called the meeting to order at 7:00 p.m.

Attendance Role Call - Board Chair, Mike Geyer

Present: Bart Shellenhamer, Vice-Chair
Mel Hershey, Member
Ron Kopp, Member
Steve Letavic, Township Manager

Absent: Anna Dale, Member

Attendees: Laura Hayes, Press & Journal

Moment of Silence – Board Chair, Mr. Geyer offered a moment of silence for health and safety of family, friends, community and our country.

Citizens Input: Ms. Hayes from Press & Journal stated she was also recording the meeting.

Approval of Work Session Minutes: February 19, 2020 BOS Work Session Minutes (amended to include additional attendees not previously entered)

Mr. Hershey moved to approve the minutes. Seconded by Mr. Shellenhamer.

Role call: Mr. Hershey - yes
Mr. Shellenhamer – yes
Mr. Kopp – yes
Mr. Geyer – yes

Board of Supervisor Work Session minutes dated February 19, 2020 as presented are approved.

New Business:

Manager's Report : Steve Letavic

- 1) Mr. Letavic presented to the Board a request for approval of the Engagement Letter dated March 17, 2020 with Eckert Seamans for the Penn Vest Preconstruction loan.

Motion to approve the Engagement Letter dated March 17, 2020 with Eckert Seamans was made by Mr. Shellenhamer, seconded by Mr. Kopp.

Call for Discussion: Mr. Letavic, Township Manager, stated this request is the first part of the mandated 537 plan requirements for DEP. This is a 2-part Penn Vest Application. The first part of the process is for the prefunding, and for design and permitting of the system.

Role Call: Mr. Kopp – yes
Mr. Hershey – yes
Mr. Shellenhamer – yes
Mr. Geyer - yes

Motion approved.

- 2) Mr. Letavic presented to the Board a request for approval to enact the Ordinance 2020-02 as prepared by Eckert Seamans for the Penn Vest Preconstruction Loan.

Motion to approve the 2020-02 Ordinance by Mr. Shellenhamer, seconded by Mr. Kopp.

Call for Discussion: Mr. Letavic stated Ordinance 2020-02 is a requirement of Penn Vest to ensure they are paid back. The low interest loan will be the interim line of financing. The general obligation amount is \$283,700 at one percent interest. The Township also received a grant in the amount of \$108,300 toward the project. Total cost is \$392,000.

Further discussion was made amongst the Board about the process with the assurance that Penn Vest would refund the money once the project has begun.

Role Call: Mr. Kopp – yes
Mr. Hershey – yes
Mr. Shellenhamer – yes
Mr. Geyer - yes

- 3) Mr. Letavic presented to the Board a request for approval of the Reimbursement Resolution 2020-04 as prepared by Eckert Seamans related to Penn Vest Preconstruction Loan.

Call for Discussion: Mr. Letavic stated this resolution is the approval of reimbursing the general fund and any short-term borrowed funds for the preconstruction costs of the sewer system from Penn Vest.

Mr. Hershey motioned to approve the Reimbursement Resolution 2020-04 as prepared by Eckert Seamans related to the Penn Vest Preconstruction Loan. Mr. Kopp seconded.

Role Call: Mr. Kopp – yes
Mr. Hershey – yes
Mr. Shellenhamer – yes
Mr. Geyer - yes

Motion approved.

New Business – Amended ordinances will be moved to next month. Mr. Letavic asked the Board to review them; and if there are any questions, to please send him an email or notify him in advance.

Old Business - None

Executive Session – None

Call for Discussion: Mr. Shellenhamer questioned cyber security with employees working remotely, Mr. Hershey asked if we used the role of 3/2 copy in-house.

Mr. Letavic stated employees are limited to only accessing the drives needed in order for them to perform their specific duties. Omega is the Township's IT service, and they have very robust firewalls and security measures. Mr. Letavic further stated the Township has insurance. They dovetail the approach with Omega's security and the insurance company which protects and helps with recovery and legal action. Every year Mr. Letavic meets and reviews the services with Omega and the insurance company. Mr. Letavic stated the Township has a backup in the cloud and continually run the backup every day because they are proactive and not reactive. This year the entire server will be revamped along with new computer systems.

Board Chair, Mike Geyer, offered his appreciation for all the hard work, time and effort that Mr. Letavic has made during this time.

Mr. Letavic shared his appreciation with the help of the team and having the Board's leadership which allows the Township to do their jobs.

The Londonderry Township Fire Company has postponed the Fish Fry for two weeks and will resume April 3rd. They may extend the meals for two weeks.

Mr. Letavic understands the needs of the Fire Company and offered assistance moving forward with this situation.

Adjournment –

Moved by Mr. Shellenhamer, seconded by Mr. Kopp. Meeting adjourned at 7:45 p.m.



Secretary

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