

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

May 1, 2023  
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, 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 Superintendent  
Andrew Kenworthy, P.E., Engineer  
Susan Yocum, Esq., Solicitor

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

**Citizens Input:** Loren Bowen asked about “jake brake” restrictions for Route 230. Steve Letavic, Township Manager indicated that he would work with Andrew Kenworthy, Township Engineer and Susan Yocum, Township Attorney on this matter.

**Approval of Regular Meeting Minutes** – April 3, 2023 Board of Supervisors minutes  
Supervisor Shellenhamer, member, made the motion to approve the April 3, 2023 Board  
of Supervisors Regular Meeting minutes as presented. Supervisor Hershey, Vice Chair,  
seconded the motion to approve the minutes.

**Call for Discussion:** None

All in favor. Motion carried

**Approval of Work Session Minutes** – April 18, 2023 Board of Supervisors Public  
Hearing and Work Session minutes  
Supervisor Mike Geyer, member, made the motion to approve the April 18,  
2023 Board of Supervisors Public Hearing and Work Session minutes as presented,  
Supervisor Kopp, member, seconded the motion.

**Call for Discussion:** None

All in favor. Motion carried

**Manager's Report** – Steve Letavic

**Proposed Resolution 2023-10 - Appointment of a Deputy Tax Collector**

Loren Bowen, Tax Collector and Erika Zinkan, Deputy Tax Collector were present at the  
meeting and Mr. Bowen introduced Ms. Zinkan as his duly appointed Deputy. Steve  
Letavic, Township Manager, asked the Board to approve the appointment of Erika  
Zinkan as Deputy Tax Collector for the Township.

Supervisor Bart Shellenhamer, member, made the motion to appoint Erika Zinkan as  
Deputy Tax Collector, and approve Resolution 2023-10. Supervisor Ron Kopp,  
member, seconded the motion.

**Call for Discussion:** None

All in favor. Motion carried

**Proposed Resolution 2023-11 Agreement for Ambulance Services**

Steve Letavic, Manager, asked the Board of Supervisors for a motion to approve the  
agreement for ambulance services between the Township and South Central  
Emergency Medical Services, Inc. and approve Resolution 2023-11 appointing South  
Central Emergency Medical Services as the Township's ALS and BLS provider.

Supervisor Mike Geyer noticed a mistake in the contract and asked that the reference to Lower Paxton be replaced with Londonderry Township.

Supervisor Mike Geyer made the motion to approve South Central Emergency Services as the designated ALS and BLS service provider to the Township and approve Resolution 2023-11. Supervisor Mel Hershey, Vice Chair, seconded the motion.

**Call for Discussion:** None

All in favor. Motion carried

**Resolution 2023-12, Resolution Authorizing the Appointment of a new Township Building and Codes Officer and the designation of an Assistant Open Records Officer**

Steve Letavic, Township Manager, asked the Board to make a motion to remove Jeff Burkhart as Building and Codes Officer and Assistant Open Records Officer and replace him with Ed Kazlauskas. Supervisor Mel Hershey, Vice Chair, made the motion. Supervisor Bart Shellenhamer, member, seconded the motion.

**Call for Discussion:** None

All in favor. Motion carried

**Separation Agreement**

Steve Letavic, Township Manager asked the Board to make a motion to approve the separation agreement between Londonderry Township and Jeff Burkhart. Supervisor Bart Shellenhamer, member, made the motion. Supervisor Ron Kopp, member, seconded the motion.

**Call for Discussion:** None

All in favor. Motion carried

**Treasurer's Report** – Steve Letavic

Steve Letavic, Township Manager asked the Board to make a motion to pay invoices for the month of April in the amounts of \$305,945.55.

**Payment of Invoices:**

<b>FUND</b>	<b>Checks written in April 2023 for Supervisor approval</b>
General Fund	\$ 137,891.85
ME2 Fund	\$ 10,375.26
Capital Projects Fund	\$ 17,704.00
PennVest Fund	\$ 0.00
Golf Course	\$ 65,865.16
LVFC Capital Construction Fund	\$ 0.00
Debt Services	\$ 47,261.20
Liquid Fuels Fund	\$ 5,325.00
Escrow	\$ 21,523.08
Fire Company Fund	\$ 0.00
MS4 Fund	\$ 0.00
Paving Fund	\$ 0.00
Capital and Operating Fund	\$ 0.00
<b>Total by when written</b>	<b>\$ 305,945.55</b>

Supervisor Bart Shellenhamer, member, made the motion to approve payment of invoices as presented. Supervisor Mike Geyer, member seconded the motion.

**Call for Discussion:** None

All in favor. Motion carried

**Zoning/Codes** – Steve Letavic

Steve Letavic, Township Manager provided an update on progress in the Zoning and Codes office, noting that Jackie Wilbern and Mike Wood, HRG employees, have been

assisting in organizing the office, issuing permits and preparing for Planning Commission meetings.

**MS-4 Environmental Department** – Monique Dykman, MS4 and Environmental Department Head

Monique Dykman, MS4 and Environmental Department head reviewed the following for the month of April:

- Presented on a panel at the Chesapeake Stormwater Network
- Met with LCCD on Conewago Phase 2, to receive reimbursement from Lancaster Clean Water Partners CAP Grant; Signed & submitted NFWF Contract
- Coordinated with a Riparian Ranger to host volunteer event on Swatara Creek Road to replace shrub tubes with tree tubes
- Continue to update 2<sup>nd</sup> version of Model Ordinance
- Attended PSATS Conference
- Statistics from Conewago Story Map in past 60 days & past 12 months
- 

She also discussed the two-following graphics, the first being the amount of views on the Conewago Creek Project story map following her presentation at the Chesapeake Stormwater Network and the second being registrations for the 5K race by region of registration.

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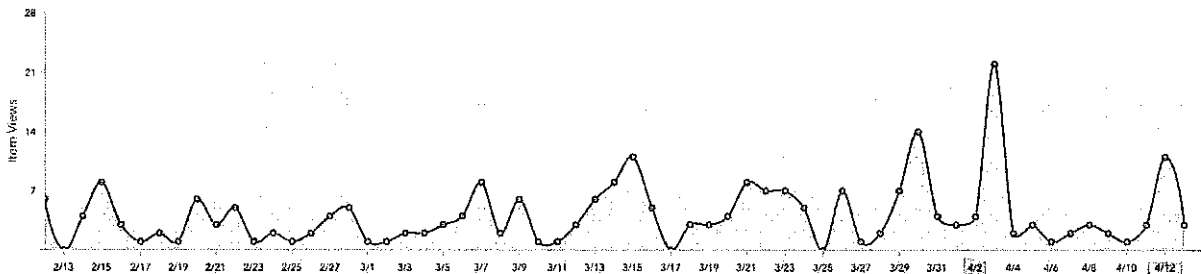
Usage details for the period:  
 February 13, 2023 - April 14, 2023

Past 60 Days

Item Views this Period  
 250

Avg Item Views Per Day  
 4.17

Usage Time Series



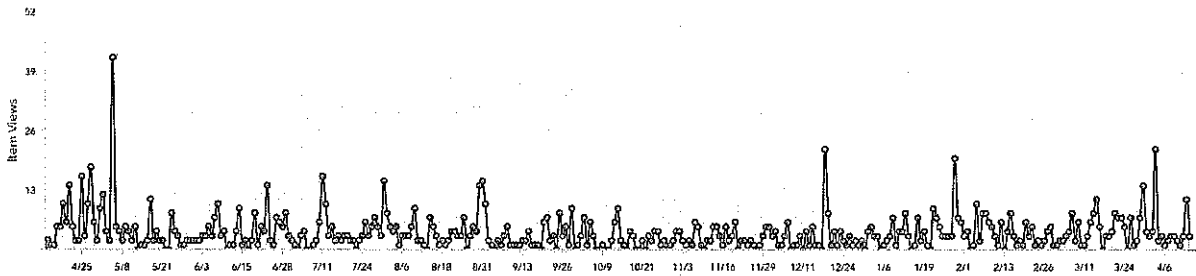
Usage details for the period:  
 April 14, 2022 - April 14, 2023

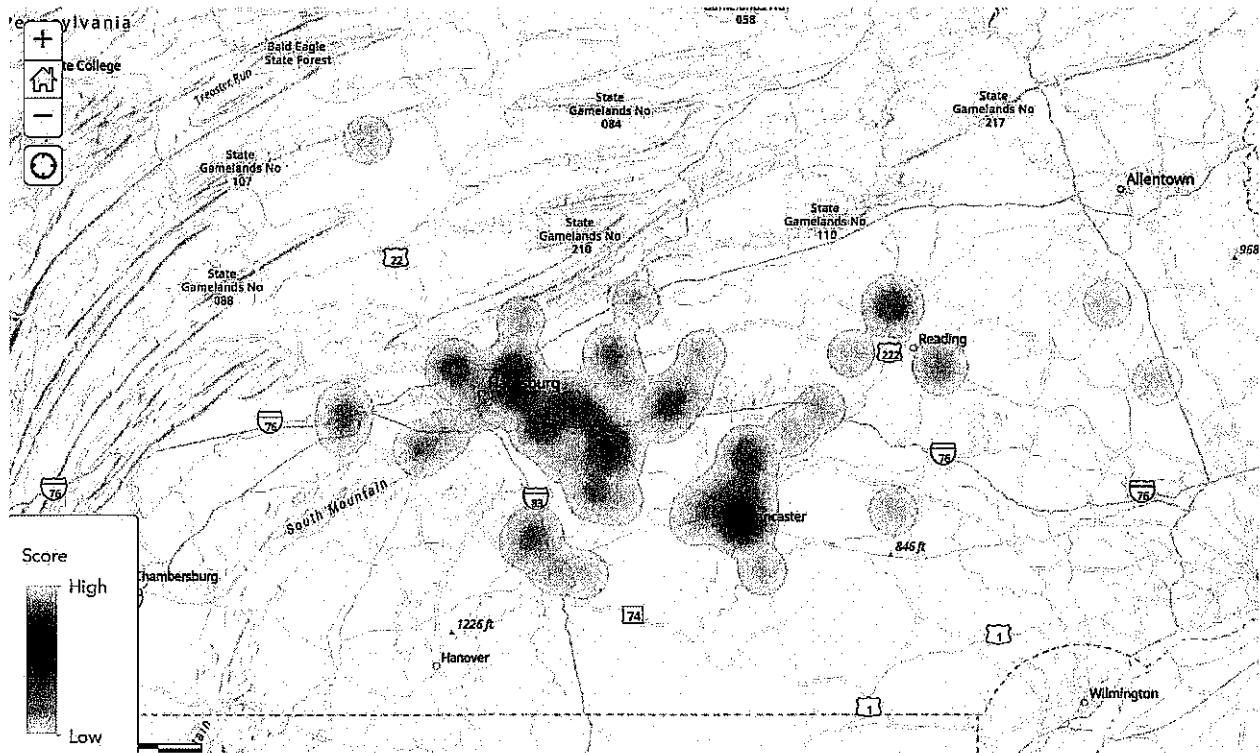
Past 12 Months

Item Views this Period  
 1,387

Avg Item Views Per Day  
 3.80

Usage Time Series





**Proposed Ordinance 2023-01- Amend the Township’s Code of Ordinances Chapter 28, Stormwater Management**

Monique Dykman, MS4 and Environmental Department Head asked the Board for a motion to approve proposed Ordinance 2023-01 to amend the Township’s Code of Ordinances Chapter 28, Stormwater Management by replacing the existing Ordinance in its entirety with amended provisions. The proposed Ordinance will supplement DEP’s 2022 Model Ordinance. The proposed Ordinance differentiates between a Minor or Major Stormwater Permit, emphasizing volume and rate controls, encouraging ground water recharge and protecting floodplains.

Supervisor Hershey asked why we were updating the Ordinance and Ms. Dykman explained it was to bring it in line with DEP’s Model Ordinance and to make it easier for residents to meet stormwater requirements if the project site was less than a thousand square feet.

Supervisor Mel Hershey, Vice Chair, made the motion to approve Proposed Ordinance 2023-01 to Amend the Township’s Code of Ordinances Chapter 28, Stormwater

Management as presented. Supervisor Bart Shellenhamer, member, seconded the motion.

**Call for Discussion:** None

All in favor. Motion carried

**Public Works Report** – Andy Brandt, Public Works Director  
Andy Brandt, Public Works Director, issued the following report

**Progress Report for Public Works Department 03-19 to 04-15-2023**

- Weekly: truck & equipment p.m. checks; Toolbox Safety Talks; mowed Township properties
- Bi-weekly: road checks
- Removed snow fence & put on racks
- 2040 River Rd: replaced broken water meter
- Cleaned shoulders on Gingrich Rd
- Crew attended webinar on back injuries
- Built pallet racks in golf course building
- Washed, repaired & painted picnic tables for Sunset Park
- Peiffer Plumbing replaced water pressure tank in Sunset Park concession building
- Opened Sunset Park
- Washed trucks
- Foxianna Rd: built Road Closed signs, removed brush along road
- Removed fence topper from outfield fences in Sunset Park
- Cold patched pot holes
- Mowed brush along roads
- Worked w/Monique to set up for the 5K Darter race
- Picked up lumber for Foxianna Rd & Engle Rd projects
- Cleaned up tree limbs from weekend storms
- Swept Twp. roads with Middletown Boro sweeper
- Engle Rd: built forms for curb, excavated for curbs & rock, formed for curbs, poured concrete curbs, placed rock behind curbs (will pour concrete over rocks on 04-21)



- Had new gate installed on Sunset Dr, removed old gates
- Picked up 21 discarded tires from Water St

### **Monthly Planner for May 2023**

- Weekly: truck & equipment p.m. checks; Toolbox Safety Talks; mow Township properties
- Bi-weekly: road checks
- Truck & equipment maintenance, as needed
- Replace street signs, as needed
- Engle Rd: pave along curbs
- Foxianna Rd: install bottomless arch pipe
- Pave pot holes on various roads
- Mow roadsides

Supervisor Ron Kopp, member, inquired as to the status of the “No Trucks” signs for School House Road, indicating that there are still issues with trucks using that road and that they should not be. Andy Brandt, Public Works Director, indicated that he is working with PA DOT on the issue.

### **Request for Stefania Drive Closure -**

Jodi Raudenbush, resident, asked for the closure of Stephania Drive for a block party to be held on June 4<sup>th</sup> from 3:00 p.m. to 8:00 p.m. She indicated that they would place barricades for traffic control. Supervisor Bart Shellenhamer, member and Fire Chief, asked that she coordinate with him as Fire Chief to ensure that there was an emergency contact number for the Fire Company in case they had to respond to an emergency in that area. Supervisor Mel Hershey, Vice Chair, asked if all the residents were informed of and in support of the block party and Ms. Raudenbush indicated that they were and are. Supervisor Anna Dale, Chair, asked for clarification on which roads would be closed, Ms. Raudenbush indicated that the roads that would be closed were Stefania, Felker, and Carol Circle.

Supervisor Mel Hershey, Vice Chair, made the motion to approve the road closure as presented for the block party on June 4<sup>th</sup> from 3:00 p.m. to 8:00 p.m. Supervisor Bart Shellenhamer, member, seconded the motion.

**Call for Discussion:** None

All in favor. Motion carried

**Golf Course and Bar & Grill Report** – Sam Risteff, Golf Course Superintendent  
Sam Risteff, Golf Course Superintendent reviewed the monthly and year to date operating results with the Board of Supervisors. Supervisor Mel Hershey, Vice Chair, indicated that the results were encouraging and asked if the number of rounds played was higher than last year for the same time period. Sam Risteff, Golf Course Superintendent indicated that the number of rounds is higher than last year and attributed that to the weather and the closing of Par Line Golf Course.

**Engineer's Report** –Andrew Kenworthy, P.E., HRG  
Andrew Kenworthy, P.E., HRG, provided an update on the sewer pump stations along Route 230 and the repaving of Swatara Creek Road. Andrew indicated that the pump stations along Route 230 should be operational by May 15<sup>th</sup> and that HRG is getting ready to bid the paving project on Swatara Creek Road providing for three sections in the bid to counter inflationary pressures and funding requirements.

Supervisor Hershey, Vice Chair, stated that he was getting calls from people in the OLSDS District that encompasses the Route 230 Corridor asking if they should get their systems pumped at this time knowing they will be connecting to the public sewer line this year? It was decided that residents who did not get their system pumped yet-and-their systems didn't need pumped because they were not full, that those residents should wait to pump until they connect to the new sanitary public sewer line. Supervisor Hershey, Vice Chair, indicated that he would call those residents that reached out to him to inform them of this decision.

**Solicitor's Report** – Susan Yocum, Esq -- None

**EMA Report** – Les Gilbert -- 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"*

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**Adjournment:**

Supervisor Bart Shellenhamer, member, made the motion to adjourn the meeting.  
Supervisor Mel Hershey, Vice Chair seconded the motion. Meeting adjourned at 8:00  
p.m.

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

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Secretary/fr