

**LONDONDERRY TOWNSHIP BOARD OF SUPERVISORS**  
**Regular Meeting Minutes**  
**May 4, 2020**  
**7:00 P.M.**

The Londonderry Township Board of Supervisors held their regularly scheduled Board of Supervisor's meeting on Monday, May 4, 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  
Anna Dale, Member  
Steve Letavic, Township Manager  
Jeff Burkhart, Codes/Zoning Officer  
Sam Risteff, Golf Course Superintendent  
Andy Brandt, Public Works Director  
Mark Stewart, Solicitor  
Andrew Kenworthy, HRG Engineer

**Absent:** Ron Kopp, Member  
Monique Dykman – MS-4  
Les Gilbert – EMA

**Salute the Flag**

**Citizens Input:** None

**Approval of Minutes:** April 21, 2020 BOS Work Session Minutes (amended to the Solicitor's Report added Mr. Shellenhamer motioned, and Ms. Dale seconded the motion for the approval of the 2020-07 Resolution.)

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

Discussion: None

Role call: Mr. Shellenhamer – yes, Mr. Hershey – yes, Ms. Dale – yes, Mr. Geyer - yes

Board of Supervisor Work Session minutes dated 4/21/2020 approved.

**New Business:**

**Manager's Report :** Steve Letavic

1. Mr. Letavic updated the Board on Londonderry Estates Sewer project. The project continues to move forward and the Township is on schedule for May 06<sup>th</sup> to close on the Pa Vest Funding for design and permitting. Once completed, a second Penn Vest application will be for the construction.

2. Mr. Letavic updated the Board on the 230 Corridor Projects. The projects along the route 230 corridor are still on schedule and progressing. The sewer design has been submitted to DEP for review and permitting. The Saturdays Market, School Heights Village and Vision Group projects are all moving forward and are at different stages in the process.
3. Mr. Letavic is working with legislators to alert them to the financial impact that the COVID-19 crisis may have on our cash flows, and asked them not to forget local governments in funding assistance consideration. Mr. Letavic is working with Jonathon Cox from Eckert Seaman's for the possibility of new legislation to be passed that will help local governments.

**Treasurer's Report** – Steve Letavic

*Steve asked to pay the bills as presented.*

**Payment of Invoices:**

<b>FUND</b>	<b>Checks written in March for Supervisor approval</b>
General Fund	\$89,227.56
Golf Course	\$20,655.17
Liquid Fuels	\$2,349.04
Escrow	\$0
LVFC	\$0
Debt Service	\$12,813.78
<b>Total by when written</b>	<b>\$125,045.55</b>

Ms. Dale motioned to approve, seconded by Mr. Shellenhamer, payment of the April 2020 bills as presented.

Role call: Mr. Shellenhamer – yes, Mr. Hershey – yes, Ms. Dale – yes, Mr. Geyer – yes.

Motion approved.

**Zoning/Codes** – Jeff Burkhart

**Web-Based Online Plan and Permit Submission** -

Mr. Burkhart provided an update to the Board on Ed and his work towards establishing a web-based on-line plan and Permit submission guidelines and application forms so as to provide direction for potential applicants for plan submissions, Zoning Permits, Building Permits, etc. in an attempt to eliminate or greatly reduce the times people would come into the office unannounced and without an appointment. The intention is to provide a more or less guided sequence of things an applicant would need to do in order to get a plan or a Permit submitted to the Township for review and approval. The process follows many other local Townships' web-based platforms and will be very detailed in providing the steps necessary for completing any of the required processing procedures and Permits for the Township. Building Permit plans will be reviewed by one of the Township's 3<sup>rd</sup> Party Code Review firms as part of the approval process. Some adjustments to a few of the Township fees related to all of these processes may also be requested in the near future.

**Discussion:** Mr. Hershey asked when the online permit process will be completed and it was agreed that it would be ready by June 1<sup>st</sup>. Ms. Dale asked if there were templates for applications as well as the ability for submission of payments online. Mr. Burkhart noted that they are attempting to have the information made readily available to the Board and Legal Counsel for approval. Permit requests are being converted into a workable user-friendly form. Fee schedules need to be updated to address the finalized payments.

Mr. Burkhart provided an update for the 230 Corridor. Active plans have been recently submitted and are going to the Planning Commission for review. The first is the Vision Ventures Project, and the second is the Lytle Farm Warehousing Outfit. Mr. Burkhart further noted he continues to be working steadily with permit requests.

**Saturday's Market** – Mr. Burkhart will be in touch with the contractor for the demolition of Saturday's Market and will keep the Board apprised of the situation.

**MS-4 Environmental Department** – Monique Dykman (absent)

Mr. Letavic provided an updated status report for Ms. Dykman.

Progress Report for Environmental MS4 Department, May 2020

1. Applied for \$300,000 National Fish and Wildlife Foundation Small Watershed Implementation Grant which will help on the second phase of the Conewago Creek Restoration.
2. Completed task of logging all previous MS4 outfall inspections into new GIS format.
3. Continues to utilize online learning resources.

**Discussion** – Mr. Letavic noted the \$300,000 NFWF grant is a new grant in addition to the other grant submitted. Monique, Shawn, HRG, and Mr. Letavic reviewed the grant and it looked to be the most successful for this particular project.

**Public Works Report** – Andy Brandt presented to the Board a monthly report for work completed in the month of April and discussed work planned for the month of May.

Mr. Brandt noted they did close Sunset Park which will remain closed until further notice due to COVID-19. The crew started 1755 Zion Road project and rebuilt the swale. The pipework will take place later this summer. Signs have been placed for No Trucking in appropriate Township roads.

**Golf Course and Bar & Grill Report** - Sam Risteff provided a financial report to the Board. There are no revenues for the month of April.

Sunset Golf Course reopened Saturday May 3<sup>rd</sup>. The Clubhouse is closed and no food or alcohol is being served at this time. The Golf Course is following CDC Guidelines. Sunset Golf Course is only accepting credit and debit cards, and no cash transactions at this time. Carts are sanitized daily. Patrons will not be served without a mask.

The Sunset Golf Course is getting ready to go live with Anchor Point, the new POS system. Craig and staff did a great job on the golf course and many players complimented him on the course. Along with the wild flower program that Ms. Dykman started, Mr. Risteff is looking at more natural grass areas using the existing grasses, which may help with mowing and labor costs.

Mr. Letavic extended a thank you to Mr. Risteff and the team for their agility and flexibility working through the situation, and with their ability to open the golf course in a short amount of time.

Ms. Dale questioned if any feedback from the patrons, and if only golf carts are currently being used at this time. Mr. Risteff indicated everybody is glad to be back playing golf, and patrons may either walk or use golf carts.

Mr. Shellenhamer received compliments from patrons and also thanked Mr. Risteff and the staff for the nice work on the golf course.

**Engineer's Report** – Andrew Kenworthy

Mr. Kenworthy presented the Londonderry Township Project Status report dated May 4, 2020.

The sewer and water line project down 230 is progressing. Bids are in for an extended water line and are being processed for the Board's award. DCNR confirmed final layouts for Sunset Park, and HRG is preparing layout plans for approval by the Township Board before bidding. The engineers continue to work with Vision Ventures Developer with evaluating a Penn Dot traffic signal at Route

230 and Deodate. General permits have been submitted for foundation borings within the creek for Lauffer Road Bridge, and HRG is currently evaluating alignment of the new bridge.

Mr. Shellenhamer noted last week's meeting went very well on the water line and he extends his gratitude for a great job to Mr. Kenworthy and Mr. Fox.

**Solicitor's Report** – Mark Stewart

Mr. Stewart commended Mr. Risteff on the golf course.

In order to facilitate the placement of utilities, Mr. Stewart requested direction from the board to craft proposed changes to the SALDO and zoning ordinances and have the proposed changes forwarded to planning commission and zoning hearing board members for review and comment.

Ms. Dale made a motion to have the solicitor update the zoning and SALDO to address changes needed relative to the installation of sanitary sewer pump stations. Seconded by Mr. Shellenhamer. Role Call: Mr. Shellenhamer – yes, Mr. Hershey –yes, Ms. Dale – yes, Mr. Geyer

Motion passed unanimously.

Mr. Stewart provided an updated status on the 230 Diner.

**EMA Report** – Les Gilbert (absent)

Mr. Hershey noted the EMA Director is very busy working with the Pandemic. Mr. Hershey offered a thank you on behalf of the Board to Les Gilbert, Ms. Morgan and the volunteers with Meals on Wheels who continue to provide services to residents in need.

Chairperson, Mr. Geyer, also extended his appreciation to Les and all the volunteers with Meals on Wheels, the VIP Vans, and the front-line workers that provide all these services to the community.

**New Business** – None

**Old Business** - None

**Executive Session** – None

**Adjournment** – Moved by Mr. Shellenhamer, seconded by Ms. Dale. Voice vote - all in favor. Meeting adjourned at 7:44 p.m.

  
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Secretary

