

**LONDONDERRY TOWNSHIP BOARD OF SUPERVISORS  
PUBLIC HEARING AND REGULAR MEETING MINUTES  
783 S. GEYERS CHURCH RD  
MIDDLETOWN, PA 17057  
OCTOBER 7, 2024**

**Call to Order: 7:00 p.m.**

Chairman Bart Shellenhamer called the Public Hearing to order at 7:00 p.m.

**PUBLIC HEARING**

Township Solicitor James Diamond stated that the purpose of the Public Hearing was to present proposed Zoning Ordinance 2024-06 and OLSDS Variance Appeal for 3305 Roundtop Road.

Chairman Shellenhamer closed the Public Hearing at 8:27 pm.

NOTE: Public comments are attached to the minutes as a separate handout.

**REGULAR MEETING**

Call to order: Chairman Shellenhamer, reconvened the Board of Supervisors Regular Meeting at 8:28 p.m.

**Salute the Flag**

**Roll Call / Attendance - Members Present**

Bart Shellenhamer, Chairman  
Ron Kopp, Vice-Chair  
Mike Geyer, Secretary/Treasurer  
Anna Dale, Member

**Absent Members:** Mel Hershey, Member

**Also Present:**

David Blechertas, Township Manager  
Jim Diamond, Esq., Solicitor  
Duane Brady, Codes/Zoning Officer  
Monique Dykman, MS4 Specialist  
Andy Brandt, Public Works Director  
Mike Wood, P.E., Engineer  
Michelle Phillips, Executive Secretary

**Attendees:** A list of Residents/Attendees are on file by the Township

**Citizens Input on Agenda Items:** None

**Executive Session:**

Executive Session took place prior to the meeting to discuss a personnel matter. No action was taken.

**Approval of Minutes**

Chairman Shellenhamer requested approval from the Board for the September 3, 2024, Board of Supervisors Regular Meeting minutes.

It was moved by Ms. Dale and seconded by Mr. Kopp that the Board dispense with the reading of the September 3, 2024, Board of Supervisors Regular Meeting minutes since all members received a transcript. The motion carried unanimously.

Chairman Shellenhamer requested approval from the Board for the September 18, 2024, Board of Supervisors Work Session Meeting minutes.

It was moved by Mr. Kopp and seconded by Ms. Dale that the Board dispense with the reading of the September 18, 2024, Board of Supervisors Work Session Meeting minutes. The motion carried unanimously

**Manager's Report** – David Blechertas

- Request approval for the Londonderry Fire Police to provide services for:
  1. Middletown's Halloween Parade on October 26, 2024
  2. Middletown's Holiday Tree Lighting on November 30, 2024
  3. Middletown's Frosty 5K on December 7, 2024

Chairman Shellenhamer requested approval from the Board to allow the Londonderry Fire Police to provide services for the events listed above.

It was moved by Mr. Kopp and seconded by Mr. Geyer to allow the Londonderry Fire Police to provide services for the events listed above. The motion carried unanimously.

- Request approval of the revised 2024 Personnel Manual

Mr. Blechertas presented the Board of Supervisors with a revised Personnel Manual, which was also reviewed by the Township Solicitor. He said there were changes, updates and policies added.

It was moved by Ms. Dale and seconded by Mr. Geyer to approve the revised 2024 Personnel Manual. The motion carried unanimously.

- Provide update on the RT 230 Sewer Connection Letters

Mr. Blechertas stated that HRG has sent out the certified letters to those residents who have not connected. He said the Township has already been receiving calls about the letter.

- Request approval of a proposal to provide Contract Administration Services for the Swatara Creek Road Improvements Project.

Mr. Blechertas said this contract is the next stage of the Swatara Creek Road Improvement Project. The contract is for Administrative Services supporting the project until it is completed. He said HRG has provided a proposal for this service, and he recommends approving it, with a cost not to exceed \$10,500.00.

Chairman Shellenhamer requested approval from the Board to award the contract for Administration Services to HRG, not to exceed \$10,500.00

It was moved by Mr. Geyer and seconded by Ms. Dale to approve the request above as stated. The motion carried unanimously.

- Request approval of a proposal to provide Construction Observation Services for the Swatara Creek improvement project.

Mr. Blechertas stated the proposal for Construction Observation Services for the Swatara Creek Project will include an inspector on site full-time to inspect the installation of all materials and verify all testing till the project is completed. He obtained 3 proposals for the construction observation services and would recommend HRG due to it being the most complete and thorough proposal. The proposal estimate will not exceed cost of \$46,350.00.

There was a discussion amongst the Board regarding the time frame of the project, legal review of the contract, utilities lines that run along the length of project and duties of the full-time person for the contract.

It was moved by Mr. Kopp and seconded by Ms. Dale to award the contract of Construction Observation Services for the Swatara Creek Improvement Project to HRG, not to exceed \$46,350.00. The motion carried unanimously.

- Request approval of Resolution 2024-18, the disposal of records per the Municipal Records Manual:

Former Employee Personnel Files	1997-2018
Non-Hired Application & Resumes	2010-2019
RTK Requests & Appeals	2009-2021
Financial Statements of Interest	2005-2018
Former Employee Workers	2008-2019
Comp Claims	
Grant Administration Records	2000-2019
-Fire Police	
Oaths of Municipal Officers	1984-2017
Certificates of Election Records	1979-2019

It was moved by Ms. Dale and seconded by Mr. Kopp to approve Resolution 2024-18 as stated above. The motion carried unanimously.

- Discussion of Liquor Control Board application activity at 2800 Vine St

Mr. Blechertas stated he received a letter from the Liquor Control Board stating that a new application was submitted for CHR CORP 2800 Vine Street Middletown, PA 17057.

**Treasurer's Report** – Brian Marchuck

- Mr. Marchuck presented the Board September with the bills/open purchase orders for September 2024.

<b>Fund</b>	<b>Open Purchase Orders</b>
General Fund	\$ 175,909.96
Golf Course Fund	28,720.96
Liquid Fuels Fund	7,637.50
Escrow Fund	<u>7,384.98</u>
Grand Total	<u><u>\$ 219,653.40</u></u>

It was moved by Mr. Kopp and seconded by Ms. Dale to approve the bills/open purchase orders for September 2024. The motion carried unanimously.

- Update on status of Township Audit

Mr. Marchuck stated there are 2 more items left to complete the Township Audit. One is the reimbursement of the PennVest loans and the second being the cash balance for the DCIB loans which will need to be obtained by Dauphin County. He said the Pension Audit is being worked on for 2019-2023 and he is hoping to have this report to the Board at next month's meeting. Mr. Marchuck stated the Liquid Fuels Auditor has been in contact and they will be starting that audit next week.

- Request approval for Resolution 2024-19 to move additional funds to the Township's PSDLAF GTS bank account for the General and Golf Course Funds

Chairman Shellenhamer requested approval from the Board for Resolution 2024-19 to move additional funds to the Township's PSDLAF GTS bank account for the General and Golf Course Funds

It was moved by Ms. Dale and seconded by Mr. Kopp to approve Resolution 2024-19 as stated above. The motion carried unanimously.

**Zoning and Codes** – Duane Brady

Mr. Brady provided the Board with his monthly report for September.

- Request approval of the Revised Ordinance, 2024-06 to amend Chapter 27, Zoning of the Township Code of Ordinances.

Chairman Shellenhamer requested approval from the Board for the revised Ordinance, 2024-06 to amend Chapter 27, Zoning of the Township Code of Ordinances.

It was moved by Mr. Geyer and seconded by Ms. Dale to approve the revised Ordinance, as stated above. The motion carried unanimously.

**MS4 Environmental Department** – Monique Dykman

Ms. Dykman provided the Board with her monthly report for September.

**Public Works** – Andy Brandt

Mr. Brandt provided the Board with his monthly report for September. He also provided the Board with a Power Point presentation of the before and after work that was done on Shopes Church Road, Lauffer Road and the Township Rain Garden.

**Golf Course and Bar & Grill** – Sam Risteff

Mr. Blechertas provided the Board with the Golf Course and Bar & Grill financial report for the month of September.

**Engineer's Report** – Mike Wood, P.E.

Mr. Wood, Township Engineer, provided the Board with his monthly report for September.

**Solicitor's Report** – Jim Diamond, Esq.

Mr. Diamond, Township's Solicitor stated that there is a tax assessment appeal hearing coming up for one of the warehouses.

**Public Safety** – Bart Shellenhamer

Mr. Shellenhamer provided the Board with the EMS and Fire response report along with the financials for the Fire Department.

## **New Business**

- Mr. Blechertas asked the Board to approve a date for the Township's Trick or Treat night. He suggested following the other Borough's surrounding Londonderry Township which are scheduled for October 31, 2024, from 6-8 pm.

Chairman Shellenhamer requested approval from the Board to set October 31, 2024, from 6-8pm as Trick-or-Treat night for the Townships Residents.

It was moved by Mr. Kopp and seconded by Ms. Dale to approve the request above as stated. The motion carried unanimously.

## **Old Business** - None

## **Citizens Input:**

Carol Hornung, resident of the Township, wanted to bring her concerns to the Board regarding Snavelly Road and the recent ordinance prohibiting on street parking. She is very concerned that when she has large family gatherings on holidays there will be no place to park.

Mr. Blechertas said concerns were brought to the Board's attention regarding safety on the road and the safe passing of vehicles. He said one property was sent a letter from the Township informing the residents of the situation which did not resolve the matter. The request to prohibit on-street parking persisted and the Board acted. Mr. Blechertas stated enforcement from the Pennsylvania State Police would be driven by a complaint basis.

Ms. Hornung stated the Londonderry Township is a great place to live and wishes that a discussion was had with the neighbors prior to the Board being notified.

Laura Little, resident of the Township, voiced her concern regarding 3305 Road Top Road and the flooding. She said on Zillow the flood factor for this location is rated extreme with a 9/10 and flood insurance required. Ms. Little said the buyer did not get cold feet, for she pulled out because she did an inspection with dye and found it was going all over the place.

Mr. Blechertas stated that there will be a Work Session meeting on October 16<sup>th</sup> to discuss the Budget for 2025.

**Executive Session**

*“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**

There being no further business to bring before the Board, a motion by Ms. Dale seconded by Mr. Kopp the meeting was adjourned at 9:44pm.

Signature on file

Secretary – Mike Geyer