

**LONDONDERRY TOWNSHIP BOARD OF SUPERVISORS  
REGULAR MEETING MINUTES  
783 S. GEYERS CHURCH RD  
MIDDLETOWN, PA 17057  
September 3, 2024**

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

Chairman Bart Shellenhamer called the Regular Meeting to order at 7:00 p.m.

**Salute the Flag**

**Roll Call / Attendance - Members Present**

Bart Shellenhamer, Chair  
Ron Kopp, Vice Chair  
Mike Geyer, Secretary/Treasurer  
Mel Hershey, Member  
Anna Dale, Member

**Absent Members:**

None

**Also Present:**

David Blechertas, Township Manager  
Jim Diamond, Esq., Solicitor  
Monique Dykman, MS4 Specialist  
Andy Brandt, Public Works Director  
Sam Risteff, Golf Course Manager  
Michelle Phillips, Executive Secretary

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

**Citizens Input on Items not on the agenda:**

Mr. Steve Wisniski asked if the Board if the Township could start charging land taxes to GPU/TMI since they will be starting back up.

Supervisor Hershey stated that it is being worked on.

**REGULAR MEETING:**

### **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 August 5, 2024, Board of Supervisors Regular Meeting minutes.

It was moved by Mr. Kopp and seconded by Ms. Dale that the Board dispense with the reading of the August 5, 2024, Board of Supervisors Regular Meeting minutes since all members received a transcript.

Mr. Geyer noted of a word change on page 19. Correcting “pushing risk now stream” to state “pushing risk down steam”

On a roll call vote, the following voted “Aye”,

Chairman Shellenhamer, Ron Kopp, Mike Geyer, Anna Dale and Mel Hershey

Chairman Shellenhamer thereupon declared the motion carried.

### **Manager’s Report** – David Blechertas

- Request approval for the Londonderry Fire Police to provide services for:
  1. Hummelstown Crafts Shows on September 14, 2024
  2. Highspire Car Show on September 21, 2024
  3. Punkin Fest Middletown on September 21&22, 2024
  4. Conewago Darter 5K, 1 Mile Fun Run & Field Day for Clean Water on October 12, 2024
  5. Geyers Church Trunk or Treat on October 23, 2024

Londonderry Fire Police Captain Dean Hooper asked the Board for permission to provide services for several events in the area.

Chairman Shellenhamer requested approval from the Board to allow the Londonderry Fire Police to provide services for:

1. Hummelstown Crafts Shows on September 14, 2024

2. Highspire Car Show on September 21, 2024
3. Punkin Fest Middletown on September 21&22, 2024
4. Conewago Darter 5K, 1 Mile Fun Run & Field Day for Clean Water on October 12, 2024
5. Geyers Church Trunk or Treat on October 23, 2024

It was moved by Mr. Hershey and seconded by Mr. Geyer to approve the above request as stated.

On a roll call vote, the following voted “Aye”,

Chairman Shellenhamer, Ron Kopp, Mike Geyer, Anna Dale and Mel Hershey

Chairman Shellenhamer thereupon declared the motion carried

- Request approval of regular full-time employment for Michelle Phillips effective October 3, 2024, upon successful completion of a probationary period.

Mr. Blechertas asked the Board to approve Michelle Phillips for regular full-time employment upon successful completion of her probationary period effective October 3, 2024

Chairman Shellenhamer requested approval from the Board for regular full-time employment for Michelle Phillips effective October 3, 2024, upon successful completion of her probationary period.

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

On a roll call vote, the following voted “Aye”,

Chairman Shellenhamer, Ron Kopp, Mike Geyer, Anna Dale and Mel Hershey

Chairman Shellenhamer thereupon declared the motion carried

- Request approval of ordinance 2024-07 regarding prohibiting parking on Snavelly Rd.

Mr. Blechertas stated this ordinance is regarding prohibiting parking on Snavelly Road between Steinruck Road and Round Top Road. As previously discussed, the Township was going to evaluate any other roads in the Township that may need to be added. After review with the Public Works department the Township feels that there are no other additional roads that need to be added.

Chairman Shellenhamer requested approval from the Board for ordinance 2024-07 regarding prohibiting parking on Snavelly Rd.

It was moved by Mr. Geyer and seconded by Mr. Hershey that the Board approve ordinance 2024-07 regarding prohibiting parking on Snavelly Rd.

On a roll call vote, the following voted “Aye”,

Chairman Shellenhamer, Ron Kopp, Mike Geyer, Anna Dale and Mel Hershey

Chairman Shellenhamer thereupon declared the motion carried.

- Request approval of Resolution 2024-16 supporting a grant application and authorizing the submission of a Dauphin County Local Share Municipal Grant Application in the amount of \$150,000 to the Dauphin County Gaming Advisory Board

Mr. Blechertas stated that the application is to support refurbishing Engine 54 for the Londonderry Fire Department. This is a required aspect of the application that HRG has asked the Township to complete.

Chairman Shellenhamer requested approval of Resolution 2024-16 supporting a grant application and authorizing the submission of a Dauphin County Local Share Municipal Grant Application in the amount of \$150,000 to the Dauphin County Gaming Advisory Board.

It was moved by Ms. Dale and seconded by Mr. Geyer that the Board approve the above request as stated.

On a roll call vote, the following voted “Aye”,

Chairman Shellenhamer, Ron Kopp, Mike Geyer, Anna Dale and Mel Hershey

Chairman Shellenhamer thereupon declared the motion carried.

- Request approval of Resolution 2024-17 accepting Deed of Dedication for Municipal Right-Of-Way relating to Core5 at Lytle Farms Lot 1A, LLC., Development

Mr. Blechertas stated this is an action dating back to the approval of Core5 plan at Lytle Farm. It is to satisfy a part of the Township's Ordinance. The applicant was required to dedicate a right-of-way. He stated research has been done on the right-of-way to ensure it is free and clear as well as not featuring any improvements other than a driveway. The dedication is appropriate for the Township to approve at this time.

Mr. Diamond, Township Solicitor, stated that since there is no physical improvement you will not have any of your normal steps of posting a maintenance security bond. Therefore, the required step will be to approve the deed for acceptance, which will be signed and notarized by the developer and then countersigned by the Township and recorded.

Mr. Blechertas stated the right-of-way is along a state road with no intentions of the Township to take any action developing or affecting this land in the future. The purpose was simply to fulfill the requirements of the Land Development Plan.

Mr. Diamond stated the land could be used for sidewalk areas, utilities and even a bus stop in the future.

Chairman Shellenhamer requested approval of Resolution 2024-17 accepting Deed of Dedication for Municipal Right-Of-Way relating to Core5 at Lytle Farms Lot 1A, LLC., Development

It was moved by Mr. Kopp and seconded by Ms. Dale that the Board approve the above request as stated.

On a roll call vote, the following voted "Aye",

Chairman Shellenhamer, Ron Kopp, Mike Geyer, Anna Dale and Mel Hershey

Chairman Shellenhamer thereupon declared the motion carried.

**Treasurer’s Report** – Brian Marchuck

Mr. Marchuck presented the Board with the treasure’s report and the open purchase order report to the Board for the month ending 08/31/2024.

<b>Fund</b>	<b>Open Purchase Orders</b>
General Fund	\$ 216,572.04
Golf Course Fund	71,588.34
Liquid Fuels Fund	33,663.28
Escrow Fund	<u>1,488.00</u>
Grand Total	<u><u>\$ 323,311.66</u></u>

Chairman Shellenhamer requested approval from the Board to accept the Treasurers Report and Open Purchase orders as presented.

It was moved by Ms. Dale and seconded by Mr. Hershey to approve the Treasurers report and open purchase orders.

On a roll call vote, the following voted “Aye”,

Chairman Shellenhamer, Ron Kopp, Mike Geyer, Anna Dale and Mel Hershey

Chairman Shellenhamer thereupon declared the motion carried.

Mr. Marchuck stated the 2023 Township independent audit is being worked on and the auditors have everything needed. There is one item that is still being worked on which is the lease between Derry Township Municipal Authority for the Londonderry Estates project. This has to do with the repayment of the Penvest obligation. He said he anticipates a draft being provided to the Board next month.

**Codes & Zoning** – Duane Brady, Codes and Zoning Officer

Mr. Blechertas gave the Board Duane Brady’s report for the month.

- Request approval to set a public hearing for Ordinance 2024-06 to remove residential uses from the C-1 and C-2 Zoning Districts and revise permitted uses and supplemental requirements for those districts. The recommended date for the public hearing is October 7<sup>th</sup>, 2024

Mr. Blechertas stated that in working on the Comp Plan this year, they have become aware of something unique, where permitted uses in R1, R2, C1 & C2 zones all compound. Therefore, if something is permitted in R1 it is permitted in R2, C1 and C2. Which means that all the Township's commercial land could be developed residentially. The danger there is the Township has very little commercially zoned land and the land that is commercially zoned is very important to be commercial. The Township needs a balance of uses, a balance of services that are commercial in nature and a diverse tax base to help support Township operations. He said with the small amount of commercial land that the Township has is very valuable and it should be developed commercially. For if its not, in the future there could be a risk of demand to rezone residential and AG land as commercial to make up for the commercial land that was developed residentially. He said this is not a situation the Township wants to be in. The Township does not want to see commercial growth in agriculture areas in the Township. This proposed ordinance is an effort maintain Commercial land. He stated the Planning Commission recommended approval of the plan at their August meeting and the plan has been sent to the Dauphin County Planning Commission for their review.

Mr. Blechertas asked for action to set up a public hearing on October 7<sup>th</sup> prior to the Regular meeting.

Chairman Shellenhamer requested approval to set a public hearing for Ordinance 2024-06 to remove residential uses from the C-1 and C-2 Zoning Districts and revise permitted uses and supplemental requirements for those districts. The recommended date for the public hearing is October 7<sup>th</sup>, 2024

It was moved by Mr. Hershey and seconded by Mr. Kopp that the Board approve the above request as stated.

Chairman Shellenhamer asked if there was any other discussion.

Supervisor Hershey stated that there is only so much of C1, and C2 in the Township and it is very essential financially to keep that in the C1 and C2 corridor. Also, as part of the Comp Plan the Township should develop and keep Londonderry as rural as possible keeping commercial in the commercial area. It would be a good change for Londonderry.

There was a discussion amongst the Board, Mr. Diamond and Mr. Blechertas regarding the verbiage of the ordinance.

On a roll call vote, the following voted “Aye”,

Chairman Shellenhamer, Ron Kopp, Mike Geyer, Anna Dale and Mel Hershey

Chairman Shellenhamer thereupon declared the motion carried.

**MS4 Environmental Department Report** – Monique Dykman  
August 2024 Report

- Finishing MS4 Annual Report to submit to HRG for review
- Planning a rain barrel workshop for November
- Sent post card for 5k/field day to Township Residents, past runners and Conewago watershed residents
  - 5k prep will gear up in September
- Hosted Conewago Creek Initiative at Sunset on Wednesday the 28<sup>th</sup>
- Request approval of a change order from Land Studies Inc for \$5,500 for two additional workdays to treat invasive cattail before they go to seed, as part of the maintenance and monitoring work on Phase 1-3 of the Conewago Project. The change order has been reviewed and recommended for approval by the Township Engineer

Chairman Shellenhamer requested approval of a change order from Land Studies Inc for \$5,500 for two additional workdays to treat invasive cattail before they go to seed, as part of the maintenance and monitoring work on Phase 1-3 of the Conewago Project.

It was moved by Mr. Geyer and seconded by Mr. Kopp that the Board approve the above request as stated.

On a roll call vote, the following voted “Aye”,



Chairman Shellenhamer, Ron Kopp, Mike Geyer, Anna Dale and Mel Hershey

Chairman Shellenhamer thereupon declared the motion carried.

Supervisor Kopp asked how Ms. Dykman plans to manpower the Conewago Darter 5K & Field Day for Clean Water which coincide at that same time.

Ms. Dykman stated that there are 2 events plus a Tree Planting event. The runners will start at Hoffer Road and will end at the location of the event. She is requesting a few volunteers to assist with checking in the runners, directing participants to the parking area, along with guidance on the trail for runners. She is hoping to get 3 people for 2 hours for checking in the runners and at the field day and person to assist for the events planned.

Mr. Blechertas asked the Board if Township staff are willing to volunteer on their day off could be eligible for overtime to assist for the event.

The Board of Supervisors agreed to allow any Township staff willing to volunteer be paid overtime.

Mr. Marchuck, Finance Director for the Township advised the last 2 requests are concerning the finances of the MS4 Budget.

He stated Resolution 2024-14 is to reallocate the Budget of the MS4 account. What is being requested to move \$5,482.00 of 2024 Legal Services Budget and move it to 436-370 Project Expense.

- Request approval of Resolution 2024-14 establishing a 2024 budget amendment in the General Fund associated with the MS4 Department where \$5,482.00 is to be reallocated from the 2024 budget from account 436-314 MS4 Legal Services to account 436-370 Project Expense, as a result of a change order for MS4 monitoring

Chairman Shellenhamer requested approval of Resolution 2024-14 establishing a 2024 budget amendment in the General Fund associated with the MS4 Department where \$5,482.00 is to be reallocated from the 2024 budget from account 436-314 MS4 Legal Services to account 436-370 Project Expense, as a result of a change order for MS4 monitoring

It was moved by Ms. Dale and seconded by Mr. Hershey that the Board approve the above request as stated.

On a roll call vote, the following voted “Aye”,

Chairman Shellenhamer, Ron Kopp, Mike Geyer, Anna Dale and Mel Hershey

Chairman Shellenhamer thereupon declared the motion carried.

Mr. Marchuck stated he is also looking for an approval of Resolution 2024-15, a 2024 budget amendment in the General Fund associated with the MS4 Department and Parks Department where \$7,191.00 is to be reallocated from the 2024 budget from account 436-313 MS4 Engineering Services to account 454-313 Engineering Comp PROs, as a result of Comp PROs engineering expenses for the Parks Department. Additionally, to support the Comp PROs engineering costs, an additional \$2,809.00 is needed for account 454-313 Engineering Comp PROs for the Parks Department. The Comp PROs plan is being supported by a \$27,000.00 grant from Bureau of Recreation and Conservation (DCNR) Keystone Recreation, Park and Conservation.

- Request approval for reallocation from the 2024 General Fund budget from account 436-313 MS4 Engineering Services to account 454-313 Engineering Comp PROs, due to Comp PROs engineering expenses for the Parks Department. Also, the amendment is to support another \$2,809.00 of Comp PROs engineering costs for the Parks Department

Chairman Shellenhamer requested approval of Resolution 2024-15 establishing a 2024 budget amendment from account 436-313 MS4 Engineering Services to account 454-313 Engineering Comp PROs, due to Comp PROs engineering expenses for the Parks Department. Also, the amendment is to support another \$2,809.00 of Comp PROs engineering costs for the Parks Department

It was moved by Mr. Hershey and seconded by Mr. Geyer that the Board approve the above request as stated.

On a roll call vote, the following voted “Aye”,

Chairman Shellenhamer, Ron Kopp, Mike Geyer, Anna Dale and Mel Hershey

Chairman Shellenhamer thereupon declared the motion carried.

**Public Works Report** - Andy Brandt

Mr. Brandt provided the Board with his monthly report.

- Request approval to purchase asphalt and installation improvements for Sunset Park pavilion and parking areas from Ebersole Excavating Inc at a cost of \$12,750, the lowest of three quotes

Chairman Shellenhamer requested approval from the Board to purchase asphalt and installation improvements for Sunset Park pavilion and parking areas from Ebersole Excavating Inc at a cost of \$12,750, the lowest of three quotes

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

On a roll call vote, the following voted “Aye”

Chairman Shellenhamer, Ron Kopp, Mike Geyer, Anna Dale and Mel Hershey

Chairman Shellenhamer thereupon declared the motion carried.

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

Mr. Risteff provided the Board with his monthly report for August.

Mr. Blechertas stated a kickoff meeting was held with Gannett Flemming. They took measurements of the building, looked at all the structures and they were given copies of all the as-builts for the building. A preliminary report will be provided to the Township by September 19<sup>th</sup>. Gannett Flemming will draw up plans for the roof and the HVAC and from there they will go out to bid in January or February. The goal is to have construction starting in March or April.

There was a discussion amongst the Board regarding the current roof structure and heating system at the Golf Course.

**Engineer’s Report** – David Blechertas

Mr. Blechertas provided the Board with the report from HRG in Mike Woods absence.

Report Period: 07/24/2024 – 08/27/2024  
HRG Project Number: R001068.0006

#### SR 230 Sanitary Developments

- Connections are continuing to be made, and permits continue to be filed through DTMA.
- Per DTMA: 21 properties still need to make their connection. All have received three notification letters at this point, with stronger language being included in each subsequent letter.
- The River House Bar and Grill:
  - A meeting was held on August 21, 2024, at the River House Bar and Grill with DTMA, the Township, HRG, and the River House Owner.
  - After detailed discussions, the Owner has elected for a new lateral that will be located within the lot that the Bar and Grill is situated on, and forego the lateral on the neighboring property, which is also owned by them. This existing lateral will only be usable with this lot.
  - The new lateral will come right at the paved portion of the parking area out front, where a proposed grease trap will be installed. The grease trap lateral and other wastewater from a separate lateral will be joined and connected to the public sewer.
  - We are awaiting a depth reading of the existing lateral from the Owner to determine whether or not they will be able to connect via gravity fed, or if a grinder pump and low-pressure system will be required.
- Pine Manor MHP / Cedar Manor MHP:
  - The owner is interested in getting the existing units at MHP's connected as soon as possible, once the agreement is finalized.
  - Both MHPs are continuing to send drawings to DTMA for review and resubmission.
  - The bulk customer service agreement draft has been sent to the Owners for their review.
  - DTMA has confirmed that the on-lot pretreatment plants for the MHPs will be fully decommissioned.

Comprehensive Plan

- The Londonderry Township Planning Commission met on August 19th to discuss the Housing Chapter of the Comprehensive Plan. The importance of workforce housing and the role that the Falcon Crest development may play in providing a range of housing types was discussed. The Township has had very little new residential development in the last 5-10 years.
- The Planning Commission and Township staff also discussed the importance to the Township's tax base of retaining the small amount of land planned and zoned for commercial development to be used for commercial use. Currently, the Township's Zoning Ordinance permits both residential and commercial development in the C-2 District.

#### Parks, Recreation and Open Space (PROS) Plan

- HRG has continued to refine draft goals, objectives and recommendations for various sections of the plan.
- The next Steering Committee meeting for July was canceled, but there are two remaining committee meetings in September and November.
- HRG is preparing the Parks & Recreation Facilities and Trails & Connectivity Chapters.
- Draft Chapters will be shared with Township Staff for review as they are prepared.

#### Swatara Creek Road Improvements Project

- Bids for the construction of the Project will be received online, until Thursday, August 29, 2024, at 11:00 AM local time. At that time the Bids received will be publicly opened and read at the Londonderry Township Municipal Building, 783 South Geyers Church Road, Middletown, PA 17057.
- A Notice of Intent to Award will be ready for action at the September 3rd Board of Supervisor's Meeting.
- Motion to issue notice of intent to award to the lowest responsible bidder, Construction Master Services, for the contract for Swatara Creek Rd pipe replacement at the base bid amount of \$244,493.50 and alternates number 1 for \$285,212.10, alternate 2 for \$109,214.00, and alternate 3 for \$245,163.10 for a total amount of \$884,082.70, and to issue notice of award and notice to proceed to Construction Master Services, the lowest responsible bidder, subject to providing all required and completed documents as approved by the Township Manager and Solicitor.”

Mr. Blechertas stated this project went out to bid and the Township received 6 bids for the project. The base bid is the replacement of 6 storm water pipes that go under Swatara Creek Road. There were 3 alternates, the first alternate was to add in full depth reclamation from Iron Mine Road to Red Bridge Road, the second alternate was a vertical realignment (remove the hump in the road) and alternate 3 is for additional resurfacing asphalt from Red Bridge Road to the DTMA Wastewater Treatment Plant entrance. He said due to the excellent pricing that was received, which came back much lower than HRG's estimate, it has been determined that the Township has the ability to award the entire bid safely and financially soundly. By awarding the entire project with one contractor you will receive a nicer complete job.

The lowest bidder was Construction Master Services, and it is recommended by the Township's Engineer Mike Wood and the Township's Manger, Mr. Blechertas to award the full contract to them.

There was a discussion amongst the Board regarding the construction company of the project and the need for communication to the public when the construction begins.

Chairman Shellenhamer requested approval from the Board to issue a notice of intent to award to the lowest responsible bidder, Construction Master Services, for the contract for Swatara Creek Rd pipe replacement at the base bid amount of \$244,493.50 and alternates number 1 for \$285,212.10, alternate 2 for \$109,214.00, and alternate 3 for \$245,163.10 for a total amount of \$884,082.70, and to issue notice of award and notice to proceed to Construction Master Services, the lowest responsible bidder, subject to providing all required and completed documents as approved by the Township Manager and Solicitor

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

On a roll call vote, the following voted "Aye"

Chairman Shellenhamer, Ron Kopp, Mike Geyer, Anna Dale and Mel Hershey

Chairman Shellenhamer thereupon declared the motion carried.

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

Nothing to report

**Public Safety** – Bart Shellenhamer

Nothing to report

**New Business**

None

**Old Business**

Mr. Blechertas stated that there is a work session meeting scheduled on September 18, 2024.

**Additional Citizens Input**

None

**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 Mr. Hershey seconded by Ms. Dale the meeting was adjourned at 8:23pm.

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Signature on file  
Secretary – Mike Geyer