

**Londonderry Township Board of Supervisors**  
**Re-organization / Regular Meeting Minutes**  
**January 3, 2017**  
**7:00p.m.**

The Londonderry Township Board of Supervisors held their re-organizational meeting and regularly scheduled meeting on Tuesday, January 3, 2017 at the Municipal Building, 783 S. Geyers Church Road, Middletown, Pennsylvania, beginning at 7:00 p.m.

**Present:** Ron Kopp, Chairman 2017  
Mel Hershey, Vice Chairman 2017  
Anna Dale, Member  
Mike Geyer, Member  
Bart Shellenhamer,  
Steve Letavic, Manager  
Jeff Burkhart, Code/Zoning Officer  
Andy Brandt, Public Works Director  
Kelsey Schwenk, MS4 Environmental Specialist  
Mark Stewart, Solicitor  
Andrew Kenworthy, Engineer

**Absent:** Chris Feese, Assistant Secretary -Treasurer  
Mike Johnson, Golf Course Manager  
Sam Risteff, Golf Course Superintendent  
Les Gilbert, EMA Director;

**Salute the Flag**

**RE-ORGANIZATION:**

Previous Chairman Mr. Shellenhamer called for nominations of Temporary Chairman. Mrs. Dale motioned to appoint Mr. Kopp; seconded by Mr. Hershey. Call for vote. Motion approved.

**Temporary Chairman**

Mr. Kopp called for nominations of Chairman. Mrs. Dale nominated Mr. Kopp, seconded by Mr. Geyer. Call for vote. Motion approved.

**Chairman**

Mr. Kopp called for nominations of Vice-Chairman. Mr. Shellenhamer nominated Mr. Hershey, seconded by Mrs. Dale. Call for vote. Motion approved.

Mr. Kopp called for nominations of Secretary. Mrs. Dale nominated Mr. Steve Letavic, seconded by Mr. Shellenhamer. Call for vote. Motion approved.

### **Appointments**

Mr. Kopp called for one motion to cover all appointments as listed on the agenda with the exception of Assistant Secretary - Treasurer which is vacant. Mrs. Dale made motion to accept all appointments, seconded by Mr. Geyer. Call for vote.  
Motion approved.

Manager . Secretary - Assistant Treasurer . Steve Letavic  
Assistant Secretary . Treasurer . vacant  
Treasurers Bond Amount - \$500,000.00  
Legal Counsel . Eckert Seamans / Mark Stewart  
Auditors - Brown Shultz, Sheridan Fritz / Jim Koontz  
Engineers . HRG / Andrew Kenworthy  
Vacancy Board Chairman . Daryl LeHew  
Fire Marshal . State Police  
Emergency Management Agency Coordinator . Les Gilbert  
Planning Commission . Bruce Grossman Term ending 2021  
Park & Rec Board . Vacancy  
Zoning Solicitor - John Davidson  
Code/Zoning Officer . Ed Kazlauskas  
BCO/Code/Zoning Officer . Jeff Burkhart  
SEO . Vision Engineering, Todd Geltmacher  
Alternate SEO - HRG Engineering  
Right- To-Know Officer . Steve Letavic  
Assistant Right-To-Know Officer . Vacant  
CAPCOG . Anna Dale  
CAPCOG Alternate . Bart Shellenhamer  
Communities That Care . Mike Geyer  
PSATS Participation & Voting Delegate . Anna Dale  
Depository: BB&T - General Fund  
Mid Penn Bank - Golf Course Fund

### **Individual Motions**

Mr. Kopp called for individual motion to accept the following:

**Resolution 2017-1 Mileage Reimbursement Rate.** Mr. Shellenhamer made motion to approve 2017 rates as set by IRS, seconded by Mr. Hershey. Call for vote.  
Motion approved.

### **Employees 2017 Wages:**

Mr. Kopp asked Mr. Letavic for status of employees wages for 2017. It was noted employee wages for 2017 will remain unchanged until after the 2016 performance appraisals are completed. Wage increases will be based on performance.  
No action taken.

**REGULAR MEETING:**

**Citizen's Input .**

Mr. Gary Carlson requested status of prohibiting bar employees from parking in their approved loading and unloading zone at the River House bar along N. Geyers Church Rd. By blocking the loading and unloading area delivery trucks must park in the street and block the intersection. Mr. Burkhart will follow up with the owner.

**Approval of Minutes:** December 5, 2016 Regular Meeting

Mr. Kopp called for a motion to approve the December 5, 2016 regular meeting minutes. Mrs. Dale made motion to approve minutes as presented, seconded by Mr. Hershey. Call for discussion, none. Call for vote. Motion approved.

**Manager's Report**

Mr. Letavic presented a request from Mr. Loren Bowen, Tax Collector asking for the Board to approve an increase in his tax certification fee from \$10 dollars to \$20 dollars.

Mr. Kopp called for a motion to increase the tax certification fee charged by the Tax Collector's Office from \$10 dollars to \$20 dollars. Mr. Shellenhamer made motion to increase the tax certification fee, seconded by Mr. Geyer. Call for vote. Motion approved.

Mr. Letavic informed the Board the Township is a recipient of a \$25,000 tourism grant for a joint program next year with the Winery and Vineyard at Hershey as part of a regional event involving other Township entities having common interests.

Mr. Shellenhamer informed the Board the Londonderry Fire Department was able to secure a \$20,000 grant from Sunoco Logistics to replace outdated turnout gear.

**Treasurer's Report .** Steve Letavic

Payment of Invoices

Mr. Letavic noted that Ms. Feese previously forwarded a copy of the Treasurers report to the Board requesting approval of payment for checks written in December for the following expenditures:

General Fund	\$ 88,101.27
Golf Course Fund	\$ 12,555.71
Liquid Fuels	\$ 5,596.00
Escrow	\$ 20,623.81
LVFC	\$
Debt Service	\$ 12,813.78
TOTAL	\$139,690.57

Mrs. Dale motioned to approve the payment of invoices, Mr. Hershey seconded , Mr. Geyer abstained from vote. Call for vote. Motion approved.

**Zoning & Codes Report . Jeff Burkhart**

Mr. Burkhart informed the Board there has been ongoing correspondence with URDC regarding ordinance revisions. The goal is to develop a complete packet that can be presented to the Board, Planning Commission and Solicitor for review simultaneously.

One ordinance that appears to be of high interest to the residents is the proposed noise and nuisance ordinance.

Notices are being sent to the other Mobile Home Park owners relative to the upcoming 2017-18 Park License requesting that they comply with the ordinance.

Notices were sent to the junkyards regarding the need to comply with the Junkyard ordinance license renewal requirements and in particular the MS-4 procedures.

The Solicitor has established a draft format for use in notifying Island property owners of building permit violations.

Crestview Village has made positive strides in meeting the terms and conditions of their compliance agreement.

**MS4 Environmental Department – Kelsey Schwenk**

Completed a CapCOG Stormwater training session on the 2017 NPDES updates.

Met with HRG to discuss MS-4 milestones for the 2017 permit year and hosted an Alliance for the Bay and a Re-invigoration meeting of the Conewago Creek Initiative Partners.

The Township in conjunction with DCCD will be hosting a Farmers Field Day in March at the Sunset Golf Course.

An Environmental Education Mini-Grant for 2017 was submitted to DEP.

MS4 Environmental Specialist and Township manager will be meeting with the Hillside residents to present bio-swale designs for the bio-swale project and make plant selections.

General discussion was held regarding the nutrient management program.

**Public Works Report .** Andy Brandt

Mr. Brandt requested the Board to approve the sale of the 1997 F-350 dump truck that was sold on Municibid. The high bidder was Robert Fulton of Camden N.J. for \$13980.

Mr. Kopp called for a motion to accept the bid for the 1997 dump truck. Mr. Shellenhamer made motion to accept the big price of \$13980, seconded by Mrs. Dale. Call for vote. Motion approved.

Mr. Brandt gave the Board an update of activities for the past month. General discussion regarding the Swatara Creek Road improvements.

**Golf Course and Bar & Grill Report -** Mike Johnson

Not present . no report.

**Engineer's Report .** Andrew Kenworthy

All bridge replacement projects completed for 2016.

**Solicitor's Report .** Mark Stewart

No report.

**EMA Report.** Les Gilbert

Not present . no report.

**New Business -** None

**Old Business**

Mr. Shellenhammer requested status of Living Hope Church building project. Mr. Burkhart responded that a full set of revised plans for the mezzanine area and sprinklers are available for viewing.

Mr. Hershey made mention of the proposed medical marijuana draft ordinance.

**Executive Session:**

Mr. Kopp adjourned the regular meeting to an Executive Session at 8:03 pm for a personnel matter.

**Regular Meeting:**

Mr. Hershey motioned to adjourn the Executive Session at 9:46 pm, Mr. Geyer seconded. Motion approved.

Regular meeting reconvened at 9:47 pm . Mr. Hershey motioned to adjourn meeting, Mr. Geyer seconded the motion. Meeting adjourned.

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*“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”*