

**Londonderry Township Board of Supervisors.
Work Session Meeting Minutes.
April 17 2024
7:00 PM.**

<http://www.facebook.com/londonderrytownship>
www.londonderrypa.org

As a courtesy to everyone, please turn off all cell phones and slash 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:

Chair Shellenhamer opened the Work Session Meeting of the Board of Supervisors at 7:00 PM.

Salute the Flag

Roll Call /Attendance - Members Present

Bart Shellenhamer Chair
Ron Kopp Vice-Chair
Mel Hershey Member
Anna Dale Member
Mike Geyer Member

Present: Dave Blechertas
Duane Brady
Monique Dykman
Andy Brandt
Sam Risteff
Edward Kazlauskas
Mike Wood HRG
Brett Flowers Esq

Attendees / Guests: Dean Hooper Captain Volunteer Fire / Police
Casey Cawley Reilly Engineers
See attached list for residents in attendance

Citizens Input

Mr. Pistor addressed the Board raising a concern about the amount of proposed stormwater runoff from the Lytle Farm Development and what negative impact it would have on his property along the area near a small bridge that traverses his lane. His request to the Board is to have the Township pay particular attention to the impact stormwater runoff will have on his property when it is submitted for review and approval.

Report on Executive Session:

The Board held an executive session immediately before this meeting to discuss personnel matters.

Approval of Minutes

Chair Shellhammer requested a motion to approve April 1, 2024 Board of Supervisors Regular Meeting Minutes.

Motion by Supervisor Dale Seconded by Supervisor Kopp

Discussion: Hearing none

Call for vote All in favor signify by saying aye Opposed. None

Motion passed unanimously

Managers report - David Blechertas

The first item is a request for approval of Resolution 2024-10 to enter into an Inter-Governmental Agency Agreement with Derry Township to re-pave a short portion of Shopes Church Rd within Londonderry Township which is a length of approximately 250 feet. Derry Township has bid the project for that portion in Derry Township and is agreeable to allowing Londonderry Township to piggyback on their contract under a change work order where the scope of work would be adjusted to include that small section located within Londonderry Township. Londonderry Township would only pay for the small portion that is located within Londonderry Township.

Chair: Shellenhamer

Is there a motion to approve an Inter-Governmental Agency Agreement with Derry Township under Resolution 2024-10 for re-paving a short portion of Shopes Church Rd ?

Discussion:

Supervisor Hershey asked if there was a cost estimate for the project.

Manager Blechertas estimated the project to cost between \$25,000 to \$30,000 .

Any additional comments?

Hearing none do I have a motion?

Motion by Supervisor Dale seconded by Supervisor Kopp

Call for Vote: all in favor signify by saying aye opposed none

Motion approved unanimously

The second item is a request for approval to authorize Londonderry Township Volunteer Fire / Police to participate in activities and events that require traffic control measures, and emergency medical stand-by services such as a parade. It is recommended the Board take formal action to approve and authorize participation in those types of events to minimize any concerns by the Workers comp carrier that they were acting outside of their job description or outside of their normal job duties.

Londonderry Township Volunteer fire / police participation has been requested for three events to be held this year namely, Make A Wish Event, Memorial Day Parade and the Arts and Crafts Fair in Middletown.

Mr. Dean Hooper, Captain of the Londonderry Township Volunteer Fire / Police addressed the Board and highlighted the role of the Volunteers for the three events.

Supervisor Kopp echoed support for the effort the volunteers provide to make these events safe.

Manager Blechertas: If the Board approves participation in those events, we will proceed.

Chair Shellenhamer:

Is there a motion to approve and authorize Londonderry Township Volunteer Fire Police to participate in various community events that take place during the year.

Discussion: Any comments or questions?

Hearing none do I have a motion?

Motion by Supervisor Kopp, seconded by Supervisor Dale

Call for vote: all in favor signify by saying aye opposed none
Motion approved unanimously

The third item is a request for approval of a salary adjustment for part time Code office employee Edward Kazlauskas who has provided assistance to the Township in a variety of areas the least of which has been the follow up effort with the FEMA Community Assistance Visit (CAV) report.

Chair Shellenhamer:

Is there a motion to approve a 5% salary adjustment for Edward Kazlauskas effective this day.

Discussion:

Hearing none do I have a motion?

Motion by Supervisor Hershey seconded by Supervisor Dale

Call for vote: all in favor signify by saying aye opposed none
Motion approved unanimously

Sunset Golf Course

The fourth item is a request for approval of a quote from MPE Engineering to provide consulting services to select a design firm to create specifications for major roof renovations at the Club House.

MPE's scope of work includes a review and analysis of the as-built plans for the building, conduct interviews and review proposals from up to three design firms and make recommendations to the Board.

The goal of this scope of work is to be able to hire a capable and efficient design firm to create specifications that will be used to bid and hire a contractor who will obtain and install HVAC units and a new roof.

Chair Shellenhamer:

Is there a motion to approve a quote from MPE Engineering to provide consulting services to select a design firm to create specifications for major roof renovations at the Club House.

Discussion:

Supervisor Hershey noted there was a discussion with the MPE engineer concerning the project cost and based on that discussion he supports the project.

Any additional comments? Hearing none do I have a motion?

Motion by Supervisor Hershey seconded by Supervisor Geyer

Call for vote: all in favor signify by saying aye opposed none
Motion approved unanimously

Treasurers Report Manager Blechertas
Request to pay the open purchase orders.

	Open Purchase Orders
General Fund	\$ 103,686.99
Golf Course Fund	128,234.22
Debt Service Fund	<u>13,168.86</u>
Total	<u><u>\$ 245,090.07</u></u>

Chair Shellenhamer:

Is there a motion to pay the bills

Discussion:

Hearing none do I have a motion?

Motion by Supervisor Dale seconded by Supervisor Kopp

Call for vote: all in favor signify by saying aye opposed none
Motion approved unanimously

Codes and Zoning - Duane Brady

First item is the Land Development Plan for Tolani- Middletown and Mr. Casey Cawley from Reilly Associates is here to present the status of the Tolani plan to the Board.

Mr. Cawley from Reilly Associates discussed the status of the plan, and summarized the progress that has been made with respect to the Sewage Planning Modules, Highway Occupancy Permit, Utility Certifications, Stormwater, Developers' Agreement, and Financial Securities.

Sewage Planning Module comments were received from the engineer and are minor.

The HOP was resubmitted to PennDOT and those changes are minimal. We are getting property owner sign off.

A note will be placed on the plan stating that 'a permit will not be issued until the utility agreement documents are provided' as a recommended approval modification.

A stormwater review letter was received from DEP with comments asking for additional details that are minor with no plan or system changes to stormwater.

Waivers

Chair Shellenhamer noted if there are no further comments or discussion on the plan the next step is to act on the nine requested plan waivers, each requiring a separate motion.

A motion to recommend approval / denial of requested waiver from SALDO section 22-303.1 and section 22-304.1 Submission of a Preliminary Plan.

Discussion: any comment or questions?

Hearing none do I have a motion?

Motion by Supervisor Dale seconded by Supervisor Hershey

Call for vote: all those in favor signify by saying aye opposed none
motion approved unanimously

A motion to recommend approval / denial of requested waiver from SALDO Section 22-403, minimum 20 foot wide easement for all drainage facilities.

Discussion: conditioned upon final easement agreement

Any additional comments?

Hearing none do I have a motion?

Motion by Supervisor Dale seconded by Supervisor Kopp

Call for vote: all those in favor signify by saying aye opposed none
motion approved unanimously

A motion to recommend approval / denial of requested waiver from SALDO section 22-507(B) sidewalks to have 5 foot minimum width and be located in the street right of way.

Discussion:

Supervisor Kopp: To clarify, granting this waiver allows only a portion of the sidewalk to be located outside the property in select locations, not all the sidewalk.

Supervisor Hershey: There are no sidewalk deferrals.

Any additional comments?

Hearing none do I have a motion?

Motion by Supervisor Hershey seconded by Supervisor Geyer

Call for vote: all in favor indicate by saying aye. opposed none
motion approved unanimously

A motion to recommend approval / denial of requested waiver from stormwater ordinance section 28-303.10, Stormwater Volume Control.

Discussion: any comments or questions?

Hearing none do I have a motion?

Motion by Supervisor Kopp seconded by Supervisor Dale

Call for vote: all in favor indicate by saying aye. opposed none
motion approved unanimously

A motion to recommend approval / denial of requested waiver from stormwater ordinance, Section 28 -305(9), stormwater facility drainage.

Discussion: any comment or questions?

Supervisor Hershey: This is the drainage area that is actually going to be better than what's required. Would that be correct?

Mr. Cawley: Correct, this facility is designed to be a dewatering basin that is to be empty and not create a wetland.

Any additional comments?

Hearing none do I have a motion?

Motion by Supervisor Geyer seconded by Supervisor Dale

Call for vote: all in favor indicate by saying aye. opposed none
motion approved unanimously

A motion to recommend approval / denial of requested waiver from stormwater ordinance, Section 28-305(13), stormwater facility setback.

Discussion: any comment or questions?

Hearing none do I have a motion?

Motion by Supervisor Dale seconded by Supervisor Kopp

Call for vote: all in favor signify by saying aye opposed none
motion approved unanimously

A motion to recommend approval / denial of requested waiver from stormwater ordinance Section 28-306(3)(J) Storm sewer flow velocities.

Discussion: any comment or questions?

Hearing none do I have a motion?

Motion by Supervisor Hershey seconded by Supervisor Geyer

Call for vote: all in favor indicate by saying aye. opposed none
motion approved unanimously

A motion to recommend approval / denial of requested waiver from stormwater ordinance Section 28-306(4a) for gutter flow calculations.

Discussion: any comment or questions?

Hearing none do I have a motion?

Motion by Supervisor Hershey seconded by Supervisor Dale

Call for vote: all in favor signify by saying aye opposed none
motion approved unanimously

A motion to recommend approval / denial of requested waiver from SALDO Section 22-312(1A)(19D), Utility Certificates of Agreement.

Discussion: Conditioned to include a plan note that the utility certificates of agreement shall be provided to the Township prior to issuing a building permits.

Any additional comments?

Hearing none do I have a motion?

Motion by Supervisor Dale seconded by Supervisor Kopp

Call for vote: all in favor indicate by saying aye. opposed none
motion approved unanimously

Chair Shellenhamer noted this completes the list of waiver requests.

The next action item is the plan approval / denial of the Tolani-Middletown Preliminary Final Land Development Plan with a conditional plan note contingent upon any outstanding conditions, comments and administrative requirements being satisfied.

Discussion: any comment or questions?

Supervisor Kopp asked for clarification of what the plan note includes.

Duane stated the plan note references any outstanding conditions, comments, administrative requirements, easements, documents, NPDES permits, signatures, financial security as examples.

Any further discussion ?

Hearing none do I have a motion?

Motion by Supervisor by Hershey seconded by Supervisor Dale

Call for vote: all in favor indicate by saying aye. opposed none
motion approved unanimously

The next action item is a request for approval / denial of a Traffic Signal Permit for the Tolani-Middletown Preliminary Final Land Development Plan.

Discussion: any comment or questions?

Ms. Flowers asked if the motion included the Traffic Signal Maintenance Agreement.

Mr. Blechertas stated the motion is for the traffic signal permit only since the traffic signal maintenance agreement was approved April 1.

Any additional comments?

Hearing none do I have a motion.

Motion by Supervisor by Dale seconded by Supervisor Hershey

Call for vote: all in favor indicate by saying aye. opposed none
motion approved unanimously

Chair Shellenhamer noted this completes action on the Tolani-Middletown Plan approval.

A discussion followed regarding the status of obtaining public water and sewer connections to the firehouse

Codes and Zoning Report – Duane Brady

Rental Program

With adoption of the long term / short term rental ordinances along with modifications to the Bed and Breakfast Ordinance it has become necessary to establish a process to administer the rental program. As part of that process a Rental Program Standard Operating Guideline has been developed that includes:

a rental housing fact sheet, a requirements sheet for long term rentals, a requirements sheet for short term rental, information for rental property owners, a rental license application, a rental license certificate, appeals form for presentation to the Board of Supervisors and a rental inspection report. The goal is to have these documents become functional on the web site.

In terms of licensing, review and approval the timeline is estimated to be 30 business days.

Rental Fees

With respect to rental fees the Board is being asked to amend Resolution 2024-01 Fee Schedule and approve Resolution 2024-09 to add fees for permits for Bed and Breakfast and Rental dwellings

Chair Shellenhamer asked for a motion to amend the 2024 Fee schedule by approving Resolution 2024-09 to add Rental Permit Fees.

Discussion: any comment or questions?

Hearing none do I have a motion.

Motion by Supervisor Hershey seconded by Supervisor Dale

Call for vote: all in favor indicate by saying aye. opposed none
motion approved unanimously

Investigative Process

Recently the former complaint form was relabeled as a citizen input form and made an editable web document located on the website page under Codes and Resolutions regarding Property Maintenance with links to both the amendments that are in the Township's E code for adoption of the 2018 property maintenance code and directly to ICC's online codebook for the 2018 property maintenance.

The citizens input form is a PDF format that can be e-mailed directly to the BCO's account allowing citizen's input to be filed directly without having to visit the Township building. This standard operating guide provides uniformity for addressing citizens complaints in a faster and more thorough manner to try and resolve issues.

CAV Report

The last item for the report is the status of the CAV report. There have been a number of conversations and discussions with FEMA during these past few months regarding closure of the CAV and since their last discussion they requested some additional information which was provided and we are waiting on a decision.

MS-4 Report Dave Blechertas

Monique received a request from Dauphin County Conservation District asking for approval to hold a public meeting at the Londonderry Township building as part of their community educational outreach program.

This is a request to approve the use of the Township building by Dauphin County Conservation District to hold an upcoming public educational outreach meeting.

Chair Shellenhamer asked for a motion to allow the use of the Township building by Dauphin County Conservation District to hold a public meeting as part of their educational outreach program.

Discussion: any comment or questions?

Hearing none do I have a motion.

Motion by Supervisor Kopp seconded by Supervisor Dale

Call for vote: all in favor indicate by saying aye. opposed none
motion approved unanimously

Public Works Report Dave Blechertas

Recently the weight limit signs for the bridges on Zion Rd were vandalized and the Public Works Department is working on having them replaced before the weekend.

Golf Course Report Dave Blechertas

The revenues are somewhat behind during the past few weeks due to the weather however, the course was crowded this past weekend which should help improve the revenue stream for the month.

Engineers report Mike Wood

There are two items to report:

1-Status of the sewer connection for Pine Manor and Cedar Manor:

Letters were forwarded to DTMA requesting an update on the status of the public sewer connection to Pine Manor and Cedar Manor. Awaiting a response.

2-Swatara Creek Rd

Cost estimates for the Swatara Creek Rd project are being developed and involve three main components:

cross pipe replacements.

road re-alignment (approx. 300 ft full depth reconstruction)

paving

Cost estimates are being prepared with options.

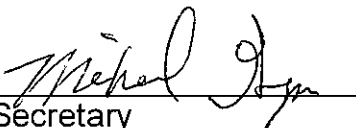
Solicitor report none

Public Safety report none

New Business none

Old Business none

Chairman Shellenhamer adjourned the meeting at 10:24 pm


Secretary

H:\BOS meeting 04-17-24 WS (05a).docx