

**Londonderry Township Board of Supervisors  
REGULAR MEETING MINUTES  
LONDONDERRY TOWNSHIP OFFICE – MEETING ROOM**

December 5, 2022

7:00 p.m.

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**[www.londonderrypa.org](http://www.londonderrypa.org)**

*As a courtesy to everyone, please turn off all cell phones and/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:** Board Chair, Ron Kopp called the Board of Supervisors Meeting to order at 7:00 p.m.

**Salute the Flag**

**Attendance / Members Present:**

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

**Present:** Steve Letavic, Township Manager  
Jeff Burkhart, Code/Zoning Officer  
Monique Dykman, MS-4 Specialist  
Andy Brandt, Public Works Director  
Sam Risteff, Golf Course Manager  
Andrew Kenworthy, Engineer  
Mark Stewart, Solicitor

**Absent:** Les Gilbert, EMS Director  
Bart Shellenhamer, Member

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

**REGULAR MEETING:**

**Citizens Input – None**

**Approval of Minutes** – November 7, 2022 Board of Supervisors Regular Meeting minutes

Ms. Dale motioned to approve the November 7, 2022 Board of Supervisors meeting minutes as presented. Mr. Hershey seconded the motion.

**Call for Discussion:** None

All in favor. Motion carried.

**Manager's Report** – Steve Letavic

**Proposed 2023 Township Budgets:**

Mr. Letavic asked the Board to approve the Township 2022 Budgets as presented during the October Work Session as the Township met the statutory requirements for hanging the budget for thirty days. He added that there was no input received by residents, and there will new no tax increase for 2023.

Mr. Geyer motioned to approve the 2023 Londonderry Township budgets for all funds as presented. Ms. Dale seconded the motion.

**Call for Discussion:** None

All in favor. Motion carried.

**Treasurer’s Report** – Steve Letavic

Mr. Letavic asked for approval to pay the bills as presented.

**Payment of Invoices:**

<b>FUND</b>	<b>Checks written in November 2022 for Supervisor approval</b>
General Fund	\$ 144,677.78
ME2 Fund	\$ 9,880.22
Capital Projects Fund	\$ 0.00
PennVest Fund	\$ 0.00
Golf Course	\$ 93,330.48
LVFC	\$ 0.00
Debt Services	\$ 14,007.49
Liquid Fuels	\$ 12,999.76
Escrow	\$ 1,534.00
<b>Total by when written</b>	<b>\$ 276,499.73</b>

Ms. Dale motioned to approve payment for all of the bills for November 2022 as presented. Mr. Hershey seconded the motion.

**Call for Discussion:** None

All in favor. Motion carried.

**Zoning/Codes** – Jeff Burkhart

**Proposed Resolution 2022-10 – Disposal of Personal Property**

Mr. Burkhart asked the Board of Supervisors to approve Resolution 2022-10. The Township recently replaced (from the caucus room) 8 Boardroom chairs that were non-serviceable and have no book value. Second Class Township Code Section 1504 requires that no personal property (or assets) shall be sold or disposed of without Board

of Supervisors' approval. Resolution 2022-10 authorizes the Township to dispose of these assets.

Mr. Hershey motioned to approve Resolution 2022-10 to dispose of personal property. Mr. Geyer seconded the motion.

**Call for Discussion:** None

All in favor. Motion carried.

**Request for a Waiver of Preliminary Plan processing procedures (Sec 22-304) which can be supported under Sec 22-303 regarding applications for lot consolidations for Hillsdale Cemetery Corporation**

Mr. Burkhart informed the Board that the Applicant has requested a Waiver of Preliminary Plan processing procedures (Sec 22-304) which can be supported under Sec 22-303 regarding applications for lot consolidations. The Review #1 comments from HRG have been addressed per the current revised plan which is presented for recommendation of approval by the Township Planning Commission. The plan conforms with the Zoning and SALDO regulations and there are no outstanding technical items which would prevent the Waiver approval by the Board of Supervisors.

Mr. Geyer recused himself from participating in any proposed motion.

Ms. Dale motioned to waive the Preliminary Plan processing procedures for Hillsdale Cemetery Corporation (Sec 22-304) which can be supported under Sec 22-303 regarding applications for lot consolidations. Mr. Hershey seconded the motion.

**Call for Discussion:** None

All in favor. Motion carried.

**Review and if appropriate approve the Lot Add-On Plan for Hillsdale Cemetery Corporation as presented and revised per Engineer and DCPC review comments**

Mr. Burkhart asked the Board of Supervisors to approve the Lot Add-On Plan for Hillsdale Cemetery Corporation as presented and revised per Engineer and DCPC review comments. This plan proposes the consolidation of three (3) separate tax parcels into one parcel under the ownership of Hillsdale Cemetery Corporation. There is no new development proposed as part of this lot consolidation plan. The Township Planning Commission supports the approval of this plan.

Mr. Geyer recused himself from participating in any proposed motion.

Ms. Dale made the motion to consider Approval (with any modifications listed) of the Lot Add-On Plan for Hillsdale Cemetery Corporation as presented and revised per Engineer and DCPC review comments and pending acceptable resolution of any outstanding legal conditions regarding the ownership of various parcels. Mr. Hershey seconded the motion.

**Call for Discussion:** None

All in favor. Motion carried.

**Release of remaining engineering Escrow for Steven E. Fulton (swimming pool/patio) project at 16 Hillcrest Drive**

Mr. Burkhart asked the Board of Supervisors for a motion to approve the release of the remaining engineering escrow amount of \$500.00 for the installation of a pool/patio with pervious pavement surround for Steven E. Fulton at 16 Hillcrest Drive. This escrow was held for engineering review of the SWM facilities at this address.

Mr. Geyer made the motion to approve the release of remaining engineering escrow in the amount of \$500.00 for the SWM associated with the pool/patio construction. Ms. Dale seconded the motion.

**Call for Discussion:** None

All in favor. Motion carried.

**Consider an Extension of the Temporary Use and Occupancy Permit issued to FR Park 283 Logistics Center, LLC and an Amendment to the Temporary Use and Occupancy Agreement.**

Mr. Stewart Introduced Mr. Tshudy and Mr. Knopka who presented to the Board a request to extend the Temporary Use and Occupancy Permit that was issued to FR Park 283 Logistics Center, LLC and to amend the Temporary Use and Occupancy Agreement between FR Park and the Township until March 1, 2023 so as to allow additional time to address concerns regarding updated traffic uses and function for the site related to increased employee counts and decreased truck traffic for the proposed use. This time extension should be sufficient to allow for the responses from any outside agencies (traffic study, sewer pump stations, etc.) to insure compliance with the Ordinance requirements.

Mr. Geyer made the motion to approve the first-time extension of the Temporary Use and Occupancy Permit that was issued to FR Park 283 Logistics Center, LLC and to amend the Temporary Use and Occupancy Agreement between FR Park 283 Logistics Center, LLC and the Township until March 1, 2023 as stated in the document. Ms. Dale seconded.

**Call for Discussion:** None

All in favor. Motion carried.

**Update on review and comments regarding the Sketch Plan submitted for WAWA at the intersection of Schoolhouse Road and Vine Street**

Mr. Burkhart gave the Board an update on review and comments from the Planning Commission regarding the Sketch Plan submitted for WAWA at the intersection of Schoolhouse Road and Vine Street

**Comprehensive Plan update meeting Dec. 6, 2023 at 6:00PM**

Mr. Burkhart informed the Board that there will be a Comprehensive Plan update meeting Dec. 6, 2022 at 6:00PM and that all are invited to attend.

**MS-4 Environmental Department** – Monique Dykman  
**Progress Report for Environmental MS4 Department** December

- Working to update Model Storm Water Ordinance with Mr. Burkhart to be Londonderry specific
- Planning for 5K & Field Day on April 2<sup>nd</sup> 2023
- Began to survey outfalls with Andy for illicit discharges & structural issues
- Finalized subdivision and purchase of 47 acres along the Conewago. Paid for by WREP and SRBC CU grants.
  - Meaning, Londonderry now owns all the Lancaster County portions of the project, which will allow us to work on Lancaster County side for Phase 3
  - Expect to be complete Phase 3 by mid-December
  - Roll right into Phase 2, to be wrapped up in Feb/March depending on the winter weather
  - Plant buffer in the Spring
- Moved meadow planting to Spring

**Public Works Report** – Andy Brandt

**Progress Report for Public Works Department From 10-16-to 11-18-22, 2022**

- Weekly truck & equipment pm checks, Toolbox Safety Talks, Water & Sewer meetings, mowed Township properties (done for the season)
- Bi-weekly road checks
- Worked in Conewago Twp. paving
- Built fire pit on golf course
- Cleared brush behind guiderails
- Sunset Park: mowed, picked up leaves, winterized bathrooms & kitchen
- Built & placed weight limit signs on Zion Rd. and on Gingerich Rd. due to weight limit on bridges being lowered as per Engineer
- 1 man worked on Golf Course
- Put salt gear on trucks, replaced one sugar motor on salt spreader
- Took delivery of anti-skid to mix w/road salt
- Replaced/repared street signs
- Cold patched pot holes
- Serviced trucks & equipment
- Mowed roadsides
- Crew attended tour of Conewago Creek restoration project
- Crew attended LTAP webinars
- 3 men attended Flagger Training course (all passed)
- Placed millings along Roush Rd. at drop-off north of N. Deodate Rd
- Eagle Rd; excavated & paved
- Began blowing leaves from roads & drainage gutters
- Installed snow fence along Schoolhouse Rd. and Zion Rd.
- Removed 2 gates from Schmidt property on S. Geyers Church Rd. to be used on Sunset Dr.
- Placed millings at 2 driveways on Hoffer Rd.

**Monthly Planner**

- Blow & vacuum leaves from roadside gutters
- Tree trimming
- Winter road maintenance
- Service trucks & equipment as needed.

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

### **Sunset Golf Course Financial Report**

Copies of the November Financial Report were distributed via email and at the meeting.

#### **Pro Shop**

- We have started advertising our Holiday Sales on all 2022 merchandise to make room for our 2023 products. Gift cards are available and can be used in both the pro shop and grill room.
- We continue promoting the golf course on our website, social media, Patriot News and the Hummelstown Sun.
- We have been meeting with Titleist, Nike, Calloway, Bridgestone and Foot Joy getting our 2023 products scheduled for next season.
- Our golf outing schedule remains strong for 2023 with 37 outings booked to date.
- Scheduled again this season are Sunset's Club Championship for both regular and seniors 55 and over. Our 2 Man Scramble and 3 Way and Fall Better Ball. TMI is again scheduled for August 3<sup>rd</sup>.

#### **Grill Room**

- We have been cutting back inventory over the 6 weeks in an effort to reduce product before the end of the season.
- Over the last few weeks we have been cleaning the kitchen equipment.
- Events
- We have two events remaining in December. Birthday party on Saturday the 10<sup>th</sup> and HRG will be returning on the 15<sup>th</sup> for their Christmas Party.
- Golf Course
- The irrigation system has been drained and winterized by Eastern Irrigation on November 10<sup>th</sup>.
- The course received its final cut for the season last week. The heavy frosts over last few weeks has aided in stopping the growth of the turf.
- Fungicides will be applied next week to the greens, tees and fairways for the prevention of pink and gray snow mold. Azoxystrobin and Chlorothalonil will be applied.
- Winter maintenance will begin on all mowing equipment, tractors, utility carts, sprayers and 75 golf carts.

#### **Engineer's Report** – Andrew Kenworthy

Mr. Kenworthy stated that all of the items in his report were covered under other sections of the Agenda.



**Solicitor's Report** – Mark Stewart

Mr. Stewart informed the Board that the Rt. 230 Diner will be demolished on either December 12 or 13.

**EMA Report** – Les Gilbert -- None

**New Business** -- None


**Old Business** -- None

**Executive Session** -- None

*"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**

Ms. Dale motioned to adjourn the meeting. Seconded by Mr. Geyer. All in favor.  
Meeting adjourned at 8:23 p.m.



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Secretary/fr