

**LONDONDERRY TOWNSHIP BOARD OF SUPERVISORS**  
**Regular Meeting Minutes**  
**March 1, 2021**  
**7:00 P.M.**

The Londonderry Township Board of Supervisors held their regularly scheduled meeting on Monday, March 1, 2021 via Zoom Telecommunications.

**Present:** Bart Shellenhamer, Chair  
Ron Kopp, Vice-Chair  
Anna Dale, Member  
Mel Hershey, Member  
Mike Geyer, Member  
Steve Letavic, Township Manager  
Jeff Burkhart, Code/Zoning Officer  
Sam Risteff, Golf Course Manager  
Andy Brandt, Public Works Director  
Monique Dykman, MS4 Env. Specialist  
Andrew Kenworthy, Engineer  
Mark Stewart, Solicitor

**Absent:** Les Gilbert, Director EMA

**Attendees:** Olivia Lewis, SUN Reporter

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

**Moment of Silence**

**REGULAR MEETING:**

**Citizens Input - None**

**Approval of Minutes** – February 1, 2021 BOS regular meeting minutes

Ms. Dale made a motion to approve the February 1, 2021 Board of Supervisors regular meeting minutes. Seconded by Mr. Hershey.

Discussion: None.

All in favor. Minutes approved.

**Manager's Report** – Steve Letavic

**Citizens Advisory Panel:**

Mr. Letavic updated the board that the first meeting of the citizens advisory panel relative to the decommissioning of TMI is scheduled for April 7 at 2 pm for the first virtual CAP meeting. Mr. Letavic accepted to chair the committee. Mr. Shellenhamer is also on the committee.

### **Route 230 Update:**

Mr. Letavic updated the board on the water and sewer projects anticipated to begin in the first quarter pending weather conditions. Permits are obtained and they are under contract. Saturday's Market is scheduled to be demolished in the first quarter; the first step is to go through asbestos abatement. The warehouse at Vision project located behind Ed's Landscaping is expected to begin in the month of March, also pending weather conditions.

### **Vaccine Administration:**

Mr. Letavic updated the board that he continues to work to find a solution to get shut ins vaccinated; but, to date there is no plan from the state relative to this situation. The Township will work on the administration once the vaccine becomes available.

### **Gaming Grant Approval:**

The Township received \$140,000 in gaming grant funds used towards the Londonderry Estates sewer project bringing the total of the project to 1.1 million dollars out of an approximate 1.8-million-dollar project. Mr. Letavic offered his appreciation to Mr. Kenworthy and HRG for their hard work on the grant application.

### **Bridge Bundling Program Funding: Ordinance 2021-02**

Mr. Letavic presented to the Board for consideration of approval of Ordinance 2021-02 allowing authorization to incur the debt of the bridge bundling program through the Dauphin County Infrastructure Bank. The total amount is a \$702,000 project. The Township pays \$280,480 of which will save the Township \$421,260 and the ability to replace the next bridge on the list.

Mr. Geyer motioned to approved Ordinance 2021-02. Seconded by Ms. Dale.

**Call for Discussion:** Mr. Geyer noted is appreciation for the savings to the Township and commended everyone involved.

All in favor. Motion carried.

### **Treasurer's Report** – Steve Letavic

The following items were *completed* during the month of February 2021:

1. Pennsylvania Sales Tax for January 2021 – Due on 2/22/21 – **Completed on 2/10/21**
2. Tobacco License Renewal – Due on 2/28/21 – **Completed on 2/10/21**
3. Liquor License Renewal – Due on 2/28/21 – **Completed on 1/27/21**

The following items are due during the month of March 2021:

1. Municipal Statistics – Survey of Financial Condition – Due on 3/15/21
2. Pennsylvania Sales Tax for February 2021 – Due on 3/22/21
3. Municipal Statistic – AG-385 – Pension Certification – Due on 3/31/21 – **Completed on 1/13/2021**
4. Public Utility Report Tax Act (PURTA) Report – Due on 3/31/21
5. Municipal Statistics – Act 205 Report – Due on 4/1/21
6. Municipal Statistics – Annual Financial Report – Due on 4/1/21
7. Uniform Construction Code – Quarterly Permit Filing – Due on 4/1/21

Mr. Letavic requested to approve payment of the bills as presented:

**Payment of Invoices:**

FUND	Checks written in February 2021 for Supervisor approval
General Fund	\$ 75,672.26
ME2 Fund	\$ 0.00
Capital Projects Fund	\$ 3,806.72
Penn Vest Fund	\$ 7,209.32
Golf Course	\$ 14,304.05
LVFC	\$ 0.00
Debt Services	\$ 12,813.78
Liquid Fuels	\$ 7,066.41
Escrow	\$ 0.00
<b>Total by when written</b>	<b>\$ 120,872.50</b>

Mr. Hershey motioned to approve the bills for the month of February 2021. Seconded by Ms. Dale.

**Call for Discussion:** Mr. Hershey noted he was very pleased with the new accounting services.

All in favor. Motion carried.

### **Zoning/Codes** – Jeff Burkhart

Mr. Burkhart presented the monthly permit submittals to the Board. Quarterly reports will be provided with a comparison from last year.

### **Love's Update – Signage**

Mr. Burkhart continues to work with Love's; however, it is difficult to reach upper management in attempts to have signage such as a billboard for redirecting trucks. Any suggestions are welcome.

### **230 Diner**

Current citations were sent to the owner.

### **Core 5 – Saturday's Market**

Clearing and grubbing is expected to take place on site behind Saturday's Market. A demo permit is being processed at this time for Saturday's Market.

### **3 Items to be Presented at the next BOS Work Session:**

1. Rezoning request for Rocky Meadows
2. Mobile Home Parks – Maintenance
3. Update to Existing Mobile Home Park Ordinance

### **Newsletter - Questionnaire from Planning Commission:**

A questionnaire is supposed to be added to the next Township Newsletter as part of the Planning Commissions' comprehensive plan review. Residents will have the ability to complete the questionnaire online; or, it may be mailed or placed in the drop box at the Township building.

### **FEMA Webinar**

Mr. Burkhart attended a FEMA webinar with current updates, and plans to attend another follow-up webinar in May.

### **OLSDS Update**

Mr. Geyer was appreciative for the informational data provided on the website to assist residents with their sewer districts. Mr. Burkhart noted the Township is in the process of further enhancing the website for easier usage. Mr. Geyer also noted frustration by a resident with his situation with his septic report and citation. Mr. Burkhart advised him to reach out to the Township and he will be assisted.

Mr. Geyer questioned the zoning ordinance on airbnb's. Mr. Burkhart noted there is no ordinance at this time; however, it will be addressed in the near future. There are legal issues which need clarified.

#### **MS-4 Environmental Department** – Monique Dykman

##### Progress Report for Environmental MS4 Department March

- Presented at EPA/Tetra Tech's MS4 Forum, on the Conewago Creek Restoration Project
- Received \$200,000 Grant from NFWF Small Watershed Grant – Implementation
  - This will go towards Phase 2 of the restoration project
  - Still waiting to hear back from CFA grants
  - Both were applied for last summer
- Asked and accepted a position for the Tri-County Conewago Creek Association Board
- Taking a PSU weekly course on "How to Repair your Own Backyard Stream"
- Storybook getting great reviews, approximately 1,800 views to date. Requested to submit "The Story Book Map" in the Tri-County Report for the second time.
- Future plans for two contractor tree plantings funded through DCNR and two volunteer tree plantings at Sunset Park and resident's property funded by PACB conservation grant
- Planning 2 workshops (same theme – 2 hours) - Swatara Creek Buffer Walk

Ms. Dykman noted the NFWF award of \$200,000 in Phase 2 will be used as matching funds for other grant opportunities.

#### **Public Works Report** – Andy Brandt

Mr. Brandt presented his monthly report to the Board. He noted the challenges with the weather. Salt delivery was delayed but anticipated to be delivered this week. There were two breakdowns with the trucks. Mr. Brandt offered his thanks to all those who helped.

**Call for Discussion:** Mr. Letavic expressed his appreciation to everyone for their hard work with the snow plowing and remarked on the difficulties of the job. Mr. Hershey further extended his appreciation for the great team effort, especially with the shortage of staff.

**Progress Report for Public Works Department 01-10 to 2-19-2021**

- Weekly: road checks, truck & equipment pm checks, Toolbox Safety Talk  
Week of 01-10: Removed flail mower & mounted boom mower on tractor
- Took delivery of 4 loads of road salt
- Truck 2 to garage for new tires
- Took delivery of 2 loads of anti-skid
- Removed brush from gutter on S. Geyers Church Rd @ River Rd
- Removed utility pole from yard on Maple Acres Rd
- 1 man worked on golf course
- Took 3 barrels of used motor oil to Middletown Tire for recycling
- Returned skid loader bucket to Zeager Bros.
- Removed tree from edge of Foxianna Rd
- Welded sign post bases
- Replaced street signs

Week of 01-17:

- 1 man worked on golf course
- Worked on Park rules, ordered signs to reopen Park
- Replaced street signs
- Boom mowed roadsides
- Dumped 3, 5-gallon buckets of stone in sink hole on Iron Mine Rd

Week of 01-24:

- Built message boards for Park
- Salted roads
- Serviced riding mowers
- Cleaned debris from inlets
- Talked to property owner on Houser Rd about moving vehicles off of street (01-28)
- Installed "No Trucks" signs on Zeager Rd @ Industrial Dr, hopefully to keep trucks off of S Deodate Rd from the Conewago industrial Park
- Met w/engineer & contractor for the Sunset Trail

Week of 01-31:

- Salted & plowed roads
- Repairs to trucks
- Repaired damaged STOP sign post on Snavelly Rd @ Round Top Rd
- Mixed salt & anti-skid
- Took delivery of 3 loads of road salt

Week of 02-07:

- Salted icy spots on roads
- Placed salt gear on truck 3
- Repaired snow blower
- Cleaned mini excavator
- Cleared snow from handicap ramp at office
- Shop work

Week of 02-14:

- Reorganized supplies and materials in shop
- Salted & plowed snow-covered roads
- Mixed salt & anti-skid

**Monthly Planner**

- Weekly: road checks, truck & equipment pm checks, Toolbox Safety Talk
- Winter road maintenance
- Tree trimming (weather permitted)
- Install storm pipes on Foxianna Rd/Felker Rd (weather permitted)

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

Mr. Risteff presented his February monthly report to the Board. The Pro Shop totaled \$367.00. There were no sales from the Snack Bar . The Golf Course was closed the entire month of February. Year to date total is \$16,736.99. Year-to-date sales as of February 20, 2020 is \$30,383.46 with a variance of negative \$13,646.47 going into March. The Golf Course may open this weekend weather permitting.

Mr. Risteff plans to stay the course in the 2021 season. Through the pandemic, with social distancing and people off of work in 2020, golfing was a really good year which was much needed to get back on track. Thirty-three golf outings are scheduled to date. Thursday night entertainment is cancelled. A new cover is installed on the existing frame and will be available for side covers. Heaters will be placed with the anticipation of staying open longer.

**Engineer's Report** – Andrew Kenworthy

Mr. Kenworthy noted Lauffer Road Bridge is still moving along. Applications and permits are in, but there is a slight delay. Mr. Kenworthy will provide updates. Londonderry Estate sewer is on schedule and the Penn Vest application is completed with an anticipation of a response in April.

**Call for Discussion:** Mr. Hershey requested a list of contractors with credibility and qualifications, and who are bonded. Mr. Kenworthy noted he plans to work with staff and that inspectors will be there when connections are made with standard specifications. Mr. Stewart noted he will review the Township Ordinances and indicated there are various state laws that impose such requirements.

**Solicitor's Report** – Mark Stewart

Mr. Stewart reiterated follow-up with ordinances as noted above. No further comments.

**EMA Report** – Les Gilbert (absent)

Mr. Hershey mentioned Dauphin County is working on a system survey in which there will be an app or desktop version that allows people to take pictures; and, based on the GIS database system, the emergency location is provided. Mr. Hershey also noted the New Dauphin County Mitigation plan is in effect, and the 2019 version may be deleted.

**New Business**

None

**Old Business**

None



**Informational Items from the Board:**

Mr. Shellenhamer mentioned the Lenten Fish Fry (take out) is currently being held at the Township Firehouse through Good Friday. In the first week 220 tickets were sold and 500+ entrees were prepared. In week two, 270 tickets were sold and approximately 760 entrees were prepared. The staff and volunteers made it possible. CDC guidelines are applied with social distancing and hand sanitizers. Mr. Hershey commented on how well everything was set up and served. People were happy with their meals. Mr. Hershey further offered his appreciation to staff and volunteers, and also expressed the importance of sales for the Fire Company.

Ms. Dale mentioned the CAPCOG annual dinner in January has been moved to March 15<sup>th</sup>. The reservation was forwarded to Mr. Letavic. Ms. Dale noted it is a nice way to get to meet other people in the region.

PSATS Conference has been cancelled.

**Executive Session** - None

**Adjournment**

Ms. Dale motioned to adjourn the meeting. Seconded by Mr. Hershey. All in favor.  
Meeting adjourned 7:53 p.m.



---

Secretary/db