

**LONDONDERRY TOWNSHIP BOARD OF SUPERVISORS**  
**Re-organization/Regular Meeting Minutes**  
**January 7, 2019**  
**7:00 P.M.**

The Londonderry Township Board of Supervisors held their re-organizational meeting and regularly scheduled meeting on Monday, January 7, 2019 at the Londonderry Township Municipal Building, 783 S. Geyers Church Road, Middletown, Pennsylvania, beginning at 7:00 P.M.

**Present:** Anna Dale, Vice Chairman  
Mike Geyer, Member  
Ron Kopp, Member  
Bart Shellenhamer, Member  
Steve Letavic, Township Manager  
Jeff Burkhart, Code/Zoning Officer  
Andy Brandt, Public Works Director  
Jim Diamond, Solicitor  
Andrew Kenworthy, Engineer

**Absent:** Melvin Hershey, Chairman  
Sam Risteff, Golf Course Superintendent  
Les Gilbert , EMA Director

**Attendees:** Gary Carlson  
Brett & Sarah Kain  
Brian Hafer  
Joe Sheehan  
Jay & Sara Meyer  
John & Pattie Blair  
Laura Hayes  
Steve Wisniewski  
Jamie Nissley

**Call to Order**

**Salute the Flag**

**RE-ORGANIZATION:**

**Temporary Chairman**

In Chairman Hershey's absence, previous Vice Chair, Ms. Anna Dale called for nominations of Temporary Chairman. Mr. Shellenhamer nominated Ms. Anna Dale. Moved by Shellenhamer, seconded by Kopp to appoint Ms. Dale as Temporary Chair. Motion carried.

**Chairman**

Ms. Dale called for nominations for Chairman. Mr. Shellenhamer nominated Ms. Anna Dale. Moved by Shellenhamer, seconded by Kopp to appoint Ms. Dale as Chair. Motion carried.

**Vice-Chairman**

Ms. Dale called for nominations of Vice-Chairman. Mr. Kopp nominated Mr. Mike Geyer. Moved by Kopp, seconded by Shellenhamer, to appoint Mr. Geyer as Vice-Chairman. Motion carried.

**Secretary**

Ms. Dale called for nominations of Secretary. Mr. Shellenhamer nominated Mr. Steve Letavic. Moved by Shellenhamer, seconded by Geyer to appoint Mr. Letavic as Secretary. Motion carried.

**Appointments**

Ms. Dale called for one motion to cover all appointments as listed on the agenda.

Manager/Secretary/Assistant Treasurer – Steve Letavic  
Treasurer/Assistant Secretary – Amanda Brussell  
Treasurer’s Bond Amount - \$500,000.00  
Legal Counsel – Eckert Seamans/Mark Stewart, Representative  
Auditors – Brown Schultz Sheridan Fritz/Jim Koontz, Representative  
Engineers – HRG/Andrew Kenworthy, Representative  
Vacancy Board Chairman – Daryl LeHew  
Fire Marshal – State Police  
Emergency Management Agency Coordinator – Les Gilbert  
Planning Commission – Irvin Turpin – Term ending 2022  
Planning Commission – Adam Kopp – Term ending 2022  
Zoning Hearing Board – Joe Sheehan – Term ending 2023  
Zoning Hearing Board – Jay Kopp – Term ending 2023  
Zoning Solicitor – John Davidson  
Code/Zoning Officer – Ed Kazlauskas  
BCO/Code/Zoning Officer – Jeff Burkhart  
SEO – Vacant  
Alternate SEO – HRG Engineering  
Right-to-Know Officer – Steve Letavic  
Assistant Right-to-Know Officer – Jeff Burkhart  
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

Mr. Shellenhamer made the motion to accept all appointments, seconded by Mr. Geyer. Mr. Kopp abstained from voting on the Jay Kopp and Adam Kopp appointments. Motion carried.

**REGULAR MEETING**

**Citizens Input** – None

**Approval of Minutes** -- December 3, 2018

Moved by Shellenhamer, seconded by Kopp the minutes of December 3, 2018 be approved. Motion carried.

Ms. Dale called for one motion to cover the approval of the following Resolutions:

- Resolution 2019-1 Establishing the Fee Schedule for 2019**
- Resolution 2019-2 Setting the 2019 Mileage Reimbursement Rate**
- Resolution 2019-3 Adopting the Emergency Operations Plan**

Moved by Kopp, seconded by Shellenhamer the Resolutions be approved as presented. Motion carried.

Moved by Shellenhamer, seconded by Kopp the Meeting Date Schedule for 2019 be approved. Motion carried.

Moved by Kopp, seconded by Geyer the Holiday Schedule for 2019 be approved. Motion carried.

The Chair requested approval to pay the following expenditures for the month of December:

General Fund	\$164,183.47
Golf Course	\$ 66,440.51
Liquid Fuels	\$ 6,359.39
Escrow	\$ -0-
LVFC	\$ -0-
Debt Service	<u>\$ 13,313.78</u>
Total	\$250,297.14

Moved by Shellenhamer, seconded by Geyer payment of the bills for December be approved as presented. Motion carried.

Mr. Letavic updated the Board on a meeting held with residents of Woodcrest Drive regarding the progress on sewer in the township and how Woodcrest Drive fits into meeting the 537 Plan requirements. Mr. Letavic is seeking guidance from PENNVEST regarding sewer funding options and how to structure grant applications for this project.

#### **Zoning/Codes** – Jeff Burkhart

Mr. Burkhart requested Jim Diamond, Township Solicitor, update the Board regarding 14 lots on Bare's Tip who are out of compliance with the OLDS ordinance for the inspection cycle ending June 30, 2018. Following much discussion regarding steps the 14 property owners took to bring their properties into compliance, Mr. Diamond recommended several motions to the Board. Anna Dale, Chair, opened the floor for public comment. No comments were offered. A motion was made to accept 1 file fee for all 14 property owners as opposed to 14 separate fees for a hearing tentatively scheduled January 15, 2019. Moved by Kopp, seconded by Shellenhamer. Motion carried. Ms. Dale made a motion to accept the submitted OLDS reports in the 14 cases pending appeal at the January 15 hearing date as curing the compliance default for the cycle ending June 30, 2018 and resolving any enforcement issues pending and ask that the Codes office notify the Judge that the complaints are being withdrawn. Moved by Shellenhamer, seconded by Geyer. Motion carried. Ms. Dale made a motion to refund the appeal fee put up by the group. Moved by Kopp, seconded by Geyer. Motion carried.

Mr. Burkhart informed the Board that the Planning Commission will be reviewing the revised plans submitted for the Dollar General Store. The plans are currently being reviewed by the Engineers. Mr. Burkhart also mentioned the Planning Commission will be reviewing approximately 8 potential ordinance revisions.

#### **MS-4 Environmental Department** – Steve Letavic (vacancy update)

Mr. Letavic reported to the Board that 6 candidates have been interviewed for the position with 4 being asked to return for a second interview. Mr. Letavic would like to have the position filled by the end of January.

**Public Works Department** – Andy Brandt

Mr. Brandt presented a report of work done in the month of December and discussed work planned for the month of January.

**Golf Course and Bar & Grill** – Sam Risteff

No report

**Engineer's Report** – Andrew Kenworthy

Mr. Kenworthy informed the Board that the Swatara Creek Road concrete culvert box will be placed on Wednesday, January 9.

Lauffer Road Bridge Update. Mr. Letavic reported the original cost for replacing the bridge was \$1,000,000.00 and through a re-design that cost was reduced to about \$700,000.00. In working with the County and the Bridge Bundling Program, the County will pick up 60% of the cost and the Township 40%. Mr. Letavic commended the County Commissioners for the work they do for the County.

**Solicitor's Report** – Jim Diamond

None

**EMA Report** – Les Gilbert

No report

**New Business** – None

**Old Business** – The Planning Commission for scheduled Monday, December 17, 2018 was canceled. The Board of Supervisor's Worksession scheduled for Tuesday, December 18, 2018 was canceled.

**Executive Session** – No

**Adjournment** –

Moved by Shellenhamer, seconded by Kopp to adjourn the meeting at 7:52 p.m. Motion carried.



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Secretary