

Londonderry Township Board of Supervisors
REGULAR MEETING MINUTES
LONDONDERRY TOWNSHIP OFFICE – MEETING ROOM
September 5, 2023
7:00 p.m.

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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: 7:00 p.m. Board Chair, Anna. Dale called the Board of Supervisors Regular Meeting to order at 7:00 p.m.

Salute the Flag

Roll Call / Attendance - Members Present:

Anna Dale, Chair
Mel Hershey, as EMA Director
Mike Geyer, Member
Ron Kopp, Member
Bart Shellenhamer, Member

Absent: Monique Dykman, MS4 Specialist

Present: Steve Letavic, Township Manager
Andy Brandt, Public Works Director
Sam Risteff, Golf Course Manager
Mike Wood, P.E., Engineer
Andrew Kenworthy, P.E., Engineer
Susan Yocum, Esq., Solicitor

Attendees: See attached list for Residents/Guests in attendance

Citizens Input :

Mel Hershey attended the meeting as the EMA Director and provided an update on the inventory process for the EMA department. He indicated that he and Cyndy Hershey and Lester Gilbert performed a physical inventory of all EMA items on hand and that he would provide a copy of the inventory report to the Board of Supervisors. Mr. Hershey indicated that at this point he would recommend a part-time paid EMA Director position be created in the Township to replace outgoing volunteers and to be able to keep up with technological and statutory requirements. He went on to indicate that he has spoken to Bart Shellenhamer about this opportunity and that he would recommend the Township engage with Bart about a possible position. He indicated that the new EMA Director could help us be compliant with NIMS training and build a new EMA team. He also indicated that we should appoint a third-party Fire Marshal to remove that liability from our volunteer Fire Chief. Mr. Hershey also stated that he and his wife would stay involved in in the EMA function so long as there were no management responsibilities.

Approval of Minutes – August 7, 2023 Board of Supervisors Regular Meeting minutes. Supervisor Mike Geyer, Member, made the motion to approve the August 7, 2023 Board of Supervisors Regular Meeting minutes, Supervisor Bart Shellenhamer, Member, seconded the motion.

Call for discussion: None

All in favor. Motion carried.

Manager's Report – Steve Letavic
Township Manager's position

Township Manager, Steve Letavic informed the Board that we continue to seek applicants for the Township Manager's position.

Update on Zoning and Codes office positions

Mr. Letavic also informed the Board that we will be interviewing candidates for the BCO position during the month of September.

Treasurer's Report –Steve Letavic

Steve Letavic, Township Manager, asked the Board to make a motion for approval to pay the bills as presented.

Payment of Invoices:

FUND	Checks written in August 2023 for Supervisor approval
General Fund	\$ 254,954.38
LVFC Capital Construction Fund	\$ 0.00
Escrow Fund	\$ 16,759.00
Capital and Operating Fund	\$ 0.00
Fire Company Fund	\$ 0.00
Paving Fund	\$ 0.00
MS4 Fund	\$ 0.00
Golf Course Fund	\$ 103,001.64
Debt Service Fund	\$ 54,445.33
Liquid Fuels Fund	\$ 132,027.00
Capital Projects Fund	\$ 2656.35
ME2 Fund	\$ 303,568.93
PennVEST Fund	\$ 0.00
Total by when written	\$ 867,413.22

Supervisor Bart Shellenhamer, Member, made the motion to approve the payment of invoices as presented. Supervisor Ron Kopp, Member, seconded the motion,

Call for discussion: None

All in favor. Motion carried.

Zoning/Codes – Michael Wood, P.E.

Mike Wood, P.E., Township Engineer, provided a verbal report of current subdivision & land development plans.

MS-4 Environmental Department – Monique Dykman

Township Manager Steve Letavic provided MS4 Specialist Monique Dykman's report in her absence. The Board tabled the decision on the award of the Parks Master Plan update until the Work Session meeting later this month.

Progress Report for Environmental MS4 Department September

- Rain Barrel Workshop is full, with waiting list. Will be held September 13th
- Set up site visit with Secretary Negrin at Conewago Restoration Site.
- Working to close out NFWF, Lancaster CWP ARPA, Growing Greener (small) grants, and begin planning for Phases 4 & 5 of the Conewago Floodplain Restoration Project.
- Received an additional \$32,625.00 from Lancaster Clean Water Partners to install a meadow between Restoration and Recreation Trail.
- Please give recommendation for Parks Plan Consultant.

Public Works Report – Andy Brandt

Public Works Director Andy Brandt presented the report for Public Works Department 07-23 to 08-19-2023.

- Weekly: truck & equipment checks, Toolbox Safety talks, mow Township properties
- Bi-weekly: road checks
- Mowed roadsides
- Replaced damaged/missing street signs
- 1 man worked on Golf Course
- Completed Foxianna Rd. project (waiting for final inspection)
- Cut weeds around street signs on Twp. roads
- 1 man worked in Conewago Twp. for ½ day
- Hauled skid loader to Firehouse for Boy Scout project (Matt operated it on his day off)
- Replaced weight limit signs on Zion Rd. and on Gingrich Rd. for the box culverts (27 tons to 11 tons)
- Mulched around trees in Sunset Park
- Replaced broken gasoline hose on pump at PWB
- Installed "No Trucks" signs on various roads throughout the Twp.
- Removed downed trees from roads, as needed

- Completed cleaning out chemical bay, installed higher pallet racks, parked leaf vac & wood chipper inside
- Cold patched pot holes, as needed
- Mowed weeds at the former 230 Diner site
- Truck 6 to MJR for state inspection
- Permanent pot hole repairs on N. Hertzler Rd.
- Completed building/reorganizing sign shop in PWB.

Monthly Planner

- Weekly: truck & equipment checks, Toolbox Safety talks, mow Township properties
- Bi-weekly: road checks
- Andy will meet w/HRG to finalize placement of “No trucks” signs
- Replace drop box @ Twp. office
- Clean gutters along Twp. roads
- Tree trimming
- Crew will attend equipment show sponsored by Stephenson equipment at LCBC, Harrisburg
- Roadside mowing

HOP/Driveway permits issued:

08-09-2023 HOP to UGI for 1141 E Harrisburg Pk. \$80.00 for gas service to warehouse on Lytle Farm from Iron Mine Rd.

Golf Course and Bar & Grill Report – Sam Risteff

Golf Course Manager Sam Risteff provided the operating results for the month of August.

Engineer’s Report – Andrew Kenworthy, P.E.

Andrew Kenworthy, P.E., Township Engineer, provided an update on the sewer line connections in the Route 230 Corridor.

Solicitor’s Report – Susan Yocum, Esq.

Proposed Ordinance and Zoning Ordinance Amendment Presentation:

Susan Yocum, Esq., Township Solicitor, provided an update on the proposed Ordinance changes and asked the Board to review the proposed Ordinances and reach out to her with any concerns or changes they would like incorporated into the Ordinances relative

to Rental Housing and the proposed Zoning Ordinance Amendments for Self-storage and Rental Housing.

EMA Report – Les Gilbert -- Mel Hershey

Mel Hershey provided the EMA report earlier in the meeting.

New Business: None

Old Business: None

Regular Meeting Adjournment

Supervisor Bart Shellenhamer, Member, made the motion to adjourn, seconded by Supervisor Mike Geyer, Member. The Regular Meeting adjourned at 8:47 p.m.

Executive Session

"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"

An Executive Session was held to discuss a legal matter relative to PennDOT and any eminent domain power that could be used by developers in the PennDOT right of way.

Supervisor Bart Shellenhamer, Member, made the motion to adjourn the Executive Session at 9:15 p.m., Supervisor Mike Geyer, Member, seconded the motion. The Executive Session was adjourned.



Secretary/fr