

**Londonderry Township Board of Supervisors  
PUBLIC MEETING AND WORK SESSION MINUTES**

**March 20, 2024**

**7:00 P.M.**

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

[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 Chairman, Mr. Shellenhamer, called the public meeting to order at 7:00p.m.

**Salute the Flag**

**PUBLIC MEETING**

Chairman Shellenhamer turned the Public Meeting portion of the agenda over to Township Manager Mr. David Blechertas who stated that the purpose of the public meeting was to solicit feedback from those residents who own agriculture parcels located in the R1 and R2 residential zoning districts and ask them to provide input about their future plans for those properties.

Those comments will be collected and forwarded to the Township engineer's staff at HRG so they may take them into consideration for inclusion into a draft of the comprehensive plan that is currently being developed.

The public comments portion of the meeting concluded at 7:47 pm.

NOTE: Public comments are attached to the minutes as a separate handout.

Chairman Shellenhamer announced there will be a short recess after which the Work Session will begin at 8:00 pm and anyone who wishes to do so may attend.

**WORK SESSION**

**Call to Order:** Board Chair, Mr. Shellenhamer, reconvened the Board of Supervisors Work Session portion of the meeting at 8:00 pm.

**Roll Call / Attendance - Members Present**

- Bart Shellenhamer, Chair
- Ron Kopp Vice-Chair
- Mike Geyer, Secretary/Treasurer
- Anna Dale, Member
- Mel Hershey, Member

**Present:**

- David Blechertas, Township Manager
- Duane Brady, Codes/Zoning Officer
- Brett Flowers, Esq., Solicitor
- Mike Wood, P.E., Engineer
- Ed Kazlauskas, Codes

**Attendees:** See attached list for Residents / Guest in attendance.

**Citizens Input**

*NOTE: :Chairman Shellenhamer announced a new procedure limiting citizen comments to a three (3) minute time limit and if anyone has a repetitious comment simply state that without elaborating.*

There were no citizens input.

**Report on Executive Sessions**

The Board of Supervisors held an executive session immediately prior to the public meeting to discuss personnel matters.

**Approval of Minutes**

March 4, 2024 Board of Supervisors Regular Meeting

Chairman Shellenhamer asked for a motion to approve the March 4, 2024 Board of Supervisors Regular Meeting minutes.

**Motion** to approve March 4, 2024 meeting minutes made by Supervisor Dale, seconded by Supervisor Geyer.

**Call for discussion:** none

**Call for vote:** Motion approved unanimously

**Manager's Report – David Blechertas**

The first item on the agenda is a request for approval of an amended agreement with the Humane Society. Basically, the Humane Society contacted all participating municipalities to announce changes they are initiating that involve the concept of eliminating breed labels for mixed breed dogs.

Certain breed labels such as Pitbulls have presented an issue, and the Humane Society has the belief that labeling certain breeds of animals is detrimental to their program therefore they are eliminating breed identification. Additionally, they are making edits to their process for spaying, neutering of feral cats.

The agreement they presented outlines the amendments to their program and if the Township wishes to continue with the program staff recommends approving the amended agreement with the Humane Society.

Chairman Shellenhamer asked for a motion to approve the amended agreement with Humane Society as presented.

**Motion** to approve the amended agreement with the Humane Society made by Supervisor Dale, Seconded by Supervisor Hershey.

**Call for discussion:** none

**Call for vote:** Motion approved unanimously.

The second item on the agenda is a request for approval of pay raises for part-time Public Works and Parks staff, Justin Hahn and David Naples based on recommendations from Matt Naples and Andy Brandt asking for an increase effective March 4th, for Justin Hahn from 13 to \$15 and for David Naples, from \$14.00 to \$17.00 an hour.

Chairman Shellenhamer asked for a motion to approve salary increases for Justin Hahn and David Naples effective March 4, 2024.

**Motion** to approve salary increases for Justin Hahn and David Naples effective March 4, 2024 made by Supervisor Kopp. Seconded by Supervisor Dale.

**Call for discussion:** none.

**Call for vote:** Motion approved unanimously.

The third item on the agenda is a request to approve advertising for a bid to conduct Maintenance and Monitoring work required for the Conewago Creek Phase 1-3 Project.

Previously the Board authorized a contract with the Township's Engineer, HRG to prepare bid documents to provide up to five years of maintenance and monitoring to ensure that the wetlands become properly established for the Conewago Creek Phase 123 project as required by the Army Corps of Engineers and DEP

HRG has completed draft bid documents totaling 316 pages that are now under final review by the Township's solicitor. Because of the short timeline dictated by the growing season there is a need to advertise the bid documents in time to have a contractor in place before the growing season begins; therefore I would ask the board to consider approving the bid documents for the maintenance and monitoring work for the

Conewago Creek Phase 123 project contingent upon final approval of the bid documents by the solicitor.

Chairman Shellenhamer asked for a motion to approve the bid documents for the maintenance and monitoring work for the Conewago Creek Phase 123 project contingent upon final approval of the bid documents by the solicitor.

Supervisor Hershey

Mr. Hershey questioned whether the Township is obligated to the full 5-year time period required by Army Corps of Engineers and DEP.

Mr. Blechertas,

Mr. Blechertas noted if the wetland establishes early and the Army Corps and DEP both agree to release the Township from the 5 year obligation early the bid documents specify in the contract that the contract can be terminated early by the Township, it also provides the Township the option to continue the contract at a reduced rate if the Township determines there is a benefit to continue. The contract is structured to allow the Township full flexibility.

**Motion** made by Supervisor Hershey to approve the bid documents for the maintenance and monitoring work for the Conewago Creek Phase 123 project contingent upon final approval of the bid documents by the solicitor.  
Seconded by Supervisor Kopp.

**Call for discussion:** Hearing no further discussion.

**Call for vote:** Motion approved unanimously.

The fourth item on the agenda is a request for approval to advertise a 'Request for Proposal' that is under review by legal to hire a design and construction consultant who will prepare construction plans and documents that will be required to hire a contractor to complete renovations to the Township Municipal Building.

A feasibility study for possible improvements to the Township building was completed using ARPA Funds and found that it did make sense to do renovations to the Township building specifically to the lower floor to create new office space and customer service opportunities specifically for the public as it relates to zoning codes.

Chairman Shellenhamer asked for a motion to approve advertising a Request for Proposal to hire a design and construction consultant who will prepare construction plans and documents that will be required to hire a contractor to complete renovations to the Township Building.

**Motion** to approve advertising a Request for Proposal to hire a design and construction consultant who will prepare construction plans and documents that will be required to hire a contractor to complete renovations to the Township Building made by Supervisor Kopp seconded by Supervisor Dale.

**Call for discussion:** none.

**Call for vote:** Motion approved unanimously.

The fifth item on the agenda is a request for approval of a contract for Engineering Consulting Services with MPE, LLC. which is a company that assists in the review of contracts, construction specifications and engineering concepts without performing actual engineering.

Chairman Shellenhamer asked for a motion to approve a contract for Engineering Consulting Services with MPE, LLC.

**Motion** to approve a contract for Engineering Consulting Services with MPE, LLC. made by Supervisor Hershey. Seconded by Supervisor Geyer.

**Call for discussion:** none.

**Call for vote:** Motion approved unanimously.

The sixth item on the agenda is a request for approval from the Board to send a proposed rezoning to the Township Planning Commission for review. The proposed property is the DTMA Pump Station located on E. Harrisburg Pike adjacent to the Starlite Hotel and is proposed to change from Residential R2 to Commercial C2.

The developer of the Lytle Farms property wishes to change the zoning on that property from R2 to C2 to reestablish a billboard on that property.

This is a request for the Board's permission to send the rezoning proposal to the Planning Commission for their review and to begin the public involvement process.

Supervisor Kopp

Is the other reason for change because the pumping station would be a commercial use and also is this the same presentation made to the Board in December 2023 ?

Brett Flowers Esq.

This same issue came before the Board in December, but the motion was not clear therefore it is being resent to the Board to be clearer.

Duane Brady Zoning Officer

The pumping station as it is now zoned would be a nonconforming use therefore the rezoning of that portion to C2 would actually make it a conforming use because a pumping station is a 'by right' use in the C2 District.

Supervisor Kopp

I didn't know if that was just an ancillary use with the residential district.

Duane Brady Zoning Officer

The pumping station will be a permitted use under the C2 zoning.

Supervisor Kopp

Then it is correct to state that the request for a change to C2 is proper.

Duane Brady Zoning Officer

Yes

Chairman Shellenhamer asked for a motion to move the proposed rezoning of the property where the DTMA Pump Station is located on E. Harrisburg Pike adjacent to the Starlite Hotel from Residential R2 to Commercial C2 to the Township Planning Commission for review.

**Motion** to have the request to move the proposed rezoning of the property where the DTMA Pump Station is located on E. Harrisburg Pike adjacent to the Starlite Hotel from Residential R2 to Commercial C2 to the Township Planning Commission for review. made by Supervisor Geyer seconded by Supervisor Dale.

**Call for further discussion:** none.

**Call for vote:** Motion approved unanimously.

**Treasurer's Report** – David Blechertas  
Approval of open purchase orders.

Purchase Orders for Approval	
General Fund	\$ 199,070.39
Escrow Fund	11,799.26
Golf Course Fund	104,218.51
Liquid Fuels Fund	693.36
Grand Total	<u>315,781.52</u>

All purchase orders over \$750 are coming to the board for approval and would ask for the Boards permission to pay the bills.

Chairman Shellenhamer asked for a motion to pay the bills

**Motion** to pay the bills made by Supervisor Dale seconded by Supervisor Hershey

**Call for further discussion:** none.

**Call for vote:** Motion approved unanimously.

**MS4 Report** – David Blechertas  
First item is a request for approval of a resolution to apply for the DCNR C2P2 grant.

DCNR has an annual C2P2 Grant that is widely known program and frequently is used for funding recreation. Based on an assessment of the Township's facilities at Sunset Park, some playground pieces of equipment are quite dated.

Monique and Matt Naples have done a good job of researching and obtaining quotes of what it would take to improve some playground equipment. At Sunset, there is a large play structure and two smaller play structures that require replacement and the estimated cost based on quotes for the purchase and installation is \$90,000.

The grant would only require \$30,000 matching funds from the Township to do the project which is appealing at that rate.

The Township has monies in the Parks and Recreation fund contributed by the Vision Warehouse project that are earmarked specifically for recreational purposes.

This is an opportunity to improve the existing facilities and make things safer for the children using those facilities. The deadline for the grant application is April 3rd. and the application requires a passage of a resolution included in your packet.

There is no cost for the application, but there is a \$40 environmental assessment fee.

Chairman Shellenhamer asked for a motion for approval of a resolution to apply for the DCNR C2P2 grant.

**Motion** made by Supervisor Dale seconded by Supervisor Kopp

**Call for further discussion:** none.

**Call for vote:** Motion approved unanimously.

Second item is a request for approval of a contract for annual 2024 buffer maintenance of the Swatara Creek Road properties owned by the Township.

Requests for quotes were sent to six companies for the maintenance of the Swatara Creek Rd. properties owned by the Township. The maintenance work requires mowing twice this summer and spraying for invasive species as required. The properties at this stage of life are almost back to forested land. There were two quotes, one of which was from LSI who was the lowest at \$6800. LSI provided maintenance in 2023 and performed satisfactorily.

Chairman Shellenhamer asked for a motion for approval of a contract with LSI for annual 2024 buffer maintenance of the Swatara Creek Road properties owned by the Township.

**Motion** made by Supervisor Kopp seconded by Supervisor Hershey

**Call for further discussion:** none.

**Call for vote:** Motion approved unanimously.

### **Engineer's Report**

Mike Wood HRG

With respect to the sewer extension project on SR 230 the third 'notice to connect' letters were sent out on Wednesday March 13<sup>th</sup> and there was a noticeable increase in activity to connect to the sewer system.

Supervisor Kopp

Has there been anyone indicating they have a hardship such as funding, or have refused to connect to the system. What is the status?

Mike Wood HRG

There are only two properties with an issue, one being an estate issue the other a possibly abandoned.

If there is no response after this third letter enforcement action will be taken.

### **Solicitor's Report**

I have nothing, Mr. Chair. Thank you.

### **Public Safety**

### **New Business**

Capital Region Council government are scheduling two trainings, one is on crisis communication on April 9<sup>th</sup> and the second one is incident command on April 24<sup>th</sup>.

Which will be part of the National Incident Management System.

### **Old Business**

No old business.

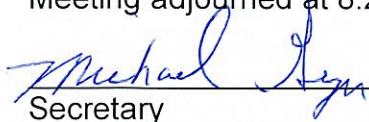
### **Executive Session**

*"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"*

No Executive Session

### **Adjournment**

**Motion** for adjournment made by Supervisor Kopp seconded by Supervisor Hershey  
Meeting adjourned at 8:23 pm.

  
Secretary