

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

March 4, 2024

7:00 p.m.

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

Chairman Bart Shellenhamer called the Regular Meeting to order at 7:00 p.m.

Salute the Flag

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
Andy Brandt, Public Works Director
Duane Brady, Codes/Zoning Officer
Monique Dykman, MS4 Specialist
Jim Diamond, Esq., Solicitor
Mike Wood, P.E., Engineer

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

Citizens Input – General comment to the Board of Supervisors by Mr. Kevin Little a concerned resident emphasizing the desire to keep short term rental units out of residential districts and offered additional comments regarding the definition of bed and breakfast to be incorporated into the proposed short term rental ordinance based on his research.

Ms. Barb Little offered comments regarding broader advertising procedures that will encourage greater resident input for proposed ordinances that impact the community.

Mr. Pistor expressed concern to the Board of Supervisors regarding what impact he believes the Lytle Farms development will have on his adjoining property and has been in contact with the developer to address a number of issues such as trees, the earthen berm, disposal of top soil etc.

REGULAR MEETING:

Executive Session - none held.

Approval of Minutes

Chairman Shellenhamer asked for approval of the following meeting minutes:

- February 5, 2024 Board of Supervisors Regular Meeting
- February 21, 2024 Board of Supervisors Work Session

Motion to approve the February 5, 2024 Board of Supervisors Regular Meeting minutes as presented.

Ms. Dale, Supervisor made motion. Mr. Kopp, Vice Chair seconded the motion. With no further discussion, the motion passed unanimously.

Motion to approve February 21, 2024 Board of Supervisors Work Session minutes as presented. Ms. Dale, Supervisor made motion. Mr. Geyer, Supervisor seconded the motion. With no further discussion, the motion passed unanimously.

Manager's Report – David Blechertas

Authorization to disposal of public records

Township Manager Mr. Blechertas requested authorization by the Board of Supervisors to dispose of a variety of documents that are no longer required to be retained as defined under the Pennsylvania Municipal Records Act of January 18, 1968 thru approval of Resolution 2024-06.

Motion to approve Resolution 2024-06 made by Vice Chair Mr. Ron Kopp, seconded by Mr. Mel Hershey Supervisor. With no further discussion, the motion passed unanimously.

Township Manager Mr. Blechertas submitted a wage scale analysis for seasonal staff workers at the Sunset Golf Course with a request to the Board of Supervisors to approve a 5% pay increase to include both the maintenance and restaurant staff.

Motion to approve a 5% pay increase for seasonal workers at Sunset Golf Course effective March 5, 2024 to include both maintenance and restaurant staff made by Ms. Dale Supervisor, seconded by Mr. Geyer, Supervisor. With no further discussion, the motion passed unanimously.

Township Manager Mr. Blechertas presented a request to the Board of Supervisors to approve the creation a part time position of Golf Course Operations Manager at the rate of \$22.50 per hour effective March 5, 2024 with the recommendation to have the

position filled by Mr. Tyler Christensen who has been employed at the golf course for more than 9 years.

Motion to approve the creation of a position of Golf Course Operations Manager at the hourly rate of \$22.50 effective March 5, 2024 to be filled by Mr. Tyler Chistensen made by Mr. Geyer Supervisor seconded by Ms. Dale, Supervisor. With no further discussion, the motion passed unanimously.

Treasurer's Report – David Blechertas

Township Manager Mr. Blechertas requested the Board of Supervisors approved the payment of bills as presented:

PAYMENT OF BILLS

FUND	Invoices Paid from January 30, 2024 through February 26, 2024
General Fund	\$ 150, 823.37
Capital and Operating Fund	\$ 0.00
Fire Company Fund	\$ 0.00
MS4 Fund	\$ 0.00
Paving Fund	\$ 0.00
Escrow Fund	\$ 5,286.44
LVFC Capital Construction Fund	\$ 0.00
Golf Course Fund	\$ 38,503.41
Liquid Fuels Fund	\$ 29,159.17
Debt Service Fund	\$ 13,168.86
Capital Projects Fund	\$ 0.00
ME2 Fund	\$ 155,188.84
PennVEST Fund	\$ 0.00
Total by when written	\$ 392,130.09

Motion to approve payment of the bills from January 30, 2024 through February 26, 2024 made by Ms. Dale Supervisor seconded by Mr. Hershey, Supervisor
 With no further discussion, the motion passed unanimously.

Township Manager Mr. Blechertas presented to the Board of Supervisors a list of Purchase Orders as part of a newly adopted purchase order system. After a brief explanation, Mr. Blechertas requested the Board of Supervisors approve the list of purchase orders as presented:

PURCHASE ORDERS

Treasurer's Report	Open Purchase Orders to Approve as of February 26, 2024
General Fund	\$ 27,819.50
Capital and Operating Fund	\$ 0.00
Fire Company Fund	\$ 0.00
MS4 Fund	\$ 0.00
Paving Fund	\$ 0.00
Escrow Fund	\$ 5,286.44
LVFC Capital Construction Fund	\$ 0.00
Golf Course Fund	\$ 68,590.30
Liquid Fuels Fund	\$ 1,495.00
Debt Service Fund	\$ 158,026.32
Capital Projects Fund	\$ 0.00
ME2 Fund	\$ 0.00
PennVEST Fund	\$ 0.00
Total by when written	\$ 255,931.12

Motion to approve the list of purchase orders as of February 26, 2024 made by Mr. Hersey Supervisor seconded by Ms. Dale, Supervisor.
 With no further discussion, the motion passed unanimously.

Codes and Zoning – Duane Brady, Codes and Zoning Officer

February Codes and Zoning Report

Mr. Brady provided the Board of Supervisors a brief overview of Code office activities related to third party involvement with regard to permit approvals which are now signed by the Township building code official. There were no zoning hearing board cases scheduled for February, continue to work with the Planning Commission related to the Lytle Farms development and the Tolani project, proposed ordinances will be published in time for the April 1, 2024 hearing date, meeting with FEMA regarding closure of the CAV report went well.

Codification of Stormwater Ordinances

Mr. Duane Brady requested the Board of Supervisors to approve codification work to be done in hard copy and to the online e-code ordinance by General Code for the Stormwater Ordinances 2023 -01 and 2023-02 in the amount of \$4,860.

Motion to approve codification work to be done in hard copy and to the online ordinance by General Code for the 2023 Stormwater Ordinance in the amount of \$4,860 made by Mr. Hershey seconded by Mr. Kopp Vice Chair.
With no further discussion, the motion passed unanimously.

MS-4 Environmental Department – Monique Dykman

Progress Report for Environmental MS4 Department for March

- Hosted Conewago Creek Initiative Water Quality Summit on 2/28
- Received Conewago Creek Restoration Construction Closeout Documents
- Working with HRG to create cost estimates for bid specs on the Operations and Maintenance at the Conewago Creek Restoration
- Seeking price quotes for Riparian Buffer Maintenance on Swatara Creek Road
- Visited Boohoo/DHL warehouse to sort out 5k details; in contact with race director
- Tri County Conewago Creek Association will be hosting an Earth Day event, in partnership with Londonderry and South Londonderry Townships on April 21st at Lawn Community Park. The event will include local conservation partners, macroinvertebrate demonstrations, and attendees can take a free native tree home to plant.

Conewago Creek Phases 1-3 Operations & Maintenance Project Assignment Proposal

Ms. Dykman requested the Board of Supervisors to approve a contract with HRG to develop and advertise bid specs for the required maintenance and monitoring contract related to Conewago Phases 1-3 as required by DEP and US Army Corps of Engineers permitting at a contract lump sum of \$10,000.

Motion to approve a contract with HRG to create bid specs and fulfill the bidding process on behalf of the Township for a bid to hire a vendor to complete the required maintenance and monitoring of the Conewago Phase 1-3 projects for a contract is a lump sum of \$10,000 made by Ms. Dale, Supervisor, seconded by Mr. Geyer Supervisor.

With no further discussion, the motion passed unanimously.

Susquehanna River Basin Commission Grant Agreement

Ms. Dykman requested the Board of Supervisors to consider signing a grant agreement for the Susquehanna River Basin Commission Stream & Wetland Enhancement Grant for \$5,000.

Motion to sign the grant agreement for the Susquehanna River Basin Commission Stream & Wetland Enhancement Grant for \$5,000 made by Mr. Geyer , Supervisor seconded by Ms. Dale, Supervisor.

With no further discussion, the motion passed unanimously.

Public Works Report – Andy Brandt

Progress Report for Public Works Department 01-21 to 02-23-2024

- Weekly: truck & equipment pm checks; Toolbox Safety Talks; Andy met w/Dave for weekly progress meetings
- Bi-weekly: road checks
- Repaired trucks & equipment damaged during storms
- Salted snow-covered roads, mixed salt & anti-skid
- Plowed snow drifts
- Fabricated bracket to mount broom on tractor
- Replaced street signs
- Moved file boxes in closet at Township office
- Removed downed trees from various Township roads
- Took 2 trailers for PA state inspection

- Patched pot holes
- Worked on fabricating drag box to fit on mini hoe for stone and asphalt placement
- Replaced street signs
- Placed thermo plastic STOP bar on Schoolhouse Road and Colebrook Road
- Built and installed shields on bench grinder in PWB
- Trim trees on Londonderry Township roads, sharpened chainsaw chains
- Picked up office furniture and supplies from TMI for Township office & PWB
- Crew attended meeting to discuss the new PO system
- Hooked generators to traffic signals 2 X on Vine Street due to power outages
- Unloaded salt, removed salt gear and washed trucks
- Repaired snow fence on Schoolhouse Road
- Repaired guiderail on Cola Road due to tree falling during storm
- Ryan and Andy met with Richard Brandt to go over public water system. Richard is retiring and the PWD will have to read water meters monthly and flush water line
- Crew watched Safety Webinar on "Strains & Sprains" by Susquehanna Municipal Trust

Snow events: 02-13;

- 44.25 hours
- 442 miles
- 24 tons of salt

Monthly Planner

- Weekly: truck and equipment pm checks; Toolbox Safety Talks; Andy meet w/Dave for weekly progress meetings
- Bi-weekly: road checks
- Winter road maintenance, truck and equipment repairs, sign repairs/replacements, pot hole repairs, as needed
- Calibrate water meter in Water Street meter pit
- Trim trees w/help from Conewago Township, PW crew in Londonderry and Conewago Townships
- 1 man work on golf course

Golf Course and Bar & Grill Report - Sam Risteff
February 2024 Financial Report

Engineer's Report – Mike Wood P.E.

Sanitary / Water SR 230 project update

HRG and DTMA have been working on preparing a reminder letter to be sent to approximately 39 properties reminding them of the requirement to connect to the public sewer system along the SR 230 corridor. There will be two basic letters focused on new owners informing them of their need to connect and another type of letter informing those who remain delinquent that failure to connect will result in enforcement action being taken by the Township. It is anticipated the letters will be sent out by the first week of March.

In response to a question regarding the feasibility of connecting the Londonderry Fire House to the SR 230 water/ sewer system HRG indicated they are in communication with the developer's engineer.

Solicitor's Report – Jim Diamond, Esq.

no action items

Public Safety – Bart Shellenhamer

no action items

New Business

Old Business

Additional Citizens Input

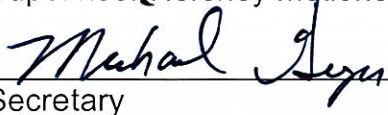
General discussion by various residents regarding a number of topics such as, newspaper advertising, traffic issues along schoolhouse road, expansion of commercial solar development within the Township, updating ordinances, retaining public records.

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"

Adjournment

Supervisor Hershey motioned to adjourn the meeting, seconded by Ms. Dale.


Secretary