

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

June 3, 2024

7:00 p.m.

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www.londonderry.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

Michelle Phillips, Executive Secretary

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

Citizens Input on Agenda Items – None

REGULAR MEETING:

Executive Session:

Executive Session took place prior to this meeting to discuss a legal matter. No action at this time to be taken.

Approval of Minutes

Chairman Shellenhamer requested approval from the Board for the May 6, 2024, Board of Supervisors Regular Meeting minutes and the May 15, 2024 BOS Workshop minutes.

It was moved by Mr. Kopp and seconded by Ms. Dale that the Board dispense with the reading of the May 6, 2024, Board of Supervisors Regular Meeting minutes and May 15, 2024 Workshop meeting minutes since all members received a transcript.

On a roll call vote, the following voted “Aye”,

Chairman Shellenhamer, Ron Kopp, Mike Geyer, Anna Dale and Mel Hershey

Chairman Shellenhamer thereupon declared the motion carried.

Manager’s Report – David Blechertas

- Mr. Blechertas requested approval to purchase a Cub Cadet Pro Z 960S KW mower from Lawn and Golf Supply Co., Inc. at a price of \$13,507.79 under Costars Contract #4400028334.

Mr. Blechertas stated there are 3 quotes and a memo in the Boards packet. The Mower will be used at parks and does occasionally get used for the Golf course.

Mr. Blechertas recommends the middle quote from Lawn and Golf Supply which was reviewed by staff and recommended due to performance and

longevity. He stated in regards to funding the mower we will use a split to pay, 80% will be paid by the parks department and 20% by the Golf Course.

Chairman Shellenhamer requested approval from the Board to purchase a Cub Cadet Mover from Lawn and Golf Supply.

It was moved by Mr. Hershey and seconded by Ms. Dale

On a roll call vote, the following voted "Aye"

Chairman Shellenhamer, Ron Kopp, Mike Geyer, Anna Dale and Mel Hershey

Chairman Shellenhamer thereupon declared the motion carried.

- Discussion and possible motion regarding a request from Kate Costik regarding hidden driveway signs at 2212 and 2232 River Road.

Ms. Costik was not present at the meeting therefore the discussion and possible movement was tabled until discussion of concerns are heard from Ms. Costik.

- Discussion and possible motion to approve Gorksi Engineering Inc for design services of the Administration Building Renovation Project at a cost of \$29,300.

Mr. Blechertas reported that at last month's meeting Dillow Engineering and Gorksi Engineering Inc. both presented their plans to the Board regarding our RFP that was advertised. Mr. Blechertas stated Gorksi Engineering has provided the most efficient and flexible options for the Township to proceed.

Mr. Blechertas stated the normal process for putting a job out to bid would be to start with hiring an engineer. Once the engineer is chosen the engineer would create specs to be reviewed with the Board for approval. Once completed the plans would go out for bid. Gorksi Engineering can provide both design and construction under previously bid price rates so that there would not be a need to go out to bid for the

construction project. In addition, we will be able to maintain our budget for the project and have one company in charge of the renovations instead of several.

Chairman Shellenhamer requested approval from the Board to approve Gorksi Engineering Inc. for design services of the Administration Building Renovation Project at a cost of \$29,300 contingent upon solicitor approval.

It was moved by Ms. Dale and seconded by Mr. Hershey

On a roll call vote, the following voted “Aye”

Chairman Shellenhamer, Ron Kopp, Mike Geyer, Anna Dale and Mel Hershey

Chairman Shellenhamer thereupon declared the motion carried.

- Discussion and possible motion on a request from Victim Witness Assistance Program for use of Sunset Park on September 5, 2024.

Jessica Stoddard, a representative from Victim Witness Assistance Program, spoke in regards to an event they wish to get approval for on September 5, 2024. They are hosting a 40-year anniversary event and also a fund raiser to raise money for the Victim Witness Assistance Program. This organization provides Dauphin County residents with assistance in domestic violence. This is a free service provided by the charity to help those in need. This celebration and fund-raising event will be to assist with raising money for surveillance systems, hotels and any other cost that may be needed. The event is a public event. There will be 3 bands, food trucks and tickets will be sold. Local law enforcement, County Commissioners and the District Attorney’s office will be invited.

The Board had some concerns with the event. One being the restroom availability and second the electricity supply for the sound system.

After discussion with the Board, it was determined that portable restrooms and generators will need to be brought in at the cost of the event holder. Jessica agreed to the discussion.

Chairman Shellenhamer requested a motion from the Board to allow the use of Sunset Park, free of charge to the Victim Witness Assistance Program for a fund raiser on September 5, 2024, contingent to solicitor approval.

It was moved by Mr. Kopp and seconded by Mr. Geyer

On a roll call vote, the following voted “Aye”

Chairman Shellenhamer, Ron Kopp, Mike Geyer, Anna Dale and Mel Hershey

Chairman Shellenhamer thereupon declared the motion carried.

- Discussion regarding on street parking on Snavelly Road.

Mr. Blechertas reported he has received a request from a resident about on street parking on the North side of Snavelly just west of Steinruck. Upon a visit to the location there was significant on street parking on Snavelly road. Snavelly road is quite narrow and the request from the resident was to prohibit parking because it's very unsafe with the number of trucks that pass through. Mr. Blechertas stated an area of about 600-800 feet of road was the issue.

Mr. Geyer asked if we could first have the resident speak to the homeowner and advise them of their safety concerns. He stated it just may be a conversation with the residents to settle the matter.

Mr. Blechertas stated he will advise the resident to do so and see if the matter can be resolved amongst themselves.

Treasurer's Report – David Blechertas

Mr. Blechertas presented the Board with the treasure's report and the open purchase order report to the Board for the month ending 05/31/2024.

General Fund	\$ 49,847.90
Golf Course Fund	61,195.37
Liquid Fuels Fund	<u>15,957.05</u>
Total open purchase orders	<u>\$ 127,000.32</u>

Chairman Shellenhamer requested approval from the Board to accept the Treasures Report and Open Purchase order as presented.

It was moved by Ms. Dale and seconded by Mr. Kopp to approve the Treasures report and open purchase orders.

On a roll call vote, the following voted “Aye”

Chairman Shellenhamer, Ron Kopp, Mike Geyer, Anna Dale and Mel Hershey

Chairman Shellenhamer thereupon declared the motion carried.

Codes and Zoning – Duane Brady, Codes and Zoning Officer
Codes and Zoning Monthly Report for May 2024

Mr. Brady reported we have about 70 permits at this time, and we are working through them.

Mr. Brady stated in regarding complaints and violations we have closed a few. Since nice weather is upon us we will be getting more and will work on handling them as quickly as we can.

Mr. Brady reported that he continues to work on several short-term rental complaints and investigate them.

Mr. Brady stated we have not received any registrations for long-term rentals.

Mr. Brady advised he is working on public awareness through social media and our website to let people know of ordinances that have been approved.

Mr. Brady reported on Flood Plan administration that he currently has 2 permits the department is working on. Also, he advised he is checking into transportation to the islands, so they can do annual inspections and investigate the fraud issues that were received.

Mr. Brady stated we have submitted the latest revision on the CAV back to FEMA with no response yet.

Mr. Brady advised there was a zoning hearing, on May 13, 2024, that involved 2 cases. Case # 2401 an appeal of the Zoning Officer's determination which got denied and a Special Exemption for 1295 Colebrook Road property which was granted.

Mr. Brady reported there was no Planning Commission Meeting in May.

Mr. Brady stated in June, Lytle Farms will be here for a Planning Commission meeting. A pre-meeting will be held prior to the Planning Commissions on June 10th, 2024. There will also be a second Planning Commission application to combine 2 lots into 1 lot.

Planning Commission and Township staff continue to work on the Comp Plan he hopes to have draft by the end of the year.

Regarding ordinances, we continue to take notes and will make list of revisions as needed.

Training FEMA – Flood Planning admin training.

- Request approval of codification work by General Code for Ordinances 2024-01 thru 2024-05, the amount not to exceed \$5,260.00.

Chairman Shellenhamer requested approval from the Board to the codification work by General Code for Ordinances 2024-01 thru 2024-05, the amount not to exceed \$5,260.00.

It was moved by Mr. Kopp and seconded by Ms. Dale to approve the request above.

On a roll call vote, the following voted "Aye"

Chairman Shellenhamer, Ron Kopp, Mike Geyer, Anna Dale and Mel Hershey

Chairman Shellenhamer thereupon declared the motion carried.

- Discussion regarding Township Third Party Services and possible action on Resolution 2024-11.

No discussion or possible action was taken, for it was tabled.

MS-4 Environmental Department – Monique Dykman
Progress Report for Environmental MS4 Department for May 2024

A month of field work!

- Worked with Public Works to mow and weed whack Conewago Meadow by Recreation Trail.
- LSI maintained meadow at confluence.
- LSI performed mowing at Swatara Creek Buffers.
- Monique performed maintenance straightening tubes at Swatara Creek Buffers and Sunset Buffers.
- Maintained pollinator garden at Sunset Park; prepared to remove rain garden from Township Building.
- Preparing O&M award for LSI to maintain Conewago Creek Restoration Phases 1-3.

Ms. Dykman stated the Bioblitz event is this Sunday, June 9th. She is still looking for last-minute volunteers to help.

Ms. Dykman reported she has hosted the Conewago Creek Initiative Meeting and the third steering committee meeting at Sunset Park.

Ms. Dykman advised the parks online survey and open house have closed.

Public Works Report – Andy Brandt
Progress Report for Public Works Department May 2024

- Weekly: truck & equipment pm checks; Toolbox Safety Talks; Andy meets w/Dave for weekly progress meetings
- Bi-weekly: road checks
- Monthly: 1 man to read water meters on the River Rd water system
- Weekly: mow Township properties
- Safety webinar
- Monthly Safety Committee meetings so we can be State certified and get a discount on our Worker's Comp Insurance
- Cleaned roadside gutters on Brinser Rd, Roush Rd, Round Top Rd

- Truck 24 to body shop to repair damage to door during snow plowing
- Installed AC unit in window of PWD office
- Hauled grass & brush from compost yard to dump
- Installed new back up alarm on truck 40
- Mowed roadsides
- Mowed field between Conewago Creek & Conewago Trail
- 2 men worked in Conewago Twp for 4 days
- Picked up discarded TV sets on Swatara Creek Rd
- Changed hydraulic filters on tractor
- Took 2 trucks for Pa State inspection
- Crew attended MS4 training, SMT Safety Training and Safety Committee meeting
- Cold patched potholes
- Cleaned debris from bridge decks
- Replaced batteries in truck 6
- Middletown Boro swept streets, 1 man rode with them
- Sealed cracks in office parking lot
- Placed millings in pot holes along Hoffer Rd and in lane to MS4 field
- Started to paint yellow & white lines on roads w/line painting contractor

Monthly Planner

- Weekly: truck & equipment pm checks; Toolbox Safety Talks; Andy meet w/Dave for weekly progress meetings
- Bi-weekly: road checks
- Monthly: 1 man to read water meters on the River Rd water system
- Gutter cleaning
- Work in Parks
- Paint lines in office parking lot
- Remove rain garden at Twp office
- Replace storm pipe on Lauffer Rd
- Repair storm sewer pipe on Schoolhouse Rd

Mr. Brandt reported the paving of Shopes Church Road will take place between June 6th -19th. The contractors have 2 other jobs in Derry Township and then will start our project. The church has been contacted and is aware of what is going on.

Mr. Kopp asked about the rain garden in the front of the office. Mr. Brandt advised that he will be meeting with Ms. Dykman to come up with a plan. Mr. Blechertas stated the plan is to restore the piece of land to lawn so it will be able to be mowed.

Mr. Brandt proposed selling the 1997 GMC, which is now costing us more to keep on the road. This year we would like to sell the ambulance and put the funds in an account till next year and possibly sell and replace the 1997 GMC. Therefore, the proceeds from the ambulance and the sale of the 1997 GMC next year can go towards a new vehicle for the public works department.

Mr. Kopp asked if we have any restrictions on selling the ambulance and Mr. Hershey stated we do not. It has a generator and has been sitting for a few years. The starting bid will be \$1,000.00 and a reserve will be set at \$10,000.00 for the ambulance. The lawn mower will be sold for a couple hundred dollars.

A Motion of approval of Resolution 2024-11 to dispose of Township Property through public bidding.

Chairman Shellenhamer requested approval from the Board to dispose of Township Property through public bidding.

It was moved by Mr. Kopp and seconded by Mr. Geyer to approve the request above.

On a roll call vote, the following voted "Aye"

Chairman Shellenhamer, Ron Kopp, Mike Geyer, Anna Dale and Mel Hershey

Chairman Shellenhamer thereupon declared the motion carried.

Golf Course and Bar & Grill Report - Sam Risteff

Mr. Blechertas provided the financial report of the Sunset Golf Club for May 2024 to the Board.

Mr. Risteff stated we hold 4 events every year. The 2-man scramble was last week, and we had 60 teams playing, which was a great turnout.

Mr. Risteff reported we have 10 outings for June scheduled.

Mr. Risteff advised the green, tees, fairways and ruff have been sprayed on a two-week rotation making it a better playing conditions for the season.

Mr. Risteff stated that Tyler has been doing something different and providing breakfast sandwiches in our Grill room in the morning and we are hopeful that this will take off. Tyler is also putting together a Tuesday to Friday evening menu to try to appeal to our leagues. Hopefully we will have guests sticking around for dinner on these days after their round of golf.

Mr. Risteff reported we had one rental in our banquet room for May.

Mr. Risteff stated our outdoor entertainment will start on June 6th, and he has a wonderful line up ahead for entertainment to come.

Mr. Risteff reported the golf course remains in great shape with the help of Bob and his crew, especially in the harsh conditions we have had over the last month.

Mr. Risteff advised we continue to replace more sprinkler heads, O-rings and leaking snap valves.

Mr. Risteff stated we hired a part-time mechanic, Dave Zimmerman from HIA. Mr. Zimmerman has really jumped in and is helping us with keeping up with Preventative maintenance and much more. He has been a wonderful asset.

Mr. Risteff reported we have 10 outings for this month scheduled.

Engineer's Report – Mike Wood P.E.

Conewago Creek Floodplain Restoration

- Land Studies Inc. (LSI) was the sole bidder for the Monitoring and Maintenance Project for Phases 1-3 for a sum of \$86,700.
- Notice of Intent to Award has been sent to LSI and they have sent back the partially executed contract documents as required. HRG, the Township, and the Solicitor are currently working through finalizing review of the Contract Documents.
- Once Contract Documents are satisfactory by each party, contract documents will be fully executed and the Notice to Proceed will be issued to LSI.

Mr. Wood stated there are 2 discrepancies in their COI from what was required in our bid documents, and he is looking to get that resolved.

Mr. Diamond reported as of right now we had a clear bid spec that was bid on and now they submitted a non-compliant COI that needs to be compliant. If they don't follow through, they will forfeit their bid bond and forfeit 10% of their bond. Mr. Woods will contact LSI, to let them know of what was required per the bid spec.

SR 230 Sanitary Developments

- Connections are continuing to be made and permits continue to be filed through DTMA.
 - Per DTMA:
 - 29 properties need to obtain permits.
 - 8 properties have permits, but still need to make their connection.
- Pine Manor MHP / Cedar Manor MHP:

- DTMA received the first draft of the bulk customer service agreement from their legal counsel. Anticipate having a complete draft for MHP representatives during the week of June 10th.
 - DTMA / HRG provided metering manhole design detail.
 - Owner is interested in getting the existing units at MHP's connected as soon as possible, once agreement is finalized.
- PA American Water Company is starting to allow residences to apply for connection permits along the SR 230 corridor. The Animal Hospital will likely be the first connection.

Mr. Woods reported DTMA is still anticipating the decommissioning and moshing of the off-site water treatment plant to happen. There is no time frame for when that will be happening at this time.

Mr. Woods stated regarding the Crest View agreement connect project by DTMA stated intent was to extend out to Cole Brook next and then Crest View will then be required to connect per the ordinance.

Mr. Diamond stated there are legal ways to enforce the connection of this project which can be discussed when the Board is ready to move forward with this matter.

Comprehensive Plan

- Conducted a Steering Committee meeting on May 20th.
- Focus has been on the Transportation chapter for the Comprehensive Plan. A draft of the chapter has been sent to the Township and comments have been generated for HRG.
- Revisions have been made to the Future Land Use/Growth Management Chapter and the Future Land Use map to incorporate the requested changes.

Parks, Recreation and Open Space (PROS) Plan

- Approximately halfway through the planning process.
- Recently closed the online community survey and have conducted 3 steering committee meetings.

- Working with the committee, utilizing standards, trends, and community input to develop goals and recommendations for the Park and Recreation Facilities and Amenities, Trails and Connectivity, and Open Space chapters of the plan.
- Draft Chapters are being prepared and will begin being shared with Township Staff this month.
- Beginning Key Person and Focus Group Interviews this month which will likely continue into July.

Schoolhouse Road & Colebrook Flashing Signs

- Construction Plans are developed, and the Permit has been submitted to PennDOT on April 10, 2024. Once PennDOT has finalized their review, then the final permit submission will be prepared.
- HRG will meet with Township staff to review the plans and specifications for the project on June 6, 2024.

Swatara Creek Road Improvements Project

- Construction Plans are finalized, and a draft of the bidding documents has been prepared.
- Easement exhibits are being finalized and coordination with easement acquisition is continuing.
- Anticipated Advertisement for Bids to go out early July.

Mr. Woods stated he and Andy Brandt will be going to Thursday to get the signed agreement from property owners for the storm water easements.

Solicitor's Report – Jim Diamond, Esq.

Nothing to report

Public Safety – Bart Shellenhamer

Mr. Shellenhamer provided the Board a four-month report for the Londonderry Fire Department and South Central EMS.

New Business

Mr. Blechertas requested the Workshop meeting on June 19, 2024 be canceled.

Chairman Shellenhamer requested approval from the Board to cancel the June 19th, 2024, Workshop meeting.

It was moved by Mr. Kopp and seconded by Ms. Dale to approve the request above.

On a roll call vote, the following voted "Aye"

Chairman Shellenhamer, Ron Kopp, Mike Geyer, Anna Dale and Mel Hershey

Chairman Shellenhamer thereupon declared the motion carried.

Old Business

Mr. Blechertas stated he is making good progress on an easement for the volunteer fire department having a sewer and water connection on Rt 230. Mr. Hershey, Mr. Shellenhamer and Mr. Blechertas met with the property owner, and he is open-minded about the possibility of moving forward with the easement. Mr. Diamond will proceed with the documents required to move forward.

Additional Citizens Input on Non-Agenda Items- None

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

There being no further business to bring before the Board, a motion by Mr. Hershey seconded by Mr. Kopp, the meeting was adjourned.

Signature on file
Secretary