

**LONDONDERRY TOWNSHIP BOARD OF SUPERVISORS
REGULAR MEETING MINUTES
783 S. GEYERS CHURCH RD
MIDDLETOWN, PA 17057
October 6, 2025 7:00 pm.**

Call to Order: Chairman Kopp, called the Board of Supervisors Regular Meeting to order at 7:00 pm.

Salute the Flag

Roll Call / Attendance - Members Present

Ron Kopp, Chair
Mike Geyer, Vice-Chair/Secretary
Anna Dale, Member
Bart Shellenhamer, Member
Scott Merchlinski, Member

Absent Members: None

Also Present:

David Blechertas, Township Manager
Duane Brady, Codes & Zoning Officer
Andy Brandt, Public Works Director
Sam Risteff, Golf Course Manager
Mike Wood P.E., Township Engineer – HRG
Jim Diamond, Eckert Seamans Cherin & Mellott, LLC
Michelle Phillips, Executive Secretary

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

Executive Session

An Executive Session took place prior to the meeting to discuss personnel and pending legal matters. No action was taken.

Citizens Input – On agenda items: None

Approval of Minutes

Chairman Kopp requested a motion to approve the September 2, 2025 Board of Supervisors Meeting Minutes.

It was moved by Ms. Dale and seconded by Mr. Merchlinski that the Board approve September 2, 2025 Board of Supervisors Meeting Minutes. The motion carried unanimously.

Manager's Report – David Blechertas

- Motion to approve a proposal from HRG to carry out engineering, bid, and construction oversight related to the water meter project on River Rd at a cost of \$27,350.00.

Mr. Blechertas stated there are 14 properties along River Road that are on public water. The water meters going to the homes are the Townships responsibility and need to be replaced. He said HRG has provided a proposal for the engineering, bidding and construction oversight. He would like to see this project begin early next year.

It was moved by Mr. Shellenhamer and seconded by Ms. Dale to approve the request above as stated. The motion carried unanimously.

- Motion to approve pay application #1 for Lauer Construction, under the Electrical Contract for Sunset Golf Course, with the approval of the project Engineer, at a cost of \$20,775.00.

Mr. Blechertas stated the project is in the final stages. There will be at least one more pay app for the 3 contracts listed below and a final payment for general construction. He said the project completion date will be the week of October 20th. Mr. Blechertas stated this project has been completely funded by the Golf Course.

It was moved by Ms. Dale and seconded by Mr. Shellenhamer to approve the request above as stated. The motion carried unanimously.

- Motion to approve pay application #3 for Lauer Construction, under the General Contract for Sunset Golf Course, with the approval of the project Engineer, at a cost of \$81,884.33.

It was moved by Mr. Shellenhamer and seconded by Mr. Merchlinski to approve the request above as stated. The motion carried unanimously.

- Motion to approve pay application #1 from Garden Spot Mechanical for HVAC work at Sunset Golf course, as approved by the project engineer, at an amount of \$239,814.00.

It was moved by Mr. Shellenhamer and seconded by Ms. Dale to approve the request above as stated. The motion carried unanimously.

- Motion to approve a proposal by Momentum ECM for a digital document retention system to include scanners, installation, training for staff and hosting fees at a cost of \$15,566.66.

Mr. Blechertas said the proposal is to move the Township from paper retention to digital retention. He said the proposal included scanners, installation, training for all staff and hosting fees. Mr. Blechertas said the Township must follow the Pennsylvania Municipal Records Manual and once the program is set up, staff will not be accumulating any more paper moving forward. He said staff will work on the files filled in file cabinets and boxes when time permits.

It was moved by Mr. Merchlinski and seconded by Ms. Dale to approve the request above as stated. The motion carried unanimously.

- Motion to approve the Londonderry Twp. Fire Police to provide services:
 - October 4, 2025 - Elizabethtown Homecoming Parade
 - October 18, 2025 - National Move Over Event
 - October 22, 2025 - Geyers Church Trunk or Treat
 - October 22, 2025 - Elizabethtown Trunk or Treat
 - October 25, 2025 - Middletown Halloween Parade
 - October 28, 2025 - Paxtang Borough Halloween Parade
 - November 29, 2025 - Holiday Tree Lighting Middletown
 - December 6, 2025 - Middletown Frosty 5K
 - December 20, 2025 – Bainbridge FP Christmas Party

It was moved by Mr. Shellenhamer and seconded by Mr. Merchlinski to approve the request above as stated. The motion carried unanimously.

- Motion to approve the full-time hire of Brady Bosworth for the position of MS4 Specialist starting October 27, 2025 at a salary rate of \$63,000 upon the completion of a probationary period.

It was moved by Ms. Dale and seconded by Mr. Shellenhamer to approve the request above as stated. The motion carried unanimously.

- Update from Township Engineer HRG on the Gingrich and Zion Rd Bridge Replacements.

Dan Long, from HRG provided a short presentation on the Gingrich and Zion Rd Bridge replacement project. There was a discussion regarding the existing conditions for the two bridges and how they are very similar, the current erosion of the bridges, replacing the superstructures of the bridges, what safety features will be added to the project, the time frame as to when the project will start, permits needed, the need for farm equipment being able to use the bridge and the importance of having Gingrich Road Bridge done first.

Mr. Long stated each bridge will be out of service for three months and the project for both bridges will be completed by the end of 2027.

- Swearing in of new Fire Police Member Ian Hess.

Dean Hooper, Capt. Londonderry Twp. Fire Police stated Ian Hess has prior experience as a Fire Police Officer. He has completed the basics and advanced courses as well as the required HazMat course. He said Ian has been excepted by the Londonderry Fire Department, Londonderry Fire Police and the Board. Mr. Hooper stated the last step is the approval of the Board of Supervisors.

It was moved by Mr. Shellenhamer and seconded by Ms. Dale to approve Ian Hess as being a member of the Londonderry Fire Police The motion carried unanimously.

At that time Michelle Phillips, Executive Secretary swore in Ian Hess.

- Motion to approve a two-year agreement with South Central EMS for services from January 2026 to December of 2027.

It was moved by Mr. Shellenhamer and seconded by Ms. Dale to approve the request above as stated.

Mr. Shellenhamer stated the cost is the same as last year, which is \$0.00.

The motion carried unanimously.

- Motion to approve Resolution 2025-28 mandating the preparation, maintenance and updating of the Emergency Operations Plan.

It was moved by Mr. Shellenhamer and seconded by Mr. Merchlinski to approve the request above as stated. The motion carried unanimously.

- Discussion regarding proposed 2026 Make-a-Wish Convoy

Mr. Blechertas stated he was contacted by the Make-A-Wish foundation regarding their 2026 fundraising convey. The event will be on Saturday, May 9, 2026 from 1-3pm with over 400 vehicles participating in the event. The route will run along Route 283 and then exit at the Londonderry Township exit and re-enter back onto Route 283. It will take approximately 90 minutes to get through Londonderry Township, and they are requesting support from the Londonderry Fire Police.

It was moved by Mr. Shellenhamer and seconded by Ms. Dale to approve an agreement with the Make-A-Wish Foundation showing support so they can obtain permits from PennDOT. The motion carried unanimously.

Treasurer's Report – Brian Marchuck

- Mr. Marchuck presented the Board with the Treasurer's Report and the open purchase order report for October 2025.

Chairman Kopp requested a motion to approve the bills and open purchases as presented.

It was moved by Mr. Shellenhamer and seconded by Mr. Merchlinski to approve bills/open purchases as presented. The motion carried unanimously.

Zoning and Codes – Duane Brady

- Duane Brady provided the Board with his monthly and 3rd quarter report September 2025
- Motion to re-approve PC25-02 Kopp Final Land Development Plan

Mr. Brady said the plan was submitted for recording by Hershey Land Surveyors upon completion of the conditions and they were advised by Dauphin County Recorder of Deeds that since the approval date was over 90 days from the May 5th action date listed on the plan they would not accept the plan. He said it was determined that the plan can be accepted for recording with renewed approval and filing. The plan sets will be noted with a “Re-approval Date” and signed by the signatory member of the Board.

It was moved by Mr. Shellenhamer and seconded by Mr. Merchlinski to approve the request above as stated. Chairman Kopp recused himself from the vote. The motion carried 4-0.

- Motion to release escrow funds and close account 250.013 PC25-02 Kopp Final Lot Add-On Plan in the amount of \$2,239.50

Mr. Brady said there are (10) open escrow accounts that are ready to be closed totaling \$13,862.50. He said Staff and HRG have reviewed the escrow accounts, and it has been determined that the projects are completed, and the funds can be released.

It was moved by Ms. Dale and seconded by Mr. Shellenhamer to approve the request above as stated. Chairman Kopp recused himself from the vote. The motion carried 4-0.

- Motion to release escrow funds and close account 250.014 PC25-03 Seachrist Final Lot Add-On Plan in the amount of \$276.00

It was moved by Mr. Shellenhamer and seconded by Ms. Dale to approve the request above as stated. The motion carried unanimously.

- Motion to release escrow funds and close account 250.017 PC25-04 Leininger Final Minor Subdivision Plan in the amount of \$2,698.50

It was moved by Mr. Merchlinski and seconded by Ms. Dale to approve the request above as stated. The motion carried unanimously.

- Motion to release escrow funds and close account 250.019 PC25-05 Ziat Final Minor Subdivision Plan in the amount of \$3,262.00

It was moved by Ms. Dale and seconded by Mr. Merchlinski to approve the request above as stated. The motion carried unanimously.

- Motion to release escrow funds and close account 250.310 Ary's Travel Plaza/Tolani Land Development Plan in the amount of \$322.00.

It was moved by Mr. Shellenhamer and seconded by Ms. Dale to approve the request above as stated. The motion carried unanimously.

- Motion to release escrow funds and close account 250.395 Brinser Stormwater Management Plan in the amount of \$1,250.00.

It was moved by Ms. Dale and seconded by Mr. Merchlinski to approve the request above as stated. The motion carried unanimously.

- Motion to release escrow funds and close account 250.551 Nissley Subdivision Plan in the amount of \$49.50.

It was moved by Mr. Shellenhamer and seconded by Ms. Dale to approve the request above as stated. The motion carried unanimously.

- Motion to release escrow funds and close account 250.573 PC25-02 Kupp Stormwater Management Plan in the amount of \$750.00.

It was moved by Ms. Dale and seconded by Mr. Merchlinski to approve the request above as stated. The motion carried unanimously.

- Motion to release escrow funds and close account 250.575 PC25-02 Buggy Stormwater Management Plan in the amount of \$423.00.

It was moved by Ms. Dale and seconded by Mr. Merchlinski to approve the request above as stated. The motion carried unanimously.

- Motion to release escrow funds and close account 250.581 PC25-01 Saienni Final Subdivision Plan in the amount of \$2,529.00.

It was moved by Ms. Dale and seconded by Mr. Merchlinski to approve the request above as stated. The motion carried unanimously.

Public Works – Andy Brandt

- Andy Brandt provided the Board with his monthly report September 2025.

Golf Course and Bar & Grill - Sam Risteff

- Sam Risteff provided the Board with his monthly report for September 2025.

Engineer's Report – Mike Wood P.E., HRG

- Mr. Wood provided the Board with his monthly report for September 2025.
- Motion to approve a proposal from HRG to carry out a traffic study for new signage on Route 441 at a cost of \$ 5,700.

Mr. Wood stated the proposal is for a sign request received by Kate Costik, at 2232 River Road. He said she is requesting signs that read “SLOW BLIND CURVE”, “BOAT CROSSING AHEAD” and the possibility of having the road painted saying “SLOW”. If the traffic study shows signs are warranted it would then be sent to PennDOT for their approval. If PennDOT approves the signs the Township would then install them. He said the same would go for the Roundtop Road and Schoolhouse Road signs.

Mr. Blechertas said there is money in the budget to pay for the cost of the traffic studies for Route 441, Roundtop Road and Schoolhouse Road. He said all the roads are owned by PennDOT. If the findings from the traffic study show signs are warranted the Township would be responsible to pay for the signage, labor to install them and the upkeep.

There was a discussion regarding the driveways owned by the Costik family. Mr. Brady said there is an HOP for the driveway at 2232 but there is no information or HOP for the other 3 driveways.

It was moved by Mr. Merchlinski and seconded by Mr. Shellenhamer to approve the request above as stated. The motion carried unanimously.

- Motion to approve HRG to perform a traffic study on Roundtop Rd and Schoolhouse Rd in the amount of \$4,000 in response to traffic sign requests.

Mr. Blechertas said the cost of the three traffic studies is costing the Township \$10,000 and was not a budgeted item. He said any other sign requests will follow the same protocol; having HRG and the Public Works

Department take a look at the area and if they see concerns it will be brought to the Board to discuss the next step.

It was moved by Mr. Shellenhamer and seconded by Mr. Merchlinski to approve the request above as stated. The motion carried unanimously.

Solicitor's Report – Jim Diamond
Nothing to report.

Public Safety Coordinator – Bart Shellenhamer
Mr. Shellenhamer provided the Board with the August report from South Central EMS and the 3rd quarter Londonderry Fire Department Report. He also stated he will be attending an NRC hearing via zoom on Thursday for the Krane Clean Energy Emergency Plan.

New Business: None

Old Business: None

Citizens Input: 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. Shellenhamer seconded by Ms. Dale the meeting was adjourned at 8:24pm.

Signature on file
Secretary – Mike Geyer