

**Londonderry Township Board of Supervisors**  
**REGULAR MEETING**  
**MINUTES**  
**LONDONDERRY TOWNSHIP OFFICE – MEETING ROOM**  
February 6, 2023  
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 Chair, Ms. Dale called the Board of Supervisors Meeting to order at 7:00 p.m.

**Salute the Flag**

**Roll Call/Attendance/Members Present:** Anna Dale, Chair  
Mel Hershey, Vice Chair  
Mike Geyer, Member  
Ron Kopp, Member

**Present:** Steve Letavic, Township Manager  
Jeff Burkhart, Code/Zoning Officer  
Andy Brandt, Public Works Director  
Monique Dykman, MS4 Specialist  
Sam Risteff, Golf Course Manager  
James Diamond, Esq., Solicitor  
Andrew Kenworthy, Engineer

**Absent:** Bart Shellenhamer, Member

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

**Introduce Pennsylvania State Police Corporal Moskal**

Board Chair Anna Dale introduced Corporal Moskal from the Pennsylvania State Police who will be covering the Township. He provided the Board with an update on community statistics.

**Citizens Input:** None

**Approval of Minutes**

**Approval of Minutes** – January 3, 2023 Board of Supervisors Re-organizational and Regular Meeting minutes

Mr. Geyer motioned to approve the January 3, 2023 Board of Supervisors Re-organizational and Regular Meeting minutes with a clerical revision on Resolution 2023-03. Mr. Hershey seconded the motion.

**Call for Discussion:** None

All in favor. Motion carried

**Approval of Minutes** –January 18, 2023 Board of Supervisors Work Session minutes  
Mr. Geyer motioned to approve the January 18, 2023 Board of Supervisors Work Session minutes as presented. Mr. Hershey seconded the motion.

**Call for Discussion:** Mr. Kopp recused himself from voting.

All in favor. Motion carried

**Manager's Report** – Steve Letavic

**Proposed Resolution 2023-04 – Dauphin County Emergency Operations Plan**

Mr. Letavic asked the Board for a motion to approve Resolution 2023-04, the Dauphin County Emergency Operations Plan. This plan shall be reviewed every two years to make certain that it confirms to the requirements of the Dauphin County Emergency Operations Guideline. Mr. Kopp presented the motion to approve Resolution 2023-04, the Dauphin County Emergency Operations Plan. Mr. Geyer seconded the motion.

**Call for Discussion:** None

All in favor. Motion carried

**Treasurer's Report** – Steve Letavic

Mr. Letavic for approval to pay the bills as presented.

**Payment of Invoices:**

<b>FUND</b>	<b>Checks written in January 2023 for Supervisor approval</b>
General Fund	\$ 257,442.34
ME2 Fund	\$ 29,532.86
Capital Projects Fund	\$ 573,786.00
PennVest Fund	\$ 0.00
Golf Course	\$ 48,242.54
LVFC	\$ 0.00
Debt Services	\$ 13,264.66
Liquid Fuels	\$ 98,253.73
Escrow	\$ 32,314.16
<b>Total by when written</b>	<b>\$ 1,052,836.29</b>

Mr. Geyer motioned to approve payment for all of the bills for January 2023 as presented. Mr. Hershey seconded the motion.

**Call for Discussion:** Mr. Hershey asked Mr. Letavic about the status of the Capital Projects Fund. Mr. Letavic responded that the Twp. front funds the grant projects, and there is always a lag with reimbursements. Mr. Geyer elaborated that most of expenses could be attributed to the Conewago Creek Restoration Project.

All in favor. Motion carried

**Zoning/Codes** – Jeff Burkhart

**Quarterly/Year End Building Permits Report**

Mr. Burkhart reviewed the previously distributed Quarterly/Year End Building Permits Report.

**MS-4 Environmental Department** – Monique Dykman

**No Board Action Required:**

**Progress Report for Environmental MS4 Department January**

- Began fundraising for 5k from Township Vendors

- Hosting Conewago Creek Initiative (CCI) Yearly Planning Meeting at Sunset on 2/23/23
- Finalizing signage from CWP grant with TCCCA, to be posted along Conewago Recreation Trail
- Continue to update 2<sup>nd</sup> version of Model Ordinance
- The Twp. is on schedule to wrap up Phase 3 of the Conewago Creek Project, and anticipate to continue on schedule.

### **Water Resource Enhancement Program (WREP) Update**

Mr. Letavic responded to the request from Mr. Hershey for an update on the progress of the Water Resource Enhancement Program (WREP). To date, 15 surrounding Municipalities have joined the program, and are earning between 50-90% credits for state mandated sediment removal. The program also allows those in the group to apply for future grants in a collaborative fashion.

### **Public Works Report – Andy Brandt**

#### **Progress Report for Public Works Department 01-22 to 02-18-2023**

- Weekly: truck & equipment pm checks, Toolbox Safety Talks, Andy attended Teams meeting for Rt 230 sewer & water project
- Bi-weekly: road checks
- Replaced damaged fire hydrant on River Rd due to vehicle accident
- Met w/gate companies for a price to install a gate controller on Sunset Dr
- Had Zoom meeting w/HRG to discuss bridge inspections
- Serviced riding & push mowers & small John Deere tractor
- Reinstalled Township sign on N Market St due to rotted posts
- Plowed & salted roads due to snow
- Dump salt & washed trucks
- Crew attended Messick Farm Equipment open house
- Picked up cold patch from York
- Took delivery of road salt & anti-skid, mixed salt & anti-skid (all bins are full)
- Picked up sticks & limbs in Sunset Park that blew down over winter
- Truck 40: removed salt gear & placed chipper box on truck
- Sharpened chainsaw chains
- Chipper: greased & replaced muffler
- Trimmed trees on Twp. w/help from Conewago Twp. PW crew

- Helped trim trees in Conewago Twp.
- Replaced damaged street signs, as needed
- Cleaned trench drain in PWB
- Started to clean up behind salt shed
- Built tool carrier for chipper

#### **Monthly Planner**

- Weekly: truck & equipment pm checks, Toolbox Safety Talks, Andy will be attending Teams meeting for Rt 230 sewer & water project
- Bi-weekly: road checks
- Truck & equipment maintenance, as needed
- Street sign maintenance, as needed
- Auger & pour concrete for 1 gate post on Sunset Dr & 2 see saws in Sunset Park
- Grade, topsoil, seed & place matting in swale @ 2377 Foxianna Rd
- Trim trees in Londonderry Twp. and in Conewago Twp.
- Year to date salting & plowing:  
100 hours, 1202 miles driven, 155.5 tons of salt

#### **Golf Course and Bar & Grill Report** - Sam Risteff

##### **January 2023 Financial Report**

Copies of the January Financial Report were distributed via email and at the meeting. During the discussion, Mr. Kopp asked if the Golf Course was offering reduced winter rates. Mr. Ristiff responded yes.

#### **Additional Notes:**

##### **Pro Shop**

- The Pro Shop continues to receive 2023 merchandise. He informed the Board that with the rise in merchandise costs, pricing will reflect the higher costs.
- There are 23 Golf Outings scheduled so far for 2023.

##### **Sunset Grill Room and Bar**

- Thursday Night Entertainment will begin on June 1, and will run through August 31, 2023.
- Prices on 3500 items have increased, which will cause the drink prices to increase.

##### **Course Maintenance**

Mr. Ristiff discussed the continuing maintenance on the Course equipment  
**2023 Course Improvements**

- Restore sand trap playability.
- Patch various cart paths.
- Irrigation repairs.

**Proposed Resolution 2023-05 – Lease/Purchase Smithco Spray Star 2000 and Jacobsen HR 600 Rotary Mower**

Mr. Ristiff asked the Board for approval of proposed Resolution 2023-05 for the lease/purchase of the sprayer and mower (which is one piece of equipment) with a 5-year lease/purchase selected through the CoStars Program. The bank used for this sprayer and mower 5-year lease/purchase is Univest Capital, Inc. The vendor is Lawn and Golf Supply Co. Inc. The total cost will be \$136,085.80 (\$70,617.00 – Jacobsen HR600 Rotary Mower and \$65,468.80 – Smithco Spray Star 2000) and the equipment is budgeted to be paid for out of the Golf Course funds.

Mr. Hershey made the motion to approve Resolution 2023-05, the Lease/Purchase Smithco Spray Star 2000 and Jacobsen HR 600 Rotary Mower. It was seconded by Mr. Geyer.

**Call for Discussion:** None

All in favor. Motion carried

**Engineer's Report** – Andrew Kenworthy

**Proposed Extension of Temporary Certificate of Occupancy for the Boo Hoo Warehouse**

Mr. Kenworthy asked the Board for a motion to extend the Temporary Certificate of Occupancy for the Boo Hoo Warehouse that will currently expire at the end of February, 2023. The reason for the extension is so that the sewer line can be completed and fully operational. Supply chain issues are delaying the key components for the sewer pump station. The motion would be to extend the Temporary Use Certificate for a period of 90 days from the end of February 2023 until May 30, 2023.

Mr. Kopp made the motion, and the motion was seconded by Mr. Geyer.

**Call for Discussion:** Mr. Diamond clarified that the Temporary Occupancy Certificate is a temporary issue and will not affect the original plans.

All in favor. Motion carried

### **230 Sewer Update**

Mr. Kenworthy informed the Board that once the sewer line is finalized, notices to property owners along the line to connect will be sent. There will be provisions for possible exemption applications on a case by case basis.

### **Swatara Creek Road Project**

Mr. Kenworthy is finalizing the plans to be sent out to bid for the Swatara Creek Road Project. HRG is preparing a project budget. Mr. Kopp asked if the posting of "No Truck" signs will be part of this project since this needs to be done simultaneously. Mr. Kenworthy responded that the sign placement is being looked at as a separate issue.

**Solicitor's Report** – Jim Diamond, Esq. -- None

**EMA Report** – Les Gilbert -- None

**New Business** -- None

### **Old Business**

#### **Mark Stewart**

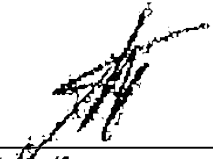
The Board acknowledged the many years of service and support provided by Solicitor Mark Stewart to the Township as he will be assuming a new position within his firm.

**Executive Session** -- None

*"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**

Mr. Hershey motioned to adjourn the meeting. Seconded by Mr. Kopp. All in favor. Meeting adjourned at 7:51 p.m.

  
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Secretary/fr