

**TOWNSHIP OF DERRY**  
**BOARD OF SUPERVISORS MEETING MINUTES**  
**APRIL 27, 2021**

**CALL TO ORDER**

*To ensure public safety during the COVID-19 crisis, the April 27, 2021 meeting was held by audio and video conferencing via a Zoom Virtual Webinar and shown live on the Derry Township YouTube page.*

Chairman Abruzzo called the April 27, 2021 Regular Meeting of the Township of Derry Board of Supervisors to order at 7:00 p.m. via video conferencing with a Zoom Virtual Webinar through the on-line Meeting Room. He advised that all public meetings are recorded for providing accurate minutes. After the Pledge of Allegiance, a roll call was performed. There was an executive session from 6 p.m. to 6:52 p.m. to discuss personnel matters.

**IN ATTENDANCE**

**SUPERVISORS:**

E. Christopher Abruzzo, Chairman  
Natalie L. Nutt, Vice Chairwoman  
Carter E. Wyckoff, Secretary  
Richard D. Zmuda

**SUPERVISOR ABSENT:**

Susan M. Cort

**ALSO PRESENT:**

Christopher Christman, Township Manager  
Patrick Armstrong, Township Solicitor  
Chuck Emerick, Director of Community Development  
Thomas Clark, Director of Public Works  
Chief Garth Warner, Police Department  
David Sassaman, Hershey Volunteer Fire Department  
Matthew Mandia, Director of Parks and Recreation  
Zachary Jackson, Assistant Director of Parks and Recreation  
Cheryl Lontz, Manager of Payroll and Employee Benefits  
Laura O'Grady, Director of Hershey Public Library  
Matt Bonanno, HRG Engineer  
Brian Blahusch, IT Manager  
Julie Echterling, Recorder

**VISITOR/PUBLIC COMMENTS:**

Mr. Kevin Ferguson, 1338 Quail Hollow Road, stated he was sad to hear Mr. Mandia was retiring. He spoke about how Mr. Mandia always made himself available to the community and how he did whatever he could do for anyone. He thanked him for all his work that has greatly benefited the community. He congratulated him and wished him well in his retirement.

**CONSENT CALENDAR:**

Vice Chairwoman Nutt made a motion to authorize action on the following Consent Calendar:

- Adoption of the April 13, 2021 Board of Supervisors 6 p.m. Public Hearing Minutes.
- Adoption of the April 13, 2021 Board of Supervisors Regular Meeting Minutes.
- Authorize the release of performance security in the amount of \$2,151.00, which was provided as cash for the Preliminary/Final Subdivision and Lot Consolidation Plan for Ronald McDonald House Charities of Central Pennsylvania and Parcel 'D' of The Crest of Hershey, Plat 1335.
- Authorize the release of \$149,564.00, which is the remaining balance of the performance security provided as Hershey Trust Company Letter of Credit No. 2018-02 for the Preliminary/ Final Land Development Plan for Englewood Barn, Plat 1297.
- Approving Accounts Payable of \$ \$287,841.47 and Payroll of \$328,499.67

Supervisor Zmuda seconded the motion. **Motion carried 4-0.**

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**NEW BUSINESS:**

**UPDATE ON FISCAL YEAR 2021 BUDGET**

Mr. Christman spoke about providing a quarterly review of the budget to actual. He provided a brief overview of the Fund setup for the Township and the budget passed for 2021. He noted the Township receives 84% of its revenue from Act 511 revenues and real estate taxes. He shared that of the total taxes paid by a resident living in the Township, only 9% goes to the Township. The School District and County receive the remaining 81%. He listed all the services provided in that 9% including a full Police Force and Public Works who maintain the roads.

He discussed the impacts that COVID-19 continues to have on the Township. Below are the points discussed:

- Amusement and Parking taxes-budget for 2021 is \$525,000 versus \$2.3 million in 2020.
- Zoo America and Hershey Park opened on April 2 with restrictions.
- Revenues should be trending around 25%. First Quarter revenue is trending at 23%
- Giant Center Pilot payments will not be received for 2021-2023 fiscal years. This results in a loss of \$460,000 over a four-year period. This information was shared during a HE&R update with the ICDA Board in April.
- Expenses should be trending around 25% with the first quarter trending at 17%. This is good. He thanked Staff for being diligent with expenses.

He discussed the American Rescue Plan Act of 2021 and the potential impact for the Township. He noted the Treasury would be providing the money to the state to distribute which may include additional regulations for the money. He noted the consultants hired would help the Township navigate through this process. The Township could receive approximately \$1.2 million in June. The remaining would be distributed in 2022. He discussed what the money could be used for and what will be prohibited. The Auditors suggested the money be put in a separate account to make tracking of the funds easier to report. He discussed next steps of continuing to monitor expenses, revenues and eliminating services provided by other governmental and/or non-governmental entities. He noted the Collective Bargaining Agreements will be negotiated in FY2021. He expressed concern with the combined revenue losses, the Township should prepare for the potential of another budgetary shortfall, which may result in reduced community services for FY2022 and beyond.

**TIME EXTENSION-MHS-CTE CARPENTRY/WELDING BUILDING PLAT#1326:**

Mr. Emerick stated the focus of this land development plan is for the construction of a new 9,000-square-foot building to be used as a carpentry and welding training center for Milton Hershey School. He discussed the Board of Supervisors approval of Plat 1326 in June 2020, conditional upon several items being addressed by the applicant no later than December 2020. He discussed the previous extensions requested and granted. The applicant has requested a second extension of time until August 31, 2021 to address the conditions. Milton Hershey School Administration recently approved an option to minimally revise the building design and pursue a budget adjustment. However, final internal approval of the budget adjustment will not occur until June 2021 and the applicant will need additional time after the final approval to address the conditions. The second extension request proposes no changes to the details of the previously approved plan or to the waivers and deferments that were granted.

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Vice Chairwoman Nutt made a motion to approve the requested time extension for the Preliminary/Final Land Development Plan for Milton Hershey School CTE Carpentry/Welding Building, Plat 1326, and is extended to August 31, 2021, subject to compliance with the following items:

1. A financial security is provided to guarantee the completion of required improvements, and the accompanying Development and Financial Security Agreement is signed no later than August 31, 2021.
2. A detail for the bicycle parking rack consistent with Zoning Ordinance Appendix G is provided on the plan no later than August 31, 2021.
3. The comments in the May 19, 2020 HRG letter are addressed no later than August 31, 2021.
4. Two originals of the signed and notarized Agreement for Deferment of Curbing Installation and Sidewalk, Walkway, and/or Bicycle Path Installation are provided no later than August 31, 2021.
5. A CD of a DXF or AutoCAD digital file of the final plan is provided no later than August 31, 2021.
6. The Development and Financial Security Agreement is recorded concurrently with the plan.
7. The Agreement for Deferment of Curbing Installation and Sidewalk, Walkway, and/or Bicycle Path Installation is recorded concurrently with the plan.

Supervisor Zmuda seconded the motion. **Motion carried 4-0.**

**SECURITY-STORMWATER-700 STAUFFERS CHURCH ROAD-S-2021-005:**

Vice Chairwoman Nutt made a motion to accept a cash financial security in the amount of \$18,159 and enter into the Agreement to Provide Financial Security with Christopher and Amber Trogner for the Revised Stormwater Management Plan for Trogner Residence (700 Stauffers Church Road), S-2021-005. Supervisor Wyckoff seconded the motion. **Motion carried 4-0.**

**RESOLUTION 2021-11-COVID-19 RECOVERY FLEXIBLE BS SUPPORT PROGRAM:**

Mr. Emerick discussed the previous actions taken by the Board, starting in June 2020, to institute strategic measures in support of the Township's business community to operate safely and in a manner designed to prevent a resurgence of the virus. He discussed the previous extensions and current state limitations for indoor and outdoor activities. He stated to continue the measures in place, an extension needs to be approved.

Supervisor Zmuda made a motion to adopt Resolution No. 2021-11, extending the term of Resolution No. 2020-15 enabling the Derry Township COVID-19 Recovery Flexible Business Support Program and guidelines to remain effective for an additional 90 days, ending August 3, 2021, or until such time as the Township repeals Resolution No. 2020-15. Vice Chairwoman Nutt seconded the motion. **Motion carried 4-0.**

**CORRESPONDENCE BOARD/COMMITTEE INFORMATION:**

Supervisor Zmuda stated they are working on the Greater Hershey Traffic Study with prioritizing projects with grants. At the Transportation meeting they discussed grants for crosswalks, flashing lights, signage for Ridge and Chocolate, HRG assisting with projects and grants, and an upcoming event for the Giant Center. Supervisor Nutt attended the Transportation meeting and the ICDA meeting where they discussed the impact to the Giant Center and ongoing issues through 2024. She thanked Mr. Christman and the Staff for keeping their eyes on the budget. Supervisor Wyckoff attended the DTMA meeting. Chairman Abruzzo attended the Library and ICDA meeting.

**Mr. Mandia's Retirement:**

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The Board and Staff expressed their gratitude to Mr. Mandia for his 27 years of service to the Township since tonight was his last Board meeting. They described him as dedicated, a mentor, a man of integrity, a pleasure to work with, and someone they will all miss. They spoke of his impact on the community, which will continue, including the trails and the new Recreation Center. They expressed feeling blessed to have worked with him. They congratulated him on his retirement and wished him well.

**REPORTS:**

<u>Police</u>	Chief Warner spoke about traffic enforcement they are doing downtown, in the village and on 422.
<u>Fire:</u>	Mr. Sassaman noted tomorrow is superhero day and he thanked all the dedicated firefighters he gets to represent at these meetings.
<u>Public Works:</u>	Mr. Clark spoke about the fill received for the clay cap and working on the landfill project next week.
<u>Library:</u>	Mrs. O’Grady stated the library will have laptops available in June for rent for Township residents to view the Board meetings.
<u>Parks &amp; Recreation</u>	Mr. Jackson stated they are continuing work on the Recreation Center. He showed pictures of the work being done and the progress. He spoke about the items being worked on next week. He spoke about the Fishing Derby which has started and the instructions available to residents for the contest.
<u>Manager</u>	Mr. Christman spoke about the DTMA meeting including their approval of \$9.9 million in Sewer Revenue bonds for capital projects. He stated they need an additional \$5-\$6 million for other projects. They are looking for software to help computerize and help the Sewer office become more efficient. He discussed the process for finding a replacement for Mr. Mandia. Applications are due April 30, review of applicants, interviews for narrowing to two candidates, with an informal meeting for all to meet them and a final decision planned for the May 25 Board Meeting.

**VISITOR/PUBLIC COMMENTS:**

Mr. Wayne Rivers congratulated Mr. Mandia on his retirement. He stated when CARS asked questions, he was gracious and always professional in answering their questions. He wished him all the best.

**ADJOURNMENT:**

Chairman Abruzzo made a motion to adjourn the meeting at 8:11 p.m. Supervisor Zmuda seconded the motion. **Motion carried 4-0.**

**SUBMITTED BY:**

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Carter E. Wyckoff  
Township Secretary