

Londonderry Township Board of Supervisors

Meeting Minutes

February 4, 2013

7:00pm

The Londonderry Township Board of Supervisors held their regular scheduled meeting on Monday, February 4, 2013, at the Municipal Building, 783 South Geyers Church Road, Middletown, Pennsylvania, beginning at 7:00 p.m.

Present: Ronald Kopp, Chairman
Anna Dale, Vice-Chairman
Andy Doherty, Member
Bart Shellenhamer, Member
Mike Geyer, Member
Beth Graham, Office Manager
Jim Jenkins, Treasurer
Wade Burrell, Public Works
Andrew Kenworthy, Engineer
Peter Henninger, Solicitor

Absent: Steve Letavic, Township Manager; Mike Johnson, Golf Course Manager

REGULAR MEETING

Salute the Flag

Citizen's Input – None

Approval of Minutes – January 7, 2013

Mrs. Dale motioned to approve the January 7, 2013 minutes, Mr. Doherty seconded. Motion approved.

Manager's Report – Steve Letavic

No Report.

Department Reports

Treasurer's Report – Jim Jenkins

Mr. Jenkins requested permission to pay bills in the amount of:

General Fund	\$60,224.09
HMGP	\$3,445.21
Golf Course Fund	\$12,912.05
Escrow Fund	\$0
Liquid Fuels	\$0

Mr. Shellenhamer motioned to approve payment of invoices, Mrs. Dale seconded. Motion approved.

Zoning & Codes – Vacant Position

Mr. Henninger suggested that Mr. Letavic be appointed as the temporary Code/Zoning Officer.

Mr. Doherty motioned to appoint Steve Letavic as the Temporary Code/Zoning Officer, Mr. Shellenhamer seconded. Motion approved.

Municipal Office – Beth Graham

Resolution 2013-3 Justin Schneider, Eagle Scout

Mrs. Dale motioned to approve Resolution 2013-3, Mr. Shellenhamer seconded. Motion approved.

Resolution 2013-4 Steven McGovern, Eagle Scout

Mrs. Dale motioned to approve Resolution 2013-4, Mr. Geyer seconded. Motion approved.

Safety Committee

Re-Org was completed at our January meeting: Paul Schmidt was elected as Chairman, Sam Risteff, Vice-Chairman and Beth Graham, Secretary.

- Inspections of each building and both parks have been completed and most repairs and/or clean-up have been completed.
- AED was ordered from Physio Control for the Golf Course Clubhouse.
- 2013 Goals identified: 1) Safety Training/Orientation for all new employees 2) By-Laws to be written 3) Get Committee Members from the Bar & Grill and the Fire Company 4) Create an outline for when safety equipment is required (safety glasses, chaps, etc.) and consequences of not following the outline.

Pavilion & Ball Field Rentals:

Pavilions: 9 large and 3 small

Annual Dauphin County softball tournament scheduled for September 28th & 29th

Cleaning Service - Coverall Cleaning Service started cleaning our building in January on a weekly basis. Everything is going well with the exception of a few minor glitches that we're working to correct.

Server & Email - Omega Systems has completed their installation of the new server and also has set-up all of the full-time employees with uniform email addresses. Our old email addresses have been set up to filter in to our new email so that we continue to receive emails from contacts made previously.

Laserfische - We had the initial meeting with Full Circle Solutions to discuss the implementation of the Laserfische electronic storage program that was purchased. Installation and training began today and will continue through Wednesday.

Projector & Screen - SDK Electronics installed a new projector, screen, switch plate and cables in the meeting room to correct the problems we were having and provide a higher resolution.

Websites - We met with Weber Advertising to begin the design process of the new Township website and Golf Course website. These two websites will be designed in a fashion that pulls both these sites and the Bar & Grill website together, keeping their look cohesive for marketing and promotions.

Stars & Stripes Salute - The Stars & Stripes Salute is scheduled for Sat., June 29th. The 257th Army Band has confirmed for this date, as well as Schaefer Pyrotechnics. As in past years, we will need to raise approximately \$25,000.00 to cover the cost of the event and another \$5,000.00 to donate to the Lebanon V.A. Medical Center.

Public Works – Wade Burrell

Work Completed January 2013

- Completed weekly road checks including checking signs, storm water inlets, general road conditions, and for possible debris on roadways causing a hazard to the community.
- Responded to Pennsylvania Call One requests for inspections of underground utilities.
- Responded to road permit requests, and issued permits.
- Inspected the fence line around the dump site at the golf course and started cleaning up problem areas around the fence.
- Started our catch basin documentation program. We have photographed and documented repair work on 215 catch basins throughout the township.
- Responded to snow and ice storms that we had during the month of January.
- Took possession of the new truck and received training on some of the new components.

Work Scheduled for February, 2013

- Prepare for inclement weather.
- Start tree trimming on necessary roads.
- Continue pulling shoulders on necessary roads.
- Continue catch basin documentation and begin necessary basin repairs.

Golf Course – Mike Johnson

- Total gross revenues for the month of January were: \$8,537.38 compared to \$9,141.03 in 2012. Total gross revenues YTD are \$8,537.38 compared to \$9,141.03 in 2012.
- We are continuing to market our Golf Tee Sponsorship Program to any business or individual that would like to advertise with us on our golf course tee signs as well as in our clubhouse.
- We have the clubhouse rented out 4 times in February for private events.
- For the month of February we will be sending out all of our information regarding golf outings, clubhouse rentals, memberships as well as other specials to our past outings, clubhouse guests and golfers that have played our course. We will continue to market the course this winter by attending East and West Shore Chamber Events, Harrisburg and Lancaster Young Professional Events as well as attending various other marketing events throughout our area such as
 - 2013 Outdoor Show
 - 2013 Pa. Builders Show
- So far for the 2013 golf season we have 88 golf outings booked, as well as 18 clubhouse rentals.
- We will continue to clean and winterize our golf carts for the season, oil changes-filters etc...
- We will be cleaning and painting the clubhouse as needed.

Engineer – Andrew Kenworthy

On-Lot Sewage Disposal System Ordinance

Mr. Kenworthy reminded the board that the next OLSDS Public Meeting is scheduled for March 4th.

ARLE Grant Project

Work is scheduled to begin by PERCS on Thursday, 2/7.

Hazard Mitigation Grant

Closings have occurred on 9 properties along Swatara Creek Road. HRG has submitted for Chapter 106 DEP Permit in preparation of the removal of the homes.

CDBGDR Grant

They have submitted for the Community Development Block Grant Disaster Relief which would provide reimbursement of the 3% match associated with the work from the Hazard Mitigation.

Dauphin County Local Share Municipal Grant (Gaming Funds)

Sewer extension of Rte. 230 into Middletown, waiting for results of application.

ACT 537

Continuing on with that, have hit a few bumps in trying to coordinate with DTMA & Middletown. It seems to have slowed a bit but they are moving ahead.

Highway Occupancy Permit

Currently preparing the Highway Occupancy Permit application in coordination with PA American Water to extend the water line from the north side of Rte. 283 to the south side along Vine Street. This was funded through the gaming funds awarded last year.

Iron Mine Run Emergency Protection Project

Work has started.

MS4 – Storm Water Management

Met with the Conewago Creek Initiative and have a draft memorandum of understanding so that the efforts of both the township and the CCI can share efforts to support each other's goals.

**Solicitors Report – Peter Henninger
Swatara Creek Road HMGP Properties**

Mr. Henninger reported that he has filed for Tax Exempt status for 9 parcels purchased by the township, the tenth property (Sage) is on-going.

New Business - None

Old Business – None

Executive Session – None

Mr. Shellenhamer motioned to adjourn the Regular Meeting at 7:32pm, Mrs. Dale seconded. Motion approved.