

Londonderry Township Board of Supervisors Meeting Minutes

July 6, 2015
7:00pm

The Londonderry Township Board of Supervisors held their regularly scheduled meeting on Monday, July 6, 2015 at the Municipal Building, 783 S. Geyers Church Road, Middletown, Pennsylvania, beginning at 7:00 p.m.

Present: Mike Geyer, Chairman
Bart Shellenhamer, Vice-Chairman
Ronald Kopp, Member
Mel Hershey, Member
Anna Dale, Member
Steve Letavic, Township Manager
Beth Graham, Office Manager
Jeff Burkhart, Codes/Zoning Officer
Chris Feese, Finance Director
Andy Brandt, Public Works Director
Allison Funk, MS4 Environmental Specialist
Andrew Kenworthy, Engineer
Mark Stewart, Solicitor

Absent: Mike Johnson, Golf Course Manager

Salute the Flag

Citizens Input - None

Approval of Minutes – June 1, 2015

Mrs. Dale motioned to approve the minutes with a correction to the Golf Course Tree Cutting having Risteff present, not Sam Naples, Mr. Shellenhamer seconded. Motion approved.

Manager's Report

PW Interviews

Mr. Letavic informed the board that Andy Brandt was hired as Public Works Director and Jeff Templin as Working Foreman. Mr. Brandt started on June 22nd and Mr. Templin will begin July 06th.

Golf Course Tree Cutting

Mr. Letavic informed the board that we are working with consultants from HIA to develop a plan relative to the removal of trees from the 40% glide slope of the airport runway.

Island Properties

Mr. Letavic informed the board that we will be having a stakeholder meeting on July 16th at 7 pm at the fire company to discuss the direction we received from FEMA.

Financial Reporting

Mr. Letavic informed the board that he and Ms. Feese should have the five year plan updated by the end of July.

CDBG DR Competition

Mr. Letavic informed the board that we have been invited to the next round of this process and that HRG will be sending representatives to Chicago for training on the application process.

Meet the Manager

Mr. Letavic informed the board that we will have two town hall type meetings to provide information to residents, one will be July 22, from 1-3 pm the other will be July 25 from 9-11 am.

Treasurer's Report – Chris Feese

Payment of Invoices

Ms. Feese requested approval of payment for the following expenditures:

General Fund	\$113,214.85
Golf Course Fund	\$71,187.10
HMPG	\$0
Liquid Fuels	\$2,868.38
Escrow	\$2,496.91
Fire Company	\$0
ICC	\$0
Debt Services	\$23,936.41

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

Code/Zoning Report – Jeff Burkhart

Appointment of D. Eric Eberly as First Alternate S.E.O.

Mr. Burkhart asked the board to consider the appointment of D. Eric Eberly (employed by Vision Engineering, Inc.) as the First Alternate S.E.O. His extensive background in construction and engineering disciplines as well as his S.E.O. Certification and Storm Water Management Training will provide the background necessary to deal with upcoming permit conditions related to properties located in floodplain areas including the islands. Mr. Whitmore has notified the Township that he no longer can perform some of the more physically demanding duties related to the sewage enforcement work and will in fact need to resign by the end of the year.

Mrs. Dale motioned to approve the appointment of D. Eric Eberly/Vision Engineering, Inc., Mr. Hershey seconded. Motion approved.

Matinchek – Time Extension Request Letter

Mr. Shellenhamer motioned to accept the 30-day time extension request for Matinchek's Land Development Plan, Mrs. Dale seconded. Motion approved.

OLSDS Update

Mr. Burkhart informed the board that the first OLSDS district is 95% compliant and the remaining residents in that district are either on the list to be pumped or there are extenuating circumstances.

MS4 Environmental Department - Allison Funk, Amanda Kopil, Jonathan Hahn

Ms. Funk reported on training and progress made in the following areas:

Training

- Green Infrastructure in Practice Webinar
- MS4 and NPDES Webinar

Golf Course Training

- Spill Kits

Swatara Creek Road Tree Planting

Backyard Compost Workshop

Conewago Creek fish sampling

Sunset Bar & Grill garden

Stormwater surveys

Inlet filter

Sunset Park Summer Playground

Ms. Funk also provided a list of items that will be accomplished during July.

Ms. Kopil reported on the progress of the Compost Tea study she is working on and Mr. Hahn updated the board on his Rain Barrel project at the township office.

Municipal Office Report – Beth Graham

Mrs. Graham reported that the 7th Annual Stars & Stripes Salute event took place on July 4th at Sunset Park and Sunset Bar & Grill and even though it rained throughout the day we had approximately 2,500 people come out to the event. The food trucks were a big success and attendees really enjoyed the Bainbridge Band and liked that they were local. She informed the board that there will be an After Event meeting that week to determine areas that went well and areas to improve on for next year.

Public Works Report – Andy Brandt

Mr. Brandt presented work completed in the month of June and informed them of work planned for the month of July.

- Completed weekly road checks including checking signs, storm water inlets, general road conditions, and for possible debris on roadways.
- Responded to Pennsylvania Call One requests for inspections of underground utilities.
- Mowing at the Swatara Creek properties, fire house and Braeburn Park are done every week.
- All road side mowing was done for the 1st time this year two or more passes where it could be done at.
- Roadside spraying was done.
- Path put in for the July 4th event in park.
- Park playground wood carpet is being taking out and new put in.
- Equipment maintenance.

Golf Course Report - Mike Johnson

- Total revenue for the month of June through the 26th is \$139,822.48 total revenues for the month of June 2014 were \$168,822.67. We had 12 days with rain so far this month which has affected rounds played as well as revenues.
- We have the clubhouse rented out 4 times in July for private events.
- We have 15 golf outings booked for July.
- We are continuing to call past outings and clubhouse rentals to re-book for the 2015 season.
- For the month of July we will continue to market the course by sending out all of our information regarding golf outings, clubhouse rentals, memberships and tee sponsorships as well as other specials to our past outings, clubhouse guests and golfers that have played our course.
- Londonderry Township Stars and Stripes will be held on July 4th the event will start at the clubhouse at 7:00pm with the band Parrot Beach.
- For the 2015 season we already have 103 golf outings as well as 28 clubhouse rentals booked so far.
- Our live entertainment schedule for July :
 - July 2nd – Jeffrey J Walker
 - 9th – Stu Huggins
 - 16st – Jeffrey J Walker
 - 23rd – Cruise Control
 - 30th - Jeffrey J Walker
 - (Entertainment starts at 7:00pm)
- So far for 2016 we have 38 golf outings booked as well as the clubhouse rented out 6 times for private events.

Engineer's Report – Andrew Kenworthy

Hazard Mitigation Grant

Mr. Kenworthy informed the board that they will be closing this shortly.

DCIB Bridge Project

Mr. Kenworthy noted that the project is out for bid.

Dirt, Gravel Grant

Mr. Kenworthy stated that the grant application has been submitted, there is no response yet.

537 Plan

Mr. Kenworthy informed the board that they received DEP's review. There were 6 comments, 2-minor administrative comments and 2-3 comments that stated information wasn't provided, but was. Londonderry Estates schedule might get pushed back. HRG will address these and submit back to DEP.

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Solicitor's Report – Mark Stewart

No report

EMA Report – Les Gilbert

No report

New Business - None

Old Business - None

Executive Session

Mr. Geyer adjourned to Executive Session at 8:27pm.

Mr. Geyer motioned to adjourn the Executive Session and reconvene the regular meeting at 9:12pm, Mr. Hershey seconded. Motion approved.

Mr. Shellenhamer motioned to adjourn at 9:13pm, Mrs. Dale seconded. Motion approved.