

**Londonderry Township Board of Supervisors
Meeting Minutes**

March 4, 2013

7:00pm

The Londonderry Township Board of Supervisors held a Public Meeting and their regular scheduled meeting on Monday, March 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
Steve Letavic, Township Manager
Mike Johnson, Golf Course Manager

PUBLIC MEETING: OLSDS Ordinance

The Public Meeting began at 7:00pm.

Matt Sichey and Andrew Kenworthy, HRG, presented the 2nd draft of the OLSDS Ordinance and answered questions from the board members and residents.

The following residents asked questions pertaining to the ordinance:

Don John, 3802 E. Hbg. Pike

Tom Jones, 4454 Woodcrest Drive

Linda Rambler, Roundtop Road

Chris Burkholder, 935 Cola Road

Matthew Demey, 1641 S. Geyers Church Road

Ken Slippey, 993 Roundtop Road

Robert Heueisen, 829 S. Geyers Church Road

Mr. Kopp closed the Public Meeting at 8:15pm.

REGULAR MEETING

Mr. Kopp opened the Regular Meeting at 8:15pm.

Salute the Flag

Citizen's Input – None

Approval of Minutes – February 4, 2013

Mrs. Dale motioned to approve the February 4, 2013 minutes, Mr. Geyer seconded. Motion approved.

Engineer's Report – Andrew Kenworthy

Verizon Cell Tower

James Strong of McNeese Wallace & Nurick presented the plan.

Mr. Shellenhamer motioned to approve the plan as presented with all comments to be addressed and \$27,750.00 improvement guarantee for Storm Water and a Management Agreement signed, Mrs. Dale seconded. Motion approved.

**Manager's Report – Steve Letavic
Code/Zoning Officer**

Mr. Letavic reported that he has advertised the position twice in the paper, on the website, facebook page, PSATS and also reached out to Commonwealth Code Inspector, Jeremy Blanck, for his insight in finding applicants. We have had a very limited response, but will continue to search.

Department Reports

Treasurer's Report – Jim Jenkins

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

General Fund	\$19,381.18
HMGP	\$6,003.55
Golf Course Fund	\$4,848.65
Escrow Fund	\$
Liquid Fuels	\$12,554.67

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

Gaming Grant Reimbursement Request

Mr. Jenkins requested approval to submit for reimbursement from the Gaming Grant for Engineering Services performed in the amount of \$6,799.37.

Mr. Shellenhamer motioned to approve the request for reimbursement, Mrs. Dale seconded. Motion approved.

Verizon Wireless Account Request

Mr. Jenkins requested permission to switch from AT&T Wireless to Verizon Wireless. The move would save approximately \$1,700.00 and provide better phones and coverage.

Mr. Doherty motioned to approve the switch to Verizon, Mr. Geyer seconded. Motion approved.

Public Works Bid Proposal Request

As the result of a recent financial audit Mr. Jenkins requested permission to advertise to accept bids for the towing of equipment, non-emergency inspections and emergency repairs, to formalize the process and ensure that the township is getting the lowest and best rate possible for these services.

Mrs. Dale motioned to advertise the bids, Mr. Doherty seconded. Motion approved.

Municipal Office – Beth Graham
Pavilion & Ball Field Rentals:
10 Large Pavilions
7 Small Pavilions

Laserfiche

Mrs. Graham completed training in scanning and searching with the program and to date has scanned minutes from 2004 through 2012 into Laserfiche.

Stars & Stripes Salute

Mrs. Graham reported that we received an email from The 257th Army Band notifying us that due to budget cuts they will not be able to perform at our event. We have since contacted The New Holland Band and have a contract to hire them to perform. They performed at the event the 2nd year and were very good and very well liked.

Mr. Shellenhamer motioned to approve the contract with the New Holland Band, Mrs. Dale seconded. Motion approved.

The sponsor letters will be mailed this week to all of our vendors and past sponsors.

Mr. Letavic and Mr. Johnson are working on a free golf outing the day of the event for veterans and soldiers seeking treatment at the Lebanon V.A. Medical Center.

Public Works – Wade Burrell

Work Completed February, 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 necessary permits.
- Inspected the fence line around the dump site at the golf course and started cleaning up problem areas around the fence.
- Responded to winter storms, salted and plowed the Township's roads.
- Finished catch basin documentation.
- Fixed serious washout on Water Street along bridge wing wall.
- Finished cleaning up around the dumpster area, and started cleaning up around the recycling area.
- Began minor tree trimming on Zion Road.
- Completed major service work on all of the Township's equipment.
- Filled in and patched potholes on various Township roads.

Work Scheduled for March, 2013

- Prepare for inclement weather.
- Continue tree trimming on necessary roads.
- Continue pulling shoulders on necessary roads.

- Begin necessary basin repairs.
- Complete swale project in Sunset Park near Field One.

Golf Course Manager – Mike Johnson

- Total gross revenues for the month of February were: \$3,557.97 compared to \$13,657.67 in 2012. Total gross revenues YTD are \$ 12,095.35 compared to \$22,798.70 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 3 times in March for private events.
- For the month of March 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 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 the 2013 Pa. Builders Show.
- So far for the 2013 golf season we have 92 golf outings booked, as well as 18 clubhouse rentals.
- Golf cart maintenance is finished all carts are ready to go for the season.
- Clubhouse is ready to go for the season, we will be having the carpets cleaned the end of March.
- Our first Customer Appreciation Day of the year will be held on Friday April 5th
- Three of our leagues will start playing the last week of March. All of our leagues will be back playing in April.

Superintendent's Notes – Sam Risteff

- Sam attended the Genesis Turf Seminar February 11th. Turf representatives introduced new products and chemistries for 2013. The products will offer an alternative approach for controlling turf diseases, insects and weeds.
- Sam and Paul continued to assist the Public Works Dept. in snow and ice events.
- Golf Cart Services, Inc. replaced six cracked windshields on our fleet of carts. A rubber guard due to vibration was sliding upward along the roof support brace. The result was preventing the windshield to be lowered properly, causing the corners of the windshield to crack. GCS Inc. replaced all the cracked shields and made adjustments to the guards eliminating future problems. Warranty covered all repairs.
- Sam will be meeting with a forester in the upcoming weeks. The meeting will consist of a walk throughout the entire grounds surrounding the golf course and park. The goal is to put together a five to ten year management plan of all wooded areas. The plan will hopefully help us manage what exists but also include harvesting desirable populations and a replacement program for future harvesting.
- Sunset will again participate in a Federal Funded program removing geese from our grounds. Sam has been working with U. S. Wildlife Biologists over the last few seasons herding and relocating the birds. The numbers of geese have become a problem at the course causing damage. The funding supports the efforts of the U. S.

Wildlife Dept. keeping the geese out of the flight path at HIA that could create problems. The program is no cost to the Township.

- Equipment and Cart Maintenance: All 75 carts and beverage cart is completed. Service included filters, oil change, spark plugs, brake adjustments, tire pressure and battery check. Golf course equipment is about 90% completed. We are waiting for parts for a few units. Service included sharpening of reels and bed knives. Bearing and seal replacement if needed. Filters, spark plugs, and oil all changed.
- Sam will be completing paperwork for the use of work release laborers from DCP in an effort to help reduce labor costs in the early season. The inmates will assist with course and park cleanup and other tasks around the course.

Engineer's Report– Andrew Kenworthy

ARLE Grant Project

Project is completed.

Hazard Mitigation Grant

Demolition specifications have been drafted. Closings on 9 properties are completed. Remaining one property is still finalizing issues. Chapter 106 DEP permit submitted for approval. CDBG-DR grant application submitted for 3% match reimbursement.

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)

Londonderry Township was awarded \$250,000 regarding the application for sewer line extension.

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.

Vine Street – PA American Water Service Extension

Continuing to work in cooperation with PA American Water to obtain Highway Occupancy Permit for waterline extension.

Iron Mine Run Emergency Protection Project

Grace Industries will commence project on March 8, 2013.

MS4 – Storm Water Management

Provided draft agreement for review by the Conewago Creek Initiative to coordinate work sharing that will serve the dual purpose of meeting the CCI goals and MS4 requirements. PADEP is reviewing the MS4 renewal application submitted in September 2012. Permit

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expires in March 2013 and is anticipated to be automatically extended pending the PADEP approval.

PA American Water Environmental Grant Program

Preparing grant application in the amount of \$10,000 for the purpose of planting a riparian buffer of native trees and shrubs on the 15 FEMA HMGP properties on Swatara Creek Road.

Municipal Building Floor Plans

Completed floor plans of the municipal building as requested by the Emergency Operations Center.

Solicitors Report – Peter Henninger

Hazard Mitigation Grant

Mr. Henninger reported that a partial exemption was granted without a hearing on 9 of the homes. He is waiting for the results of the full exemption request.

EMA – Sam Naples

No Report

New Business - None

Old Business – None

Executive Session – None

Mrs. Dale motioned to adjourn at 9:07pm, Mr. Geyer seconded. Motion approved.