

# Londonderry Township Board of Supervisors

## MINUTES

October 5, 2015

7:00p.m.

The Londonderry Township Board of Supervisors held their regularly scheduled meeting on Monday, October 5, 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  
Jeff Burkhart, Codes/Zoning Officer  
Andy Brandt, Public Works Director  
Allison Funk, MS4 Environmental Specialist  
Mike Johnson, Golf Course Manager  
Les Gilbert, EMA  
Andrew Kenworthy, Engineer  
Mark Stewart, Solicitor

**Absent:** Beth Graham, Office Manager; Chris Feese, Finance Director

### Salute the Flag

### Citizens Input

#### Approval of Minutes – September 8, 2015

Mrs. Dale motioned to approve the minutes with a change to the day of the meeting being a Tuesday, Mr. Shellenhamer seconded. Motion approved.

#### Manager's Report – Steve Letavic

##### Resolution 2015-10 ACT 537 PA Sewage Facilities Act

Mr. Shellenhamer motioned to approve Resolution 2015-10, Mr. Kopp seconded. Motion approved.

#### Budget

Mr. Letavic informed the board that the first draft of the general, liquid fuels and debt service budgets has been distributed. He also informed the board that we will provide updated drafts after month end September is closed and reconciled and he asked the board to consider hanging the budget at the first meeting in November and ratifying it the first meeting in December.

#### CDBG NDRC Grant

Mr. Letavic informed the board that our projects did not make the final submission due to low/moderate income criteria.

**Treasurer's Report – Steve Letavic**

**Payment of Invoices**

Mr. Letavic requested approval of payment for the following expenditures:

General Fund	\$64,122.35
Golf Course Fund	\$54,474.61
HMPG	\$0
Liquid Fuels	\$17,357.52
Escrow	\$3,240.41
Fire Company	\$0
ICC	\$0
Debt Services	<u>\$23,936.41</u>
TOTAL	\$163,131.30

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

**Zoning & Codes Report – Jeff Burkhart**

**Request Approval to revise the date of approval for the Lot Add-On Plan for Vladimir Bertovic, 1309 & 1315 Schoolhouse Road**

Mr. Shellenhamer motioned to approve revising the date of plan approval to October 5, 2015, Mrs. Dale seconded. Motion approved.

**Love's Travel Stops & Country Stores - Security Bond for, 3555 Vine Street**

Mrs. Dale motioned to approve the release of the remaining 35,200.00 Security Bond balance as requested by the applicant, Mr. Hershey seconded. Motion approved.

**Sunoco Pipeline, LP, 3555 Vine Street**

Mr. Burkhart informed the Board that the Township has received a proposed Lot Add-On Plan from Sunoco Pipeline, LP for a tract of land along Vine Street.

The proposed subdivision (Add-On) plan involves the transfer of 4.60 acres of land from Sunoco to land of Douglas Rydbom. No development of this parcel is proposed at this time by the plan as submitted.

**Island Cabins Update**

Mr. Burkhart informed the board that they have observed new construction on the island properties after they had been asked to stop all construction. He has not seen any permits for the work. Mr. Letavic asked if there has been new construction since the stakeholders meetings were held and articles were published informing owners to stop construction. Mr. Burkhart said in the last four weeks that they have been out to islands there has been brand new building construction, new Tyvec on the outside of existing buildings that had been torn off and remodeled, fresh construction activity such as gravel piles, cement mixers, fresh tracks in the yard where equipment was in and out

and they are having a tough time keeping up with the activity. Mr. Burkhart had hung 2-3 Stop Work orders last year of which one person called him about and another took his down. He hung two more two weeks ago and has not heard anything on them.

Mr. Hershey asked if it would be more cost effective to sub out the inspections. Mr. Letavic informed the board that to sub out the work the initial cost would be \$300,000.00. If we didn't do it in house, and in the absence of a grant, it would take a tax increase. And with only 10% of the cabin owners being residents it would not be appropriate to have a tax increase on our residents. FEMA has informed us that we need to take action, so we are moving forward with our staff doing the inspections while we continue looking for grant funding.

#### **MS4 Report – Allison Funk**

- Progress Made
  - Training
    - Watershed Decisions
    - Buffer and Stream Ecology Workshop at Stroud Water Research Center
  - Compost tea root analysis
  - Golf course wash station
  - DEP Urbanized Area Grant
- September Goals
  - Training
    - MS4
    - BMP Maintenance
  - Golf course wash station
  - Compost tea project report
  - Inlet markers
  - DEP Urbanized Area Grant
  - Finalize O & M Plan
  - Finalize SPCC Plan

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

- 1505 S Geyers Church Rd: removed fence & trimmed trees for stream bank rock placement
- 132 N Geyers Church Rd: set head wall, replaced storm pipe under road, excavated for & graded swale, placed rip rap
- 641 S Geyers Church Rd: replaced storm pipe
- Formed & poured concrete for inlet lid for upcoming project
- Formed & poured concrete step @ Golf Course maintenance shop
- Performed Parks maintenance
- Mowed Braeburn Park & Firehouse, weekly. Mowed Swatara Creek Rd properties, bi-weekly
- Routine vehicle & equipment maintenance

**Golf Course Report - Mike Johnson**

- Total revenue for the month of September through the 25<sup>th</sup> is \$117,008.00 total revenues for the month of September 2014 were \$124,431.53. We had 3 days with rain.
- We have the clubhouse rented out 2 times in October for private events.
- We have 8 golf outings booked for October.
- We held a Seafood Night on Thursday September 24<sup>th</sup> we had 217 people attend, a good time was had by all.
- We will be hosting Halloween night Saturday October 31<sup>st</sup> ( Halloween Party / Pig Roast )
- We are continuing to call past outings and clubhouse rentals to re-book for the 2015 & 2016 season.
- For the month of October 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.
- So far for the 2016 season we have 68 golf outings booked as well as the clubhouse rented out 15 times for private events.
- Our live entertainment schedule for October :
  - October 1<sup>st</sup> - Cruise Control
  - 8<sup>th</sup> – Jeffrey Walker
  - 15<sup>th</sup> – Sherri Mullins
  - 22<sup>nd</sup> – Cruise Control
  - 29<sup>th</sup> - Jeffrey J. Walker

**Engineer's Report – Andrew Kenworthy**

No report.

**Solicitor's Report – Mark Stewart**

No report.

**EMA Report – Les Gilbert**

No report.

**New Business** - No new business

**Old Business** - No new business

**Executive Session – Personnel Issues**

Mr. Geyer adjourned to Executive Session at 8:02pm

Mr. Hershey motioned to adjourn the Executive Session and reconvene the regular meeting at 9:00pm, Mr. Shellenhamer seconded. Motion approved.

Mr. Hershey motioned to approve the salary increases for 2015, Mr. Shellenhamer seconded. Motion approved.

Mr. Hershey motioned to adjourn at 9:00pm, Mr. Shellenhamer seconded. Motion approved.