

Londonderry Township Board of Supervisors

Regular Meeting Minutes

August 1, 2016

7:00p.m.

The Londonderry Township Board of Supervisors held their regularly scheduled meeting on Monday, August 1, 2016 at the Londonderry Township Municipal Building, 783 S. Geyers Church Road, Middletown, Pennsylvania, beginning at 7:00 p.m.

Present: Bart Shellenhamer, Chairman
Ron Kopp, Vice Chairman
Anna Dale, Member
Mike Geyer, Member
Mel Hershey, Member
Steve Letavic, Manager
Beth Graham, Office Manager
Jeff Burkhart, Code/Zoning Officer
Chris Feese, Finance Director
Andy Brandt, Public Works Director
Mike Johnson, Golf Course Manager
Allison Funk, MS4 Environmental Specialist
Andrew Clark, MS4 Intern
Sandi McMinn, Marketing Intern
Mark Stewart, Solicitor
Andrew Kenworthy, Engineer

Salute the Flag

Citizens Input

None

Approval of Minutes – June 6, 2016 and July 5, 2016

Supervisor Hershey motioned to approve the revised June 6, 2016 minutes and the July 5, 2016 minutes as presented, Supervisor Dale seconded. Motion approved.

Manager's Report – Steve Letavic

Performance Appraisals

Mr. Letavic informed the board that he has a few appraisals to complete and will have them to the board by the end of August.

Lytle Sewer

Mr. Letavic informed the board that a stakeholders meeting was held last week between township representatives, Suez, the developer and counsel. A letter of intent from Suez is expected by the end of August.

2017 Budget

Mr. Letavic informed the board that Ms. Feese has produced June financial results, cash flows, projection through year end and a budget calendar for department heads. Mr. Letavic has reviewed these and will be working with Ms. Feese to develop the budget through August.

Tree Harvest

Mr. Letavic informed the board that he and Mr. Stewart met with representatives and consultants from HIA, and reviewed the MPDES Permit, Erosion & Sedimentation

Control Permit. Applications were submitted to DCCD, Mr. Stewart has been working with counsel to develop the agreement for restoration of the golf course. Supervisor Hershey would like to see the harvest delayed until we have a restoration agreement and have time to review it. Mr. Letavic agreed.

Rugby Lease

Mr. Letavic reported that the Harrisburg Rugby League and Mr. Stewart are comfortable with the lease agreement and will discuss the details of this legal matter with the board in Executive Session before signing the lease.

Treasurer's Report – Chris Feese

Payment of Invoices

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

General Fund	\$100,525.05
Golf Course Fund	\$92,964.10
Liquid Fuels	\$0
Escrow	\$0
Fire Company	\$0
ICC	\$0
Debt Service	<u>\$43,634.66</u>
TOTAL	\$237,123.81

Supervisor Kopp motioned to approve paying the bills, Supervisor Hershey seconded. Motion approved.

Zoning & Codes Report – Jeff Burkhart

Final Subdivision & Lot Add-On Plan - Balmer and Pannebaker, 910 & 920 Cola Rd

Supervisor Geyer motioned to approve the deferral of curbs, sidewalks, gutters and street trees, Supervisor Dale seconded. Motion approved.

Supervisor Geyer motioned to approve the waivers of the preliminary plan, street widening and additional right-of-way, Supervisor Dale seconded.

Supervisor Geyer motioned to accept the DEP Planning Waiver & Non-Building Declaration, Supervisor Kopp seconded. Motion approved.

Supervisor Dale motioned to approve the plan, Supervisor Hershey seconded. Motion approved.

Lot Add-On Final Plan - Daniel Derr, 2293 Foxianna Road

Supervisor Dale motioned to approve the deferment of curbs, gutters, sidewalks & street trees, Supervisor Geyer seconded. Motion approved.

Supervisor Dale motioned to approve the waivers of the DEP Planning Waiver & Non-Building Declaration, preliminary plan and right-of-way, Supervisor Hershey seconded. Motion approved.

Supervisor Dale motioned to approve the final plan, Supervisor Geyer seconded. Motion approved.

Release of Improvement Guarantee – Matincheck Associates, Inc., 2912 River Rd. Supervisor Kopp motioned to approve the release of the Improvement Guarantee, Supervisor Dale seconded. Motion approved.

Postponement Request on Hearing for Appeal of Decision- Crestview Village MHP Supervisor Kopp motioned to grant the continuance of the hearing until September 6th, if representation does not appear the board will take action that night, Supervisor Hershey seconded. Motion approved.

**MS4 Environmental Department - Allison Funk, Andrew Clark
Progress Report**

Ms. Funk reported that the Rain Barrel Workshop took place on July 16th, 20 people were in attendance and everyone received a free Rain Barrel. Ms. Funk also informed the board that the Compost Workshop is scheduled for August 20th and there are currently 27 people registered.

Ms. Funk informed the board that the MS4 Annual Report is complete and is available to the public for review.

Ms. Funk reported that she and Mr. Clark completed the Glo-In-The-Park 5k Run on City Island on July 30th. They raised \$100 to date and will look to raise more money before sending it to the Harrisburg River Rescue with a note expressing the fun they had participating in the run as representatives of Londonderry Township's MS4 Team.

Capital Region Framework for Watershed Protection Program Update

Ms. Funk informed the board that the partners, Londonderry, Lower Swatara, Middletown, Royalton and Conewago Townships met last week to discuss how to move forward, what the group expects to get from this project and what is expected from everyone involved. The group is waiting for a survey from the Alliance for the Chesapeake Bay that is designed to point out deficiencies, things that they need or are good at with their programs. This will allow them to come up with different plans for projects and move forward with ways to fund them.

Ms. Funk informed the board that she, Mr. Clark and Mr. Letavic will be attending a workshop on August 30th at the Derry Township Municipal Building to learn about how other municipalities have worked collaboratively, what the outcomes were and what worked best for them. At 8:00am that morning there is an Elected Officials Forum of which the board members are invited and encouraged to attend.

Lynch Run Erosion Project

Mr. Clark provided a power point presentation showing pictures of the erosion that is occurring at the Hertzler Road property and explained that he is working on solutions to help prevent further erosion. They will discuss ideas with the property owner and if the property owner is in agreeance Mr. Clark will try to find grants for the project.

Municipal Office – Beth Graham, Sandi McMinn

Mrs. Graham reported that the local, classic rock band "Hunter" is scheduled to play at Sunset Bar & Grill on Saturday, August 13th at 7:00pm. There will be cornhole & giant Jenga for attendees to play at their leisure and food will be served by Sunset Bar & Grill.

She also reported that the Trolley Tour (collaborated on with the Vineyard at Hershey) took place on July 24th and was sold out. Mrs. Graham spoke with Deb Lancaster, owner of Red Hill Farm Stand, which was the first stop of the tour. Mrs. Lancaster informed Mrs. Graham that they enjoyed participating in the tour and out of the 45 attendees only 2 in the group had ever been to their farm stand. This event is part of the 2016 Tourism Grant and is an effective way to expose local people to our municipality who may not have otherwise known what we have to offer in the way of products, services and recreation.

Ms. McMinn informed the board that Trivia and the 2 for \$20 Menu is moving to Tuesday Night beginning August 2nd as Fridays do not appear to be growing as had hoped. They will try Trivia on Tuesdays as there is currently a large golf league that plays that evening that socialize in the clubhouse after their game and it is a way to expose those already present and spread the word about Trivia.

She also reported that Folk/Blues singer, Chris Smither played at Sunset Bar & Grill on July 8th. There were approximately 100+ in attendance with about half traveling 1-3 hours to the event. Approximately 100 tickets were sold in advance and several more at the door that evening. Tickets were \$20.00 and included admission and dinner, which everyone enjoyed and appreciated.

Ms. McMinn explained that she has placed an ad for Sunset Bar & Grill on Google Business. Google Business provides analytics of how many people are searching for the business, clicking on the website, looking for the phone number and/or directions from the search. The Google Business ad is free, but Chris Heiner of Weber Advertising showed Ms. McMinn how to use Google Ad Words that allows a company to use tag words such as "restaurant" and the business may pop up ahead of others because they have paid for the use of the words. Sunset Bar & Grill is using Google Ad Words at an expense of \$50 per month and is the least expensive option they currently offer.

Public Works Report – Andy Brandt

Mr. Brandt informed the board of the work that was completed in the month of July and provided a schedule of proposed work to be done in August. The work completed is as follows:

- Clean up from July 4th event
- Repair pot holes on N Hertzler Rd
- Excavate for water leak on golf course
- Build tool rack for paving trailer
- Repair settlement in road @ 499 N Geyers Church Rd
- Build swale behind recycle yard
- Mowed Firehouse, Swatara Creek Rd properties & Braeburn Park
- Pick up stages from Firehouse for Sunset B&G
- Repaired/replaced damaged street signs
- Replace storm sewer pipe on S Geyers Church Rd @ Alwine Rd
- Parks maintenance
- Equipment maintenance
- Clean gutter on S Geyers Church Rd north of River Rd

- Clean gutters on Newberry Rd
- Place stone in washout on Newberry Rd

2016 Paving Project Bid Award

Supervisor Geyer motioned to approve the bid award to Pennsy Supply, Inc. for a unit price bid amount of \$142,747.90 for the Base Bid and both Alternates, subject to the following conditions:

1. Complete bid review by the Township Solicitor;
2. Receipt of required insurance documents, and
3. Receipt of acceptable Performance and Payment Bonds.

Supervisor Kopp seconded. Motion approved.

Golf Course Report –Mike Johnson

Mr. Johnson submitted a report on the Golf Course and Bar & Grill for July and plans for August.

- Total revenue for the month of July through the 21st is \$131,628.35; total revenue for the month of July 2015 was \$182,679.00.
- We have the clubhouse rented out 4 times in August for private events.
- We have 15 golf outings booked for August.
- Our 11th Annual TMI Golf Outing will be held on August 5th starting at 9:00am to benefit the Londonderry Township Fire Company.
- We will be hosting our Club Championship on August 13th & 14th.
- For the month of August 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 grill room specials, to our past outings, clubhouse guests and golfers that have played our course or rented our clubhouse in the past.
- So far for the 2016 season we have 109 golf outings booked as well as the clubhouse rented out 25 times for private events.
- For the 2017 golf season we already have 57 golf outings booked as well as the clubhouse rented out 9 times for private events.
- Our live entertainment schedule for the month of August:
 - August 4th Jeffrey J. Walker
 - August 11th Jeffrey J. Walker
 - August 18th Cruise Control
 - August 25th Jeffrey J Walker

We also are having some specialty nights of entertainment coming up on the following dates:

Saturday, August 13th - The Hunter Band
Saturday, September 24th – Smokin' Gunnz
Saturday, October 29th - Earl David Reed (Comedy)

Engineer's Report –Andrew Kenworthy

Mr. Kenworthy reported that they are planning to submit another Gaming Grant application this month, as well as a DCIB application and an application for reimbursement for the 537 Plan.

They continue to work with Mr. Brandt on permits for some of the work he is doing and also working with the Codes Department on tracking on the database for processing information.

Solicitor's Report – Mark Stewart

Sewer Facility Asset Transfer to the DTMA

Supervisor Dale motioned to approve the Sewer Facility Asset Transfer to the DTMA, Supervisor Hershey seconded. Motion approved.

EMA Report – Les Gilbert

Mr. Gilbert informed the board that there will be a KI Pill distribution at the Main Street Gym in Middletown on August 4th.

Mr. Gilbert informed the board that NIMS Training 100 & 700 is now required by all Supervisors and he will be working with those who do not have the training to be sure we are compliant.

Mr. Gilbert reported that the TMI Training Exercise is scheduled for 2017 and will be evaluated by FEMA. He is in need of a Board Member to volunteer to be the Public Information Officer for this exercise.

New Business

None

Old Business

None

Executive Session

Supervisor Shellenhamer recessed the meeting to Executive Session at 9:07pm to discuss legal and personnel matters.

Supervisor Dale motioned to adjourn Executive Session at 9:54pm, Supervisor Geyer seconded. Motion approved.

REGULAR MEETING

Supervisor Shellenhamer reconvened the regular meeting at 9:55pm.

Rugby Lease

Supervisor Dale motioned to approve the Rugby Lease, Supervisor Kopp seconded. Motion approved.

Supervisor Hershey motioned to adjourn the Regular Meeting at 9:56pm, Supervisor Dale seconded. Motion approved.