

# **Londonderry Township Board of Supervisors**

## **Meeting Minutes**

December 2, 2013

7:00pm

The Londonderry Township Board of Supervisors held their regular scheduled meeting on Monday, December 2, 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  
Bart Shellenhamer, Member  
Mike Geyer, Member  
Steve Letavic, Township Manager  
Myron Stoner, Finance Director  
Beth Graham, Office Manager  
Wade Burrell, Public Works Director  
Andrew Kenworthy, Engineer  
Peter Henninger, Solicitor

**Absent:** Andy Doherty, Member; Jeff Burkhart, Codes/Zoning Officer; Mike Johnson, Golf Course Manager

### **REGULAR MEETING**

#### **Salute the Flag**

#### **Check Presentation**

The Londonderry Township Board of Supervisors presented a check in the amount of \$6,000.00 to Doug Etter, Lebanon V.A. Medical Center. The proceeds are from the 5th Annual Stars & Stripes Salute that was held at Sunset Park on June 29th that are donated annually to the Lebanon V.A. Medical Center. The event has raised a total of \$28,010.00 for the Lebanon V.A.

#### **Citizen's Input – None**

#### **Approval of Minutes – November 4, 2013**

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

#### **Manager's Report – Steve Letavic**

#### **ORDINANCE 2013-1 On-Lot Sewage Disposal System (OLSDS)**

Mr. Shellenhamer motioned to approve Ordinance 2013-1, Mrs. Dale seconded. Mr. Kopp called for a roll call vote: Mike Geyer – Yes; Anna Dale – Yes; Bart Shellenhamer – Yes; Ron Kopp – Yes. Motion approved.

**RESOLUTION 2013-14 Senate Bill 444 - Right-To-Know Law amendment that would allow a commercial request fee.**

Mr. Shellenhamer motioned to approve the resolution, Mrs. Dale seconded. Motion approved.

**RESOLUTION 2013-15 House Resolution 100** - Review of the fiscal impact on local governments for implementation of the Right-To-Know law.

Mrs. Dale motioned to approve the resolution, Mr. Shellenhamer seconded. Motion approved.

**RESOLUTION 2013-16 Senate Bill 733** - Amend Title 45 (Legal Notices) affording municipalities the option to electronically publish Legal Notices on their own website.

Mrs. Dale motioned to approve the resolution, Mr. Geyer seconded. Motion approved.

**RESOLUTION 2013-17 Rutter's Traffic Signal Application**

Mr. Shellenhamer motioned to approve the resolution, Mrs. Dale seconded. Motion approved.

**2014 GF & GC Budgets**

Mr. Letavic requested a motion to approve the 2014 budgets for the General Fund (with no anticipated tax increase) and the Golf Course.

Mrs. Dale motioned to approve the 2014 GF & GC budgets, Mr. Shellenhamer seconded. Motion approved.

**\$250,000 Tanker Truck Gaming Grant**

Mr. Letavic reported that we should hear about the outcome of the grant in the first quarter of 2014.

**\$925,000 Infrastructure Bank Loan**

Mr. Letavic reported that we should hear about the loan in the first quarter of 2014. The money is intended for the repair of 3 bridges (Beagle Rd., Hollendale Road & Braeburn Road).

**\$5,000,000 PennWorks Grant**

Mr. Letavic expects to hear about the PennWorks Grant by the end of the first quarter of 2014. The money would take water & sewer from Vine Street where it terminates now, continue down Vine Street and connect out to Rte. 230.

**2014 Holiday Schedule & Meeting Schedule**

Mr. Geyer motioned to approve the schedules with a correction on the holiday schedule to reflect that July 11<sup>th</sup> is a Friday and not a Monday, Mr. Shellenhamer seconded. Motion approved.

**Department Reports**

**Treasurer's Report** – Myron Stoner

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

General Fund	\$52,767.26
Golf Course Fund	\$23,960.58
HMPG	\$1,042.89
Liquid Fuels	\$2,308.26

Escrow	\$1186.00
Fire Company	\$0
ICC	\$0

Mrs. Dale motioned to approve the expenditures, Mr. Shellenhamer seconded. Motion approved.

**RESOLUTION 2013-13 Golf Course Equipment Lease**

Mrs. Dale motioned to approve the resolution, Mr. Geyer seconded. Motion approved.

**Code/Zoning Report – Steve Letavic**

No report.

**Public Works – Wade Burrell**

**Work Completed November, 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 driving range at the golf course.
- Equipment maintenance.
- Winterize Sunset Park, which included draining down all water lines and using antifreeze in all of the drain traps.
- Take down canopy at the Golf Course.
- Put away tables and chairs from the Golf Course Patio.
- Do electrical work at the Clubhouse patio, Public Works Maintenance building, and the township's main office building.
- Haul fill for the Sage property.
- Vacuum leaves on multiple township roads, Cola, Oakview Circle, Newberry, Miller, Locust Grove, and Whitman Roads.
- Pulled road shoulders on Locust Grove, Gingrich, Newberry, and Cola Roads.
- Continued deck construction at Sunset Golf Course Clubhouse.

**Work Scheduled for December, 2013**

- Continue maintaining trees and shrubs along Swatara Creek Road.
- Continue leaf vacuuming.
- Trim Ornamental Grasses on the Golf Course.
- Begin the township's tree trimming program.
- Be prepared to respond to any inclement weather.

**Golf Course Manager** – Mike Johnson (report submitted)

Golf Course Meeting notes for November & December 2013

- Total gross revenues for the month of November were: \$24,101.30 compared to \$25,439.32 in 2012. Total gross revenues YTD are \$968,444.01 compared to \$965,312.62 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 December for private events.
- For the month of December 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 Young Professional Events as well as attending various other marketing events throughout our area.
- So far for the 2014 golf season we have 77 golf outings booked, as well as 19 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.
- Irrigation System: Drained water from system for winterization. Replaced 3 broken sprinkler heads. 2 at greens. 1 at tee box. Leveled fairway heads where needed.
- Collected and stored all course accessories, benches, ball washers, sand rakes and tee markers for winter.
- Serviced reel and bedknife grinders.
- Service Equipment and Golf Carts: Sam and Paul will soon begin winter maintenance on all equipment.
- Snow Removal: Sam and Paul will be on call to assist the Public Works Dept. in snow removal.

**Engineer's Report** – Andrew Kenworthy  
**Flood Hazard Mitigation Grant Program**

The last property (Sage) has been demolished.

**Vine Street / PA American Water Service Extension**

Alternate route plans being finalized and permits obtained. Anticipated start of construction in January.

**Lytle Farm – Preliminary Sub. & Land Dev. Plan – Phase I**

Mrs. Dale motioned to approve waiver request 402.8.D regarding Intersections and waiver request 122.2.J Stormwater Management Facilities, Mr. Shellenhamer seconded. Motion approved.

Mr. Shellenhamer motioned to approve the development agreement with the developer which incorporates all 32 comments of the Conditional Use Approval and in addition to the requirement that they comply with all other codes and ordinances of the township, Mrs. Dale seconded. Motion approved.

Mr. Shellenhamer motioned to approve the Preliminary Plan, Mrs. Dale seconded. Motion approved.

**Solicitors Report – Peter Henninger**  
**Swatara Creek Road – Sage Property Update**

Mr. Henninger reported that the final settlement documents, including the title insurance, have been given to Mr. Letavic so that completes all of the documentation from Mr. Henninger's office needed to get to FEMA & PEMA. Also, he has not heard anything in regards to the Tax Exemption request that had been filed with the Dauphin County Board of Assessment Appeals on Sage's property.

**EMA – Sam Naples**

Mr. Naples formally announced his resignation from the EMA and thanked the board members, Steve Letavic and his fellow EMA members for their help over these ten years that he's served. He stated that Les Gilbert will be taking over as Coordinator and that he has agreed to help whenever he can as needed. Mr. Naples was thanked for his service and friendship by the board members and Mr. Letavic.

**New Business - None**

**Old Business - None**

**Executive Session**

Mr. Kopp adjourned the regular meeting to Executive Session at 7:48pm.

Executive Session adjourned at 8:20pm.

The Regular Meeting reconvened at 8:21pm. Mr. Shellenhamer motioned to adjourn the meeting at 8:21pm, Mr. Geyer seconded. Motion approved.