

Londonderry Township Board of Supervisors

Meeting Minutes

February 3, 2014

7:00pm

The Londonderry Township Board of Supervisors held their regularly scheduled meeting on Monday, February 3, 2014 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
Doug Gellatly, Member
Steve Letavic, Township Manager
Jeff Burkhart, Codes/Zoning Officer
Beth Graham, Office Manager
Myron Stoner, Finance Director
Andrew Kenworthy, Engineer
Mark Stewart, Solicitor

Absent: Mike Johnson, Golf Course Manager; Wade Burrell, Public Works Director

Salute the Flag

REGULAR MEETING

Citizens Input - None

Approval of Minutes – January 6, 2014

Mr. Gellatly motioned to approve the January 6, 2014 minutes as presented, Mr. Geyer seconded. Motion approved.

Manager's Report – Steve Letavic

Gaming Grant - Infrastructure

Mr. Letavic informed the board that the sewer line planned for Vine Street is not moving forward at this time. Because of this, he and Andrew Kenworthy attended the County Commissioners meeting on January 21 and asked for permission to use the grant money for the water line on Vine Street. The Commissioners granted the request which will be an 18" water line servicing Love's Travel Stop, Rutter's and making Vine Street more accessible to commercial businesses.

Performance Appraisals

Mr. Letavic has been meeting with department heads to go over performance appraisals. Upon completion they will be given to the board for review.

Strategic Business Plan

Myron has met with department heads and he and Steve will be getting together to review the list of assets, bridges, roads, etc. and put together a long term plan for the board to review the plan and the projected cash flows and decide how they want to proceed with the long term plan for the township.

Ag Zoning Ordinance

Mr. Letavic reported that he, Jeff Burkhart, Ed Kazlauskas, Charlie Schmehl & Josele Cleary have been working together to create a draft ordinance. The draft has been given to the

board and Mr. Letavic requested permission to give this draft to the Township Planning Commission as well as the County Planning Commission to begin the process of updating the Ag Zoning Ordinance.

Mr. Kopp motioned to approve forwarding the draft Ag Zoning Ordinance to the Township Planning Commission and the County Planning Commission and also to set the date of April 7, 2014 for the Public Hearing, Mr. Geyer seconded. Mr. Gellatly abstained due to conflict in him owning some ag land. Mr. Kopp stated that he is a large ag land owner and he doesn't see a conflict, noting that a conflict would be if you have financial gain and at this point he doesn't. Mr. Kopp stated that he would like to put it out to the public so they can say what they would like the township to look like. Mr. Letavic added that the township will make every effort to notify residents of the upcoming Planning Commission meetings and the Public Hearing so the residents voices can be heard prior to any ordinance being passed. The board members unanimously agreed with that and requested residents be notified by mail as well as advertising in the paper, website and facebook. Motion approved.

Regional Planning

Mr. Letavic informed the board that he has started working with Nick DiFrancesco of Lower Swatara Township on regional planning and issues, especially as it relates to infrastructure, transportation, etc. He is hoping to get Middletown Borough to the table as well and will continue the discussions in hopes of benefitting the communities involved.

Mr. Shellenhamer arrived at the meeting at 7:14pm at which time Mrs. Dale informed him of the actions taken prior to his arrival.

Department Reports

Treasurer's Report – Myron Stoner

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

General Fund	\$124,674.49
Golf Course Fund	\$23,273.90
HMPG	\$1,011.39
Liquid Fuels	\$12,796.50
Escrow	\$2,523.52
Fire Company	\$0
ICC	\$0

Mr. Gellatly motioned to approve payment of the bills, Mr. Shellenhamer seconded. Motion approved.

Code/Zoning Report – Jeff Burkhart

Mr. Burkhart provided the board with copies of the draft Ag Zoning Ordinance and informed the members that he and Mr. Kazlauskas are now working on the draft for the R1 & R2 Zoning Ordinance.

Mr. Burkhart said that he and Mr. Kazlauskas are also planning to produce quarterly reports from their office with the first report target date being at the end of March.

He informed the board that there are two Lot Add-Ons going to the Planning Commission for action this month: Weaver on Hillsdale and Zeager on Rte. 230. The board should be getting them in March.

Love's Travel Stop

Mr. Shellenhamer stated that John Gazi, First Capital Engineers representing Love's, had contacted him in regards to a change in the location of the 2 fire hydrants. Mr. Kenworthy noted that he had also been contacted by Mr. Gazi and informed him that it doesn't change the intent of the plan so they will do an "As Built" plan to put in the file at the township.

Public Works – Wade Burrell

Work Completed January, 2014

- 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.
- Responded to road permit requests, and issued necessary permits.
- Attended PSATS Traffic Flagging Certification training.
- Patched potholes on multiple roads.
- Cleaned off catch basins in preparation for possible flooding.
- Electrical work in shop.
- Equipment maintenance.
- Received two salt deliveries.
- Responded to multiple winter storms.

Work Scheduled for February, 2014

- Continue maintaining trees and shrubs along Swatara Creek Road..
- Continue the township's tree trimming program.
- Be prepared to respond to any inclement weather.

Golf Course Manager – Mike Johnson

Notes for January & February 2014

- Total gross revenues for the month of January so far are: \$2,195.54 compared to \$8,537.38 in 2013. Total gross revenues YTD are \$2,195.54 compared to \$8,537.38 in 2013.
- We attended the 2014 Farm Show as well as the 2014 Auto show and passed out Buy One Get One Flyer, Outing Packets, and information for Clubhouse Rentals as well as our Tee Sponsorship Programs.
- We hosted our annual Super Bowl Party on Sunday February 2 2014.
- 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 February for private events.
- For the month of February we will continue to market the course by 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 also 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:

- 2014 Pa Outdoor Show
- 2014 Pa Home Builders Show
- So far for the 2014 golf season we have 82 golf outings booked, as well as 24 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 to get ready for the upcoming season.
- Sam and Paul attended the Pa. Eastern Turf Conference, January 7th and 8th at Valley Forge, Pa. Pesticide credits were available to update applicators licenses. Penn State, Cornell, Michigan State and Rutgers were among those who provided speakers for this year's conference.
- Equipment and Cart Repairs: We continue to do sharpen reels and bedknives. Replace seals, bearings where needed. Cart maintenance continues. All filters changed and oil changed. Brakes adjusted, valves adjusted, tires and battery.
- Sam and Paul will be attending a seminar sponsored by Fisher and Sons Turf Products on February 18th.
- Sam and Paul removed ice layers from green surfaces where needed over last few weeks.

Engineer's Report – Andrew Kenworthy

Vine St. / PA American Water Service Extension

Permitting is being finalized. Project expected to commence in February / March.

MS4

Procedure plans and Chesapeake Bay Pollution Reduction Plan being prepared for township review.

Grants

Waiting on award announcements of:

- Gaming grant Fire truck \$250,000
- DCIB three bridges \$925,000

Solicitor's Report

Mr. Stewart provided further comments in regards to the grant applications by noting that the County Gaming Advisory Board approved the recommended list on January 27th and it will be presented on February 5th.

He also stated that the Infrastructure Bank program is moving forward and recently received additional approval from PaDOT and we should see action by the end of the month.

Mr. Stewart provided the board with a written report regarding litigation to be discussed in Executive Session.

EMA – Steve Letavic for Lester Gilbert

RESOLUTION 2014-4 Emergency Operations Plan

Mr. Shellenhamer motioned to approve Resolution 2014-4, Mr. Kopp seconded. Motion approved.

New Business

Mr. Shellenhamer informed the board that the fire company has made the decision to remodel the social hall after 25 years. He stated that the Fire Company has money to fund the project, but will be looking to corporations for charitable donations to help.

Old Business - None

Mrs. Dale adjourned the regular meeting to Executive Session at 7:48pm.

Executive Session adjourned at 8:00pm.

The Regular Meeting reconvened at 8:01pm. Mr. Shellenhamer motioned to adjourn the meeting at 8:01pm, Mr. Geyer seconded. Motion approved.