

# **Londonderry Township Board of Supervisors**

Regular Meeting Minutes

June 6, 2016

7:00p.m.

The Londonderry Township Board of Supervisors held their regularly scheduled meeting on Monday, June 6, 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  
Mike Johnson, Golf Course Manager  
Chris Feese, Finance Director  
Jeff Burkhart, Code/Zoning Officer  
Allison Funk, MS4 Environmental Specialist  
Amanda Kopil, MS4 Intern  
Andrew Clark, MS4 Intern  
Sandi McMinn, Marketing Intern  
Jim Diamond, Solicitor  
Andrew Kenworthy, Engineer

**Absent:** Andy Brandt, Public Works Director

## **Salute the Flag**

## **Citizens Input**

None

## **Fire Police Officer Appointment – Shirley Sundy**

Supervisor Dale motioned to approve the appointment of Shirley Sundy as a Special Fire Police Officer of Londonderry Township, Supervisor Geyer seconded. Motion approved.

## **Approval of Minutes – May 2, 2016**

Supervisor Dale motioned to approve the minutes with a note that Les Gilbert was not in attendance of the May 2<sup>nd</sup> meeting, Supervisor Hershey seconded. Motion approved.

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

### **DCIB**

Mr. Letavic informed the board that they are finalizing plans and start dates for the bridges to be replaced, Braeburn, Beagle and Hollendale and that they will coordinate installation with the farmers planting and harvest schedules.

## **Stars & Stripes Salute**

Mr. Letavic updated the board that staff continues to fundraise and plan for this event. Mr. Letavic met with the new Holland Band to finalize plans for their performance in the park. The Whiskey Brothers will be performing at the Bar & Grill.

**PA State Cooperative Projects**

Mr. Letavic informed the board that Allison Funk and he met with Kristen Kyler from PSU to coordinate our efforts relative to completing items in our Community MS4 tool box.

**HIA Tree Project**

Mr. Letavic informed the board that Mike Johnson, Sam Risteff, Mark Stewart and he met with HIA to continue to review and update the plan for the tree removal and restoration of the golf course.

**Marketing Meeting**

Mr. Letavic informed the board that Beth Graham and he met with Jim Weber of Weber Advertising to review our marketing plans for the golf course and park programs.

**Treasurer's Report – Chris Feese**

**Payment of Invoices**

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

General Fund	\$63,466.41
Golf Course Fund	\$28,209.46
Liquid Fuels	\$0
Escrow	\$1,983.05
Fire Company	\$0
ICC	\$0
Debt Service	<u>\$27,623.11</u>
TOTAL	\$121,282.03

Supervisor Hershey motioned to approve paying the bills, Supervisor Dale seconded. Supervisor Geyer abstained from voting as his business received a payment. Motion approved.

**Zoning & Codes Report – Jeff Burkhart**

**Presentation - Crestview MHP Representatives, Denial of MHP Permit**

Re-scheduled for the June 21<sup>st</sup> Work Session.

**Zoning Hearing – June 13<sup>th</sup>, Elwood & Luann Lighty**

Mr. Burkhart informed the Board of a recently submitted request for favorable interpretation and/or variance to permit construction/expansion of an accessory building in order to operate a home occupation. A Zoning Hearing has been scheduled for June 13, 2016.

**Planning Commission Item - Lot Add-On Final Plan, Balmer & Pannebaker, 910 & 920 Cola Road**

Mr. Burkhart informed the Board of a recently submitted Lot Add-On Final Plan for Balmer and Pannebaker at 910 and 920 Cola Road. Action on this plan will be scheduled for the Township Planning Commission meeting on June 20<sup>th</sup>, 2016.

### **Building & Zoning Quarterly Report**

Mr. Burkhart provided the Board with a copy of the building and zoning permit activity for the months of January through March, 2016.

### **MS4 Environmental Report Progress Report - Allison Funk**

#### **Compost Tea - Amanda Kopil**

Miss Kopil reported that the Compost Tea trial is being done on a larger scale this year and before and after soil testing is being performed by PSU.

#### **Intro of Environmental Intern – Andrew Clark (Intern)**

Mr. Clark is a graduate of Penn State University with a BS in Resource Management and most recently a graduate of Millersville University with a Masters in Earth Systems Management (Applied Sciences: Stormwater Mgmt., GIS, Grant Writing). Through this internship Mr. Clark would like to gain some experience in grant writing as well as learn how Municipal Government works and how Storm Water Management and Ordinances are implemented.

#### **Municipal Office Report – Beth Graham & Sandi McMinn (Marketing Intern)**

##### **Summer Playground**

Mrs. Graham reported 3 leaders have been hired and registration forms are coming in steadily. Playground begins on June 13<sup>th</sup>.

##### **Marketing and Happenings at Sunset Bar & Grill**

Mrs. Graham reported:

- Mrs. Graham & Miss McMinn meet every Tuesday with Alex Schaffer & Mike Johnson to go over marketing of the Bar & Grill and the Golf Course including: Weekly Food & Drink Special, Email Blast, Websites, Thursday Night Live Music, Phone App and other ideas and suggestions for building the business.

Miss McMinn reported:

- Mr. Schaffer, Mr. Johnson and Miss McMinn attended Phone App Training at How To Hershey where they were taught how to use the phone app as a marketing tool
- Currently working on a Loyalty Program for the B&G
- Created Table Toppers & Golf Cart Advertising of events going on
- Created a Friday Night 2 for \$20 Menu
- Starting Trivia on Friday Nights, teaching staff how to run it each week

##### **Special Events @ Sunset Bar & Grill**

Mrs. Graham reported that she and Miss McMinn are organizing and marketing the following events:

- Sat., June 11<sup>th</sup> – “Sunkissed at Sunset” – featuring “The Toga Party Band”, Boo-Boo’s Barbecue & “The Great Cornhole Challenge”
  - Tiki Bars with New Signs
  - Directional Signs
  - Cornhole Games
  - Giant Jenga

- Trophy, medals & ribbons
- Lighting
- Sat., July 2<sup>nd</sup> – 8<sup>th</sup> Annual Stars & Stripes Salute and Veteran's Golf Outing
  - We've raised \$13,095 of the \$30,000 needed (which includes \$5,00 for the Lebanon V.A.)
- Sat., July 24<sup>th</sup> – Trolley Tour w/The Vineyard of Hershey
- Sat., Aug. 13<sup>th</sup> – TBD
- Sat., Sept. 24<sup>th</sup> – End of Summer Party, Food Trucks & Smokin' Gunzz (Southern Rock Band)
- Sat., Oct. 29<sup>th</sup> – Comedy Night with Earl David Reed

**Public Works Report – Andy Brandt**

Mr. Brandt reported:

Public Works Building

- Helped plumber install new well pump
- Stage- top soiled & seeded, placed red tippie stone & poured glue to keep them in place
- Cleaned shop, arranged items in chemical bay, serviced equipment & trucks, paved trenches

Roads

- Mowed roadsides
- Excavated & paved pot holes on Schoolhouse Rd, Orchard Ln
- Removed fallen limb on Roush Rd
- Cleaned shoulder on Schoolhouse Rd
- Repaired damaged water meter pit lid in Water St

Golf Course

- Sawed blacktop for paving repairs, painted flagpole
- Drilled holes for new tap system @ bar
- Painted yellow directional arrows on paths
- Removed downed tree from cart path

Parks

- Mowed Braeburn & Swatara Creek Rd properties
- Sunset Park - mowed, cut weeds @ fences & trees
- Repaired yard hydrant
- Completed Bocce Ball court
- Removed downed tree from path

**Golf Course & Bar & Grill Report - Mike Johnson**

Mr. Johnson reported:

- Total revenue for the month of May through the 25<sup>th</sup> is \$85,069.46, total revenue for the month of May 2015 was \$174,534.82. We have had 18 days with rain in them at some point, weather it was all day or part of the day. We have had rain every weekend in May so far. It has also been below average temperatures and very windy for most of the month.
- We have the clubhouse rented out 5 times in June for private events.
- All of our golf leagues are back playing.
- We have 18 golf outings booked for June.

- We are continuing to send mailers out to past outings and clubhouse rentals as well as follow up phone calls to see if they would like to rebook with us again for 2016.
- For the month of June 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 107 golf outings booked as well as the clubhouse rented out 21 times for private events.
- The stage beside the deck area for our bands to perform on is completed, so far everyone has had positive comments and they like what they see going on at Sunset.
- Our walk-in cooler has been installed we now have more storage space to prepare foods for outings and special events, not to mention we now have 13 beers on tap versus just 5 before.

**Engineer's Report** – Andrew Kenworthy

Mr. Kenworthy reported on two projects going on, road work and storm sewer work, some of which will be done by Mr. Brandt and the PW Department. The other component will get the bid out. Permits and design are ready for Mr. Brandt to work into his schedule. Bids and award should be in July for paving on S. Geyers Church Road and Schoolhouse Road.

Mr. Kenworthy stated that they continue to work with PA American Water to extend the water line towards Rte. 230. It is currently in various stages with some permits and plans in hand for what is the second phase, down to Red Bridge Road. They are working on additional plans to get water line to Iron Run, behind the Lytle Farm.

They continue to work with staff on continuing with Island inventory this summer.

**Solicitor's Report** – Mark Stewart

No report

**New Business**

Supervisor Hershey requested a ladder truck to pull a bulb from the ball field lights at Sunset so that he can look into LED lights that would save the township money in electric.

**Old Business**

None

**Executive Session**

Supervisor Shellenhamer recessed the meeting to Executive Session at 8:15pm for a potential litigation matter.

Supervisor Shellenhamer reconvened the regular meeting at 9:10pm.

Solicitor Diamond explained to the Board two new music license agreements to be entered into with respect to the Sunset Golf Course and proposed settlement of alleged delinquent payments owed to the two respective entities.

A Motion was made by Supervisor Anna Dale, seconded by Supervisor Mike Geyer to approve, and authorize Township Manager Steve Letavic to execute on behalf of the Township, the Music License for Local Governmental Entities for the year commencing August 1, 2015 between Broadcast Music, Inc. (BMI) and Londonderry Township in the form presented by Solicitor Diamond. Motion unanimously passed.

A Motion was made by Supervisor Anna Dale, seconded by Supervisor Mike Geyer to approve, and authorize Township Manager Steve Letavic to execute on behalf of the Township, the License Agreement – Local Governmental Entities between American Society of Composers, Authors and Publishers (ASCAP) and Londonderry Township in the form presented by Solicitor Diamond. Motion unanimously passed.

A Motion was made by Supervisor Mel Hershey and seconded by Vice Chairman Ron Kopp to approve the proposed settlement offered by BMI regarding prior year alleged delinquencies for payment of the principal amount invoiced, without late fees or penalties. Motion unanimously passed.

A Motion was made by Supervisor Mel Hershey and seconded by Vice Chairman Ron Kopp to approve the proposed settlement offered by ASCAP regarding prior year alleged delinquencies for payment of the principal amount invoiced, without late fees or penalties. Motion unanimously passed.

Supervisor Dale motioned to adjourn at 9:12pm, Supervisor Hershey seconded. Motion approved.