

**Londonderry Township Board of Supervisors  
Meeting Minutes**

May 6, 2013  
7:00pm

The Londonderry Township Board of Supervisors held their regular scheduled meeting on Monday, May 6, 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  
Andy Doherty, Member  
Bart Shellenhamer, Member  
Mike Geyer, Member  
Steve Letavic, Township Manager  
Beth Graham, Office Manager  
Jim Jenkins, Treasurer  
Wade Burrell, Public Works  
Andrew Kenworthy, Engineer  
Peter Henninger, Solicitor

**Absent:** Mike Johnson, Golf Course Manager

**REGULAR MEETING  
Salute the Flag**

**Citizen's Input** – None

**Approval of Minutes** – April 1, 2013

Mrs. Dale motioned to approve the April 1, 2013 minutes as presented, Mr. Shellenhamer seconded. Motion approved.

**Manager's Report** – Steve Letavic  
**PA American Water Grant Update**

Mr. Letavic reported that the township received a grant in the amount of \$8000.00 which will be used to purchase approximately 950 plants and trees native to PA. They will be planted along Swatara Creek Road once the demo is completed of the homes purchased from the Flood Hazard Mitigation Grant Program.

**Flood Hazard Mitigation Grant Program**

Mr. Letavic reported that there is one home left to purchase. The offer was submitted to the homeowner and we're waiting for a response.

**Swatara Creek Road Substantially Damaged Home Demo – Award of Contract**

Mr. Letavic asked the board to award the contract to SDL Construction who had the low bid of \$119,384.00.

Mr. Shellenhamer motioned to award the bid to SDL Construction, Mrs. Dale seconded. Motion approved.

**Department Reports**

**Treasurer's Report** – Jim Jenkins

Mr. Jenkins requested permission to pay bills in the amount of:  
General Fund           \$29,791.65

HMGP	\$3,987.01
Golf Course Fund	\$50,378.61
Escrow Fund	\$1,316.27
Liquid Fuels	\$0

Mr. Doherty motioned to approve payment of invoices, Mrs. Dale seconded. Motion approved.

**Code/Zoning Report** – Ed Kazlauskas

Mr. Kazlauskas introduced himself to the board but had nothing to report at this time.

**Municipal Office** – Beth Graham

**Pavilion & Ball Field Rentals:**

41 - Small Pavilions

24 - Large Pavilions

**Spring Newsletter**

Mrs. Graham reported that the newsletter is completed and will be delivered to residents next week.

**Stars & Stripes Salute** – June 29th

Mrs. Graham reported that the donations have slowed. Staff will be following up with vendors and contacts regarding donations.

**Lebanon VA Medical Center Visit**

Mrs. Graham reported that she and Steve Letavic visited the Lebanon V.A. in April to deliver Veterans Golf Tournament posters to Doug Etter. Mr. Etter provided a tour of the facility and introduced them to employees and veterans receiving treatment at the V.A. The visit was not only eye-opening to the great services our veterans receive, but also insightful as to how important raising funds for the V.A. really is.

**Public Works** – Wade Burrell

Work Completed April, 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 per our agreement with Army Corp of Engineers.
- Finishing mowing brush and roadsides with large arm mower.
- Had a trash cleanup on Swatara Creek Road.
- Assisted golf course with aerification and top dressing of greens.
- Assisted golf course personnel with putting the canopy on the patio.

- Installed new grills at pavilion #3 in Sunset Park to replace the ones that had rusted through.
- Worked on swale in Sunset Park around ball field one to correct muddy and wet areas.
- Took our new truck to the PSATS convention for a demonstration.
- Attended PSATS convention in Hershey.
- Fixed snow plow damage on Autumnwood drive.
- Filled in area along Hertzler Road with ballast-stone where someone had been doing some four wheeling and there was concern about the road structure.

Work Scheduled for May, 2013

- Finish swale in Sunset Park around ball field one and seed.
- Begin necessary basin repairs.
- Finish swale project in Sunset Park near Field One.
- Finish mowing brush and roadsides with large arm mower, and then replace the arm mower with the flail mower.

**Golf Course Manager – Mike Johnson**

- Total gross revenues for the month of April were: \$103,712.82 compared to \$104,388.02 in 2012. Total gross revenues YTD are \$139,074.47 compared to \$178,906.73 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 5 times in May for private events.
- For the month of May 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 by attending East and West Shore Chamber Events as well as Harrisburg and Lancaster Young Professional events.
- We have 19 golf outings booked in May.
- So far for the 2013 golf season we have 97 golf outings booked, as well as 16 additional clubhouse rentals for private events.
- All of our leagues will be back playing in May.
- Our Live Entertainment schedule will be starting in May, the schedule is as follows:

May 9 <sup>th</sup>	- Ginger child	(Acoustic Variety Rock Covers)
May 16 <sup>th</sup>	- Jeff J. Walker	(Acoustic Varsity Country Rock)
May – 23 <sup>rd</sup>	Stu Huggins	(Acoustic Varsity Country Rock)
May – 30 <sup>th</sup>	Jeff J. Walker	

**Superintendent's Notes – Sam Risteff**

- Aeration and Topdressing: Completed greens and tee boxes 1-18. Special thanks to Wade, Butch and Matt for assisting the Golf Course.

- Applied Pre-emergent ( Dimension 13-0-0 ) for controlling crabgrass on greens, tee boxes, fairways and park areas.
- Applied selective weed control products throughout the Golf Course and Sunset Park.
- Refreshed sand traps: Spread 2" of new sand over the area of the traps. Approx. 40 ton was used.
- The U.S. Wildlife biologists in conjunction with Sunset Golf Course and HIA has removed 3 pair of geese and their eggs from the course. Their efforts are to reduce the populations that will lead to a safer flight pattern.

**Engineer's Report – Andrew Kenworthy**  
**On-Lot Sewage Disposal System Ordinance**

Follow up comments from March 4, 2013 public meeting provided to township for consideration.

**Act 537 Plan Update**

See project specific report.

**Flood Repair Work**

Grace Industries has started the work.

**Flood Hazard Mitigation Grant**

Bid opening to occur on May 1 with recommendation for award to follow.

Closings on 9 properties are completed. Remaining one property is still finalizing issues.

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

Continuing to work in cooperation with PA American Water to obtain Highway Occupancy Permit for waterline extension.

- a) Submitting HOP plans this month
- b) Submitting technical design information to PA American Water this month.

**Solicitors Report – Peter Henninger**

**Asset Transfer Agreement Update**

Mr. Henninger reported that the agreement has been completed.

**Living Hope Church – Time Extension**

Mr. Henninger asked the board to make a motion confirming the acceptance of the time extension which they had accepted via email in April.

Mr. Shellenhamer motioned to confirm the acceptance of the time extension for Living Hope Church, Mr. Doherty seconded. Motion approved.

**EMA – Sam Naples**

Mr. Naples was absent. Gary Carlson reported that the EMA Team received a favorable review on their performance during the TMI drill in April.

Board of Supervisors

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**New Business**

**NRC Meeting**

Mr. Letavic informed everyone that the NRC will be holding their annual public meeting at the Municipal Building on May 7<sup>th</sup>.

**Old Business** – None

**Executive Session** - None

Mrs. Dale motioned to adjourn the meeting at 7:58pm, Mr. Shellenhamer seconded. Motion approved.