

## **Londonderry Township Board of Supervisors**

### **Meeting Minutes**

October 6, 2014

7:00pm

The Londonderry Township Board of Supervisors held their regularly scheduled meeting and a Public Hearing on Tuesday, October 6, 2014 at the Municipal Building, 783 South Geyers Church Road, Middletown, Pennsylvania, beginning at 7:00 p.m.

**Present:** Anna Dale, Chairman  
Mike Geyer, Vice-Chairman  
Bart Shellenhamer, Member  
Mel Hershey, Member  
Steve Letavic, Township Manager  
Jeff Burkhart, Codes/Zoning Officer  
Beth Graham, Office Manager  
Adam Weber, Public Works Director  
Andrew Kenworthy, HRG Engineer  
Mark Stewart, Solicitor

**Absent:** Ronald Kopp, Member; Mike Johnson, Golf Course Manager

### **Salute the Flag**

#### **Public Meeting** – Ordinance 2014-1 Ag Ordinance

Glenn Sauder, Par Line Golf Course – questions about acreage amounts for new golf courses.

Linda Rambler, Round Top Road – questions about the overlay areas that were chosen.

Mr. Shellenhamer motioned to change the acreage for golf courses to be a minimum of 135 acres, Mr. Hershey seconded. Motion approved.

Mr. Shellenhamer motioned to approve Ordinance 2014-1, Mr. Geyer seconded. Motion approved.

### **Citizens Input - None**

#### **Approval of Minutes – September 2, 2014**

Mr. Geyer motioned to approve the September 2, 2014 minutes, Mr. Hershey seconded. Motion approved.

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

##### **Budget & 5-Year Plan**

Mr. Letavic informed the board that the General Fund budget is nearly complete and that he is meeting with Mike Johnson Tuesday to complete the Golf Course budget and 5 year plan. The plan calls for \$2 million in bridge work over the next 5 years, \$363,000.00 in equipment replacement for the Public Works Department and a Debt Service Fund proposed to be funded by a 2 mil tax increase. These are minimum needs over the next 5 years, bare bones, not a wish list. Both plans and the narrative will be to the members before the scheduled October Work Session.

## **Department Reports**

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

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

General Fund	\$61,255.24
Golf Course Fund	\$51,836.29
HMPG	\$0
Liquid Fuels	\$0
Escrow	\$4,658.63
Fire Company	\$0
ICC	\$0

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

### **Treasurer Vacancy**

Mr. Letavic informed the board that he has started interviews for the position and has a few more this week.

### **Code/Zoning Report – Jeff Burkhart**

#### **GracePointe Church of Christ – Permit Extension Request**

Jonathan Woodall, Minister of GracePointe, explained to the board that shortly after the church received the permit to build the former minister announced his retirement. It then took the congregation 9 months to find a new pastor (Mr. Woodall) and when he finally arrived as minister, the contractor resigned from the project so they had to bid the project. They have hired a contractor and are now ready to begin the project. Mr. Woodall requested a 1-year Time Extension of the permit.

Mr. Hershey motioned to grant the 1-year time extension, Mr. Geyer seconded. Motion approved.

### **Municipal Office – Beth Graham**

#### **Sunset Park Rentals**

Mrs. Graham informed the board that they are gathering information relative to the types of rental requests and costs associated in consideration of the 2015 Fee Schedule.

### **Tourism Meeting**

Mrs. Graham reported that she attended a meeting hosted by the Elizabethtown Chamber of Commerce regarding Elizabethtown being a wedding destination and the tourism it brings to the surrounding community.

### **Stars & Stripes Salute – July 4, 2015**

We have booked the Bainbridge Band to play in Sunset Park and Parrotbeach to play at Sunset Bar & Grill.

### **October 2<sup>nd</sup> Live Entertainment & Breast Cancer Awareness**

The breast cancer non-profit "Feel Your Boobies" night during Live Entertainment was a great success. They raised \$900.00 and have asked to do it again next year.

### **6<sup>th</sup> Annual Daddy Daughter Dance**

Scheduled for Friday, October 10<sup>th</sup> at 6pm at the Clubhouse. We are expecting 80-90 dads & daughters again this year.

### **Public Works – Adam Weber**

Work Completed September, 2014

- Weekly road checks including checking signs, storm water inlets, general road conditions, and removal of debris from Township roadways and shoulders are being done.
- The parks and their facilities have been maintained as needed.
- Pennsylvania Call One requests for inspections of underground utilities have been responded to.
- Equipment maintenance has been done as needed.
- A 15"x30" pipe crossing on Steinruck road has been replaced due to the failure of the existing one.
- Some patching has been done on Steinruck , Roush, Iron Mine , and Schoolhouse roads.
- Two basins on Land Ave and School House road that were failing and unsafe have been repaired.

Work Scheduled for October, 2014

- Patch work will continue on roads where needed.
- Shoulder work and basin repairs will be worked on when patch work is completed.
- The Flail mowing along Township roads will continue when time is available.
- We will be gearing up for winter weather. The snow gear will be installed on the trucks and checked that it works properly.
- We will begin leaf pickup from Township shoulders and swales to help prevent runoff blockage.
- We will be prepared to respond to any inclement weather.

### **Golf Course – Mike Johnson**

- Revenues for the month of September were \$124,431.53 compared to \$123,868.98 for August of 2013. Gross revenues year to date are \$871,486.80 compared to \$879,336.45 in 2013.
- We have the clubhouse rented out 4 times in October for private events.
- We have 5 golf outings schedule for October.
- Our live entertainment schedule for the month of October:
  - October 2<sup>nd</sup> - Jeff J. Walker
  - October 9<sup>th</sup> – Stu Huggins  
(Starting at 6:00pm)

- We are continuing to call past outings and clubhouse rentals to re-book for the 2014 & 2015 season.
- For the month of October 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 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:
- For the 2015 season we already have 69 golf outings as well as 21 clubhouse rentals booked so far.

**Engineer's Report** – Andrew Kenworthy

**Vine Street Water Service**

Paperwork is still being finalized, but project is expected to begin soon.

**Swatara Creek Road Demolition Project**

Confirmation has been received by PEMA that they have the documents. No formal response yet.

**ACT 537 Plan**

Update is being finalized and scheduled to go to DEP by December.

**Local Share Grant & Gaming Funds**

The application has been submitted, waiting on presentation.

**DCIB Loan - Beagle, Braeburn & Hollendale Bridges**

The design is 30% complete, permits have been started.

**Solicitor's Report** – Mark Stewart

No report.

**EMA** – Les Gilbert

Mr. Gilbert reminded members to complete their NIMS training.

**New Business** - None

**Old Business** - None

**Executive Session** - None

Mr. Shellenhamer motioned to adjourn at 8:15pm, Mr. Geyer seconded. Motion approved.