

# Londonderry Township Board of Supervisors

## Meeting Minutes

October 7, 2013

7:00pm

The Londonderry Township Board of Supervisors held their regular scheduled meeting on Monday, October 7, 2013, at the Municipal Building, 783 South Geyers Church Road, Middletown, Pennsylvania, beginning at 7:00 p.m.

**Present:** Anna Dale, Vice-Chairman  
Andy Doherty, Member  
Bart Shellenhamer, Member  
Mike Geyer, Member  
Steve Letavic, Township Manager  
Myron Stoner, Finance Director  
Jeff Burkhart, Zoning Officer  
Beth Graham, Office Manager  
Mike Johnson, Golf Course Manager  
Wade Burrell, Public Works Director  
Andrew Kenworthy, Engineer  
Peter Henninger, Solicitor

**Absent:** Ronald Kopp, Chairman

### **REGULAR MEETING**

#### **Salute the Flag**

**Citizen's Input** – None

**Check Presentation** – Rescheduled for a later date.

**Approval of Minutes** – September 3, 2013

Mr. Shellenhamer motioned to approve the September 3, 2013 minutes as presented, Mr. Geyer seconded. Motion approved.

**Manager's Report** – Steve Letavic

#### **Tree Planting**

On September 21<sup>st</sup> approximately 80 volunteers & staff planted 1300 trees and shrubs along Swatara Creek Road where the flooded houses once stood. The Public Works department will maintain the care and watering of the trees.

#### **2014 Budget Update**

Mr. Letavic stated that the General Fund draft budget will be out next week. No anticipated tax increase for 2014. Once the budget is complete Mr. Letavic reported that he and Mr. Stoner will begin work on the 5-year strategy and finance plan.

#### **PennWorks Grant**

The township applied for a \$5,000,000.00 grant request for water & sewer. It would take water & sewer from Vine Street where it terminates now, continue down Vine Street and connect out to Rte. 230. We should have an answer in 30-days.

**National Fish & Wildlife Federation Grant**

The first part of the grant would be for a storm water study and design to be done on the golf course with the intent to recapture and reuse storm water that comes off the back 9. The second part of the grant would be for implementation.

**Rain Garden Grant**

This grant would fund the plants, design and installation of a rain garden at the Municipal Building. The grading and shaping would take place in the fall and the planting would occur in the spring.

**Department Reports**

**Treasurer's Report – Myron Stoner**

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

|                  |              |
|------------------|--------------|
| General Fund     | \$225,711.48 |
| Golf Course Fund | \$71,397.49  |
| HMPG             | \$151,368.83 |
| Liquid Fuels     | \$6,562.77   |
| Escrow           | \$2,084.97   |
| ICC              | \$40,000.00  |

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

**Code/Zoning Report – Jeff Burkhart**

**Lytle Farms, Phase I – Time Extension Request to January 6, 2014**

Mr. Shellenhamer motioned to approve the time extension request, Mr. Geyer seconded. Motion approved.

**Living Hope Church Land Development Plan - Time Extension Request to Jan. 13, 2014**

Mr. Geyer motioned to approve the time extension request, Mr. Doherty seconded. Motion approved.

**Waiver Request for Well Isolation Distance – 4248 Heather Road**

The existing well will only be approximately 38' from the new elevated sand mound septic system. There is no other place on the property to put a new septic system due to the location of the neighbors wells and site restrictions.

Mr. Doherty motioned to approve the request with the conditions of a signed release of liability to the township and payment of attorney's fees, Mr. Shellenhamer seconded. Motion approved.

**Friends In Action – Improvement Guarantee Reduction #1**

Mr. Shellenhamer motioned to approve Reduction #1, Mr. Geyer seconded. Motion approved.

**AT&T Cell Tower Final Land Development Plan – 2535 Roundtop Road**

Mr. Doherty motioned to approve the waiver of the Preliminary Plan, Mr. Shellenhamer seconded. Motion approved.

Mr. Doherty motioned to approve the deferral of the curbs and sidewalks, Mr. Shellenhamer seconded. Motion approved.

Mr. Doherty motioned to approve the Final Land Development Plan as presented, Mr. Shellenhamer seconded. Motion approved.

#### **Rutter's Farm Store #20 – Final Land Development Plan**

Mr. Shellenhamer motioned to approve the Preliminary Plan Submission Waiver, Mr. Geyer seconded. Mr. Doherty abstained due to his employment with PaDOT. Motion approved.

Mr. Shellenhamer motioned to approve the deferral of Curbs, Gutters and Sidewalks, Mr. Geyer seconded. Mr. Doherty abstained due to his employment with PaDOT. Motion approved.

Mr. Shellenhamer motioned to approve the waiver of the Storm Water Runoff Increase, Mr. Geyer seconded. Mr. Doherty abstained due to his employment with PaDOT. Motion approved.

Mr. Shellenhamer motioned to approve the Final Land Development Plan, Mr. Geyer seconded. Mr. Doherty abstained due to his employment with PaDOT. Motion approved.

#### **RESOLUTION 2013-12 Rutter's Planning Module**

Mr. Shellenhamer motioned to approve Resolution 2013-12, Mr. Geyer seconded. Mr. Doherty abstained due to his employment with PaDOT. Motion approved.

#### **Public Works – Wade Burrell**

Work Completed September, 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.
- Equipment maintenance.
- Mow in Braeburn Park, Township Office, Londonderry Fire Dept., and Londonderry's properties on Swatara Creek Road.
- Maintained catch basins in Braeburn development, Schoolhouse, Kennedy, London, and Roush Roads.
- Continued deck construction at Sunset Golf Course Clubhouse.
- Prepared for, planted, and maintained trees and shrubs along Swatara Creek Road.
- Continue mowing roadsides with the township's flail mower.
- Cleaned up large amount of dumped stone on Foxianna Drive.
- Spray in parks.

#### Work Scheduled for October, 2013

- Complete construction of Sunset Golf Course Deck.
- Continue maintaining trees and shrubs along Swatara Creek Road.
- Prep vehicles and equipment for winter weather.
- Start cleaning road shoulders and tree trimming.

#### **Golf Course Manager** – Mike Johnson

##### Golf Course Meeting notes for September & October 2013

- Total gross revenues for the month of September were: \$123,868.98 compared to \$106,445.21 in 2012. Total gross revenues YTD are \$879,336.45 compared to \$880,437.23 in 2012.
  - (we are -\$ 1,100.78 behind last years totals do to weather related issues, so far we have been closed 38 more days this year compared to last year at this time!)
- 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 October for private events.
- For the month of October we will continue to send 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 have 5 golf outings booked in October
- We will be hosting our second customer appreciation day on October 18<sup>th</sup>
- We will be hosting our Better Ball of partners on October 12<sup>th</sup> & 13<sup>th</sup>
  - Sponsored by the Londonderry Township Fire Department
- For 2014 so far we have 68 golf outings booked for the season, as well as the clubhouse being rented out an additional 16 times for private events.
- Our Live Entertainment for the season is over; we had a very good year as far as our customers showing up for our entertainment nights. We will again have Entertainment in 2014 starting in the month of May on our new deck!

##### Superintendent Report – Sam Risteff

- Irrigation system: Repaired leak at # 6 fairway. Replaced 10 ft. of 3" feed line to fairway.
- Greens: Aerified all greens, top dressed and over-seeded.
- Fungicide Program: Continue preventative applications for turf diseases.
- Insecticide Program: Applied Fall white grub control.

#### **Engineer's Report** – Andrew Kenworthy

##### **PA American Water**

Mr. Kenworthy reported that he is working with PA American Water to get public water from the north side to the south side. It should be coming together shortly.

#### **Township Road Evaluation**

Mr. Kenworthy reported that HRG is close to finishing the road evaluation; prioritizing for repair, maintenance, replacement, etc.

Board of Supervisors

October 7, 2013

Page No# 5

**Solicitors Report** – Peter Henninger

**Swatara Creek Road – Sage Property Update**

Mr. Henninger reported that the Sage property has been acquired and the notice to proceed to demolish has been sent out.

**EMA** – No report

**New Business** - None

**Old Business**

**Executive Session**

Mrs. Dale adjourned the regular meeting to Executive Session at 8:10pm.

Executive Session adjourned at 8:40pm.

The Regular Meeting reconvened at 8:41pm. Mr. Shellenhamer motioned to adjourn the meeting at 8:41pm, Mr. Geyer seconded. Motion approved.