

Londonderry Township Board of Supervisors Meeting Minutes

August 3, 2015

7:00pm

The Londonderry Township Board of Supervisors held their regularly scheduled meeting on Monday, August 3, 2015 at the Municipal Building, 783 S. Geyers Church Road, Middletown, Pennsylvania, beginning at 7:00 p.m.

Present: Mike Geyer, Chairman
Bart Shellenhamer, Vice-Chairman
Mel Hershey, Member
Anna Dale, Member
Steve Letavic, Township Manager
Beth Graham, Office Manager
Jeff Burkhart, Codes/Zoning Officer
Chris Feese, Finance Director
Andy Brandt, Public Works Director
Allison Funk, MS4 Environmental Specialist
Jonathan Hahn, Environmental Intern
Amanda Kopel, Environmental Intern
Mike Johnson, Golf Course Manager
Andrew Kenworthy, Engineer
Mark Stewart, Solicitor

Absent: Ron Kopp, Member

Salute the Flag

Citizens Input - None

Approval of Minutes – July 6, 2015

Mr. Shellenhamer motioned to approve the minutes as presented, Mr. Hershey seconded. Motion approved.

Manager's Report – Steve Letavic

RESOLUTION 2015-8 Local Share Municipal Grant

Mr. Letavic asked the board to approve Resolution 2015-8 supporting the applications of Local Share Municipal Grant Applications in the amount of \$249,800 for the debt reduction of costs associated with the purchase of a high-capacity tanker apparatus and water line extension from Red Bridge Road/Vine Street to Iron Mine Road.

Mr. Shellenhamer motioned to approve Resolution 2015-8, Mr. Hershey seconded. Motion approved.

Islands Update

Mr. Letavic informed the board that the meeting on July 16th for Island stakeholders was led by Jim Diamond and was very informative for everyone. Mr. Letavic also noted that Jim Diamond, Jeff Burkhart and himself will be meeting on August 13th with York Haven relative to the island properties.

Budget Update/Financial Statements

Mr. Letavic informed the board that he and Chris Feese have revised the 5-year plan and due to the unfunded mandates they were aware of when the original plan was drafted he recommends holding off on doing some of the larger projects that had been scheduled.

He also informed them that they are working on the General Fund budget and will have a draft to the board by August 31st.

Community Development Block Grant National Disaster Resiliency Competition

Mr. Letavic explained that it is a large federal grant competition involving many projects throughout the county. The application will be completed by the end of this year.

Meet the Manager

Mr. Letavic held two meetings for the public to come out and ask any questions they may have about the township. Mr. Letavic stated that they were not well attended, but those that did come out asked very good questions and were pleased with the response.

Treasurer's Report – Chris Feese

Payment of Invoices

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

General Fund	\$95,777.56
Golf Course Fund	\$94,140.95
HMPG	\$0
Liquid Fuels	\$0
Escrow	\$6,210.28
Fire Company	\$0
ICC	\$0
Debt Services	\$48,484.66

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

Zoning & Codes Report – Jeff Burkhart

**Time Extension of Lot Add-On Final Plat - Vladimir and Celina Bertovic,
1309 & 1315 Schoolhouse Road**

Mrs. Dale motioned to approve the time extension to October 5, 2015, Mr. Hershey seconded. Motion approved.

Zoning/Building Permits Report - 2nd Quarter

Mr. Burkhart submitted his quarterly report.

Letter/Waiver of Plan Review – John N. Hertzler Family Trust - S. Hertzler Road

Mr. Burkhart provided information to indicate that the proposed Subdivision Plan lies entirely within Conewago Township (contrary to data shown on an earlier subdivision plan) and therefore does not appear to involve Londonderry Township review and approval processes.

Mr. Burkhart was directed to send a letter on behalf of the Board of Supervisors acknowledging the property is not within Londonderry Township.

MS4 Report – Allison Funk

Ms. Funk reported on current progress and goals for August.

- Progress Made
 - Training
 - CapCOG Stormwater Training
 - Low Impact Development Webinar
 - Extended NPDES Webinar
 - Collaborative Stormwater Management Solutions
 - Submission of Annual MS4 Report
 - Compost tea
 - Rain barrels
 - Golf course pond testing
 - Sunset Park Summer Playground
- August Goals
 - CapCOG Stormwater Training at Londonderry Township
 - Design wash station for maintenance sheds
 - Order inlet markers
 - Finish compost tea experiment
 - Finalize Operations and Maintenance and SPCC Plans
 - Stormwater Maintenance Facilities Profile

Ms. Allison Kopel, Environmental Intern, informed the board of the Compost Tea project she has been working on which will hopefully one day replace the chemical fertilizers with a natural fertilizer that is safer for the environment and less costly.

Mr. Jonathan Hann, Environmental Intern, explained his

Municipal Office Report – Beth Graham

Stars & Stripes Salute

Mrs. Graham reported that the thank you letters were mailed to all sponsors and the check presentation to the Lebanon V.A. will be scheduled for this fall.

Summer Playground

Mrs. Graham reported that this was the 9th year for Summer Playground. The program ended July 31st with 87 kids signed up and 40-50 attending each day.

Office Moves

Mrs. Graham informed the board that a cell phone was purchased for the VIP volunteers so they could volunteer from home. By doing this we are able to use the downstairs and provide office space to our Environmental Department.

Mrs. Graham reported that Mr. Kazlauskas has been working on organizing the storage closets. In a coordinated effort with Public Works shelving units were moved from the front office to the closets and tables were added to the front office to create a larger workspace for Angie Evans.

General Code Updates

Mrs. Graham reported that she has been negotiating costs with General Code in an effort to update the Code of Ordinances. The original price quote was \$3,395 - \$4,190 and we are currently at \$2,995. Efforts are being made at comparing other companies and costs.

Public Works Report – Andy Brandt

For the month of July, the PWD performed the following tasks/projects:

- Weekly road inspections
- Set up & cleaned up for the Stars & Stripes Celebration
- Mowed grass @ Breaburn Park, Firehouse & Swatara Creek properties (weekly)
- Relocated topsoil pile from property along Red Bridge Rd @ Swatara Creek Rd to lot along Swatara Creek Rd @ pump station
- Cleaned gutters on Swatara Creek Rd
- Removed fallen tree from Snavelly Rd
- Park maintenance (daily)
- Equipment maintenance
- Check drainage issue on Ridge Rd. Met w/Conewago Twp to discuss solution to problem. *We will be working w/Conewago Twp to re-establish swales along road to correct drainage.
- Replaced damaged street signs
- Replaced boards on barricade damaged by fallen tree on N Geyers Church Rd
- Cut weeds along guiderails & street signs
- Trimmed trees on Swatara Creek Rd, Red Bridge Rd & Schoolhouse Rd
- Roadside mowing

For the month of August, the PWD will be performing the following tasks/projects:

**schedule subject to change

- Weekly road inspections
- Tree trimming on Twp roads
- Replacing storm pipes
- Paving repairs
- Roadside/Parks mowing
- Weekly road checks
- Responding to any & all emergencies/issues
- Park maintenance
- Equipment maintenance

Golf Course Report - Mike Johnson

July & August 2015

- Total revenue for the month of July through the 26th is \$160,577.40 total revenues for the month of July 2014 were \$167,731.23. We had 5 days with rain so far this month which has affected rounds played as well as revenues.
- We have the clubhouse rented out 3 times in August for private events.

- We have 16 golf outings booked for August.
- We will be hosting our 10th annual TMI Golf Outing on Friday August 7th
 - This year we will go over the \$500,000.00 mark for donations!
 - We will be hosting our Thursday night dinner party at 6:00pm at the clubhouse.
 - The golf outing will start at 9:00am on Friday morning.
- We are continuing to call past outings and clubhouse rentals to re-book for the 2015 & 2016 season.
- For the month of August 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 be having our Club Championship on August 15th & 16th
- Chris, Sam, Anthony and myself got together last week and went over our financials year to date to see where we stand so far for this year and to map out a plan for the second half of the year.
- For the 2015 season we have 105 golf outings as well as 28 clubhouse rentals booked so far.
- So far for the 2016 season we have 47 golf outings booked as well as the clubhouse rented out 14 times for private events.
- Our live entertainment schedule for August :
 - August 6th – Stu Huggins
 - 13th – Jeffrey Walker
 - 20th – Cruise Control
 - 27th – Jeffrey Walker

Golf Course – Sam Risteff

- Sand Traps : Cut new edges around all traps in an effort to enhance the depth of the edges. Spread 40 ton of new sand into the traps to refreshen playing surfaces.
- Insecticide Program : Applied product (Provaunt) to fairways, # 10,16,17,18. Tees # 8,9,15,16,17,18 to control Annual Bluegrass Weevil damage. Grub Control : Applied Allectus to fairways, tees and roughs to control white grub populations and damage.
- Herbicide Program : Applied Quinclorac DF to fairways, green surrounds, tees and roughs to control crab and goose grass break through.
- Fertilizer Program : Applied foliar fert. at 1/4 lb. n/1000 to greens. Applied granular fert. at 1/2 lb n/1000 to tee boxes.
- Irrigation System : Replaced timing panel to irrigation station # 12. Repaired leak at # 2 valve box.
- Maintenance staff has begun course preparation for upcoming TMI event.

Engineer's Report – Andrew Kenworthy

DCIB

Mr. Kenworthy reported that they received 7 bids and the winning bid was \$618,000.00 for 3 bridges.

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Mr. Kenworthy reported they are finalizing with DEP and hoping by the September meeting the plan will be finished and being implemented.

Solicitor's Report – Mark Stewart

No Report

EMA Report – Les Gilbert

No Report

New Business

None

Old Business

None

Mrs. Dale motioned to adjourn at 8:52pm, Mr. Hershey seconded. Motion approved.