

Londonderry Township Board of Supervisors

Regular Meeting Minutes

July 5, 2016

7:00p.m.

The Londonderry Township Board of Supervisors held their regularly scheduled meeting on Tuesday, July 5, 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
Jeff Burkhart, Code/Zoning Officer
Chris Feese, Finance Director
Andy Brandt, Public Works Director
Allison Funk, MS4 Environmental Specialist
Amanda Kopil, MS4 Intern
Andrew Clark, MS4 Intern
Sandi McMinn, Marketing Intern
Mark Stewart, Solicitor

Absent: Mike Johnson, Golf Course Manager; Andrew Kenworthy, Engineer

Salute the Flag

Citizens Input

None

Approval of Minutes – June 21, 2016

Supervisor Hershey motioned to approve the minutes with a correction to reflect that Supervisor Kopp and Andrew Kenworthy were not in attendance of the June 21st meeting, Supervisor Dale seconded. Motion approved.

Manager's Report – Steve Letavic

Performance Appraisals

Mr. Letavic informed the board that he has two appraisals to complete and will have them to the board with recommendations by mid-August for their review.

Lytle Sewer

Mr. Letavic informed the board that there is a stakeholders meeting at the Municipal Building on July 14th to finalize the agreement and iron out any issues.

Gaming Grant

Mr. Letavic informed the board that we had our pre-application meeting to fix the bridge over the tributary at Swatara Creek Road and Iron Mine Road. The grant doesn't cover the entire cost so we will also be applying for a small DCIB loan at .5% to cover the balance of costs. The bridge is on our bridge replacement list.

2017 Budget

Mr. Letavic informed the board that he and Chris will begin the 2017 budget once they have reviewed the June numbers.

Treasurer's Report – Chris Feese

Payment of Invoices

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

General Fund	\$144,323.25
Golf Course Fund	\$106,325.13
Liquid Fuels	\$3,565.98
Escrow	\$422.82
Fire Company	\$0
ICC	\$0
Debt Service	<u>\$23,936.41</u>
TOTAL	\$278,573.59

Supervisor Dale motioned to approve paying the bills, Supervisor Kopp seconded. Motion approved.

Zoning & Codes Report – Jeff Burkhart

Waiver Request - Well/Septic Isolation Distance, Jason Shenk, 3197 Foxianna Rd

Supervisor Geyer motioned to approve the waiver of the (DEP) Well Isolation Distance Requirements for 3197 Foxianna Road. Approval of the waiver is subject to the conditions added per the letter from Vision Engineering, Inc. dated June 23, 2016 stating the landowner shall execute and record an indemnification agreement holding the Township harmless of this waiver and the landowner consider installing a drinking water system to further protect the water source from potential contamination, Supervisor Dale seconded. Motion approved.

Briefing Items

Lot Add-On Final Plan - Balmer and Pannebaker, 910 and 920 Cola Road

Mr. Burkhart informed the Board of a recently submitted Lot Add-On Final Plan. Action on this plan will be rescheduled for the Township Planning Commission meeting on July 18th, 2016 due to a lack of quorum for the June 20th meeting.

Lot Add-On Final Plan - Daniel Derr, 2293 Foxianna Road

Mr. Burkhart informed the Board of a recently submitted Lot Add-On Final Plan. Action on this plan will be scheduled for the Township Planning Commission meeting on July 18th, 2016 due to a lack of quorum for the June 20th meeting.

MS4 Environmental Department - Allison Funk, Amanda Kopil, Andrew Clark Progress Report

Capital Region Framework for Watershed Restoration - Allison Funk

Ms. Funk reported that Londonderry Township was approached by the Alliance for the Chesapeake Bay and the CAPCOG to be part of a focus group for the growing greener grant that the AFCB was awarded. Being a part of this group would provide the township with an inventory report analyzing the gaps in our program and provide suggestions on how to fill those gaps. We'll get projects we can do on our own or with

other municipalities, providing an opportunity for intergovernmental cooperation. We'll also be given a regional Stormwater Financing Strategy booklet from the Environmental Finance Center explaining how we can finance our projects on our own or with other municipalities. At the end there will be a meet and greet with funders and we will be able to demonstrate what we would like to do. The more information the township provides on our MS4 program, deficiencies or things we want to do, the better of a book the township will get to go off of. It will directly impact our MS4 program, financing and possible projects and is free to be a part of. Mr. Letavic noted that it is a great idea and the correct approach to stormwater management.

Supervisor Dale motioned to enter into the Alliance for the Bay Grant Opportunity, Supervisor Kopp seconded. Motion approved.

DEP Urbanized Area Grant - Allison Funk

Ms. Funk informed the board that in October the township had applied for a grant in the amount of \$36,136 and she received a call this week informing her that the township was approved for the grant. This grant will be used to create 8 Bio-swales in our Iron Run urbanized area in the top right corner of the township. The implementation of this project will directly benefit our current permit as well as our 2018 permit. A Pollution Reduction Plan will have to be written for the new permit and we'll be able to include this Iron Run project in that plan.

Mr. Letavic complimented Ms. Funk on her great work in seeking out this grant and completing the application stating it is a good project to get a head start on the 2018 permit.

Township Swales – Andrew Clark

Mr. Clark informed the board that a handheld GPS unit was purchased and used to map all of the swales in our urbanized areas in an effort to satisfy our permitting requirement. The coordinates were also provided to HRG to include on our official map which will be included in annual reports.

Lynch Run Erosion Project – Andrew Clark

Mr. Clark informed the board that the property owners on Hertzler Road, along Lynch Run, are experiencing erosion due to excess runoff. Mr. Clark performed site analysis, took pictures and looked up historical data of the soil which showed a high water table with low permeability. He will test the infiltration rates of the soil to make sure they're correct. From that information we'll get an idea of what BMP we can use on this site. He is hoping to finish by the end of the month in order to begin modeling to start putting something in the ground. Mr. Letavic asked if Lynch Run is an impaired stream and Mr. Clark informed him that it is. Ms. Funk stated that it will help with the Pollution Reduction Plan for impaired waters and improve the water quality. Supervisor Kopp asked what the township's involvement is. Mr. Clark stated that we're trying to reduce the amount of sediment going into Lynch Run which is the TMDL for this stream.

Compost Tea – Amanda Kopil

Ms. Kopil reported they are in their 5th week of spraying and have received results of their preliminary soil testing. They will try to bring the soil back up to an optimum level with the compost tea and then test again to check the results.

Ms. Kopil announced that she will be leaving her position at Londonderry Township in a week and thanked the board and staff for the opportunity to work here.

Municipal Office – Beth Graham

Mrs. Graham reported that pavilion rentals are up and inquiries are now going into late October. Also, Summer Playground is under way in Sunset Park with approximately 100 kids signed up. She also informed the board that once the new legislation is sent to General Code for this year she will be ordering new code books for the supervisors and professional staff.

Special Events

June 11th – “Sunkissed at Sunset”

Mrs. Graham informed the board that the “Sunkissed at Sunset” event took place on June 11th with about 100 people in attendance, of which most were new faces. There were 36 adults that participated in the cornhole tournament, and in speaking with the players they would be interested in starting a cornhole league at the Bar & Grill, which was an objective of this event and would bring potentially 30+ people to the grill each week who would buy food and drinks.

July 2nd - 8th Annual “Stars & Stripes Salute”

Mrs. Graham reported that the event was the best to date with beautiful weather bringing approximately 7,000 people to the event. Everything ran smoothly with the Whiskey Brothers Band at Sunset Bar & Grill and the New Holland Band in Sunset Park. The Veterans Golf Outing had 45 players and afterward received a meal catered by BooBoo’s BBQ.

Coming up:

July 8th – Chris Smither

Mrs. Graham reported that 65 tickets have been sold to date, light food will be prepared by Sunset Bar & Grill.

July 24th – Trolley Tour with The Vineyard at Hershey

Mrs. Graham reported the cost is \$25 per ticket with Red Hill Farm Stand, Jubilee Farms, Stoneylawn Farms and The Vineyard at Hershey participating.

Marketing – Sandi McMinn

Ms. McMinn informed the board that she has been creating events on Facebook for the weekly & special events taking place at Sunset Bar & Grill as well as table toppers, golf cart ads and posters to promote Thursday Night Live Music, Trivia and Special Events.

She also reported that Trivia has not had steady numbers and we are working on ways to set us apart from other Trivia hosts, plus use the deck to our advantage for Trivia. The “2 for \$20” menu response has been favorable but the profit margin needs improvement and we are working with Alex on making adjustments.

Public Works Report – Andy Brandt

Mr. Brandt reported:

Roads

- Sowed paving for pot hole repairs & pipe replacements
- Removed downed trees from roads & on fence below driving range
- Repaired damaged street signs
- Mowed roadsides
- Repaired potholes
- Picked up discarded trash bags & tires from Swatara Creek Rd
- Installed new well pump at the Public Works Building

Parks

- Mowed parks
- Sprayed weeds
- Mowed trails

Golf Course Clubhouse:

- Drilled holes for new beer tap system at the Sunset Bar & Grill

Golf Course Report – Prepared by Mike Johnson, presented by Steve Letavic

Mr. Letavic reported:

- Total revenue for the month of June through the 24th is \$131,968.25, total revenue for the month of June 2015 was \$160,970.00.
- We have the clubhouse rented out 5 times in July for private events.
- We have 17 golf outings booked for July.
- 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 July 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 109 golf outings booked as well as the clubhouse rented out 25 times for private events.
- For the 2017 golf season we already have 51 golf outings booked as well as the clubhouse rented out 9 times for private events.
- Our live entertainment schedule for the month of July:
 - July 7nd Sherri Mullen
 - July 14th Jeffrey J Walker
 - July 21st Stu Huggens
 - July 28th Jeffrey J Walker(Entertainment starts at 7pm)
- We also are having some specialty nights of entertainment coming up on the following dates:
Saturday July 2nd - Whiskey Bothers Band (Fireworks at 9:30pm)
Friday July 8th - Chris Smithers
- Insecticide Program - Applied Allectus to tees, fairways and roughs to control white grub damage. Applied Arena to help to control Annual Bluegrass Weevil damage to green collars, approaches and tees.

- Herbicide Program - Applied product to control white clover, buckhorn and plantain.
- Course Improvements - Installed 4,000 square feet of sod to holes 1, 8 and 12 to improve sand traps.
- Irrigation System - Repaired or replaced fairway and green sprinkler heads where needed.

Engineer's Report – Prepared by Andrew Kenworthy, presented by Steve Letavic
2014 DCIB

Mr. Letavic reported we received the amended permit for the bridge replacement and work is to begin shortly.

537 Plan

Mr. Letavic reported that the 537 Plan was approved by DEP and we'll be filing for 50% reimbursement for costs of the plan. The paperwork is being prepared.

Iron Run Water Crossing

Mr. Letavic reported that in regards to the extension of the water line from Vine Street down Swatara Creek Road we continue to work with PA American Water on getting permitting to cross the creek.

Resolution 2016 - 9 Gaming Grant

Supervisor Kopp motioned to approve Resolution 2016-9, Supervisor Hershey seconded. Motion approved.

Resolution 2016 - 10 DCIB Loan

Supervisor Dale motioned to approve Resolution 2016-10, Supervisor Geyer seconded. Motion approved.

Solicitor's Report – Mark Stewart

SESAC Municipality License for Music Performances

Supervisor Dale motioned to approve the license agreement, Supervisor Kopp seconded. Motion approved.

New Business

Supervisor Hershey asked about the email he received concerning the township demolition fee for island cabins.

Supervisor Hershey motioned to establish a moratorium of the Township portion of the demolition fee for properties located in the floodway, Supervisor Dale seconded. Motion approved.

Old Business

None

Executive Session

Supervisor Shellenhamer recessed the meeting to Executive Session at 8:17pm.

Supervisor Geyer motioned to adjourn Executive Session at 9:35pm, Supervisor Dale

Board of Supervisors Meeting Minutes

July 5, 2016

Page #7

seconded. Motion approved.

Supervisor Shellenhamer reconvened the regular meeting at 9:35pm.

Supervisor Geyer motioned to adjourn the Regular Meeting at 9:36pm, Supervisor Dale seconded. Motion approved.