

**Londonderry Township Board of Supervisors  
Meeting Minutes**

April 1, 2013  
7:00pm

The Londonderry Township Board of Supervisors held their regular scheduled meeting on Monday, April 1, 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  
Bart Shellenhamer, Member  
Mike Geyer, Member  
Beth Graham, Office Manager  
Jim Jenkins, Treasurer  
Wade Burrell, Public Works  
Andrew Kenworthy, Engineer  
Peter Henninger, Solicitor  
Steve Letavic, Township Manager  
Mike Johnson, Golf Course Manager

**Absent:** Andy Doherty, Member

**REGULAR MEETING  
Salute the Flag**

**Citizen's Input** – None

**Approval of Minutes** – March 4, 2013

Mrs. Dale motioned to approve the March 4, 2013 minutes with the correction to show that Steve Letavic and Mike Johnson were present at the meeting, Mr. Shellenhamer seconded. Motion approved.

**Engineer's Report** – Andrew Kenworthy

**Shaffer Subdivision** – Rick Castranio, Alpha Consulting

Mrs. Dale motioned to approve the waivers for the Preliminary Plan and the Plan Scale, Mr. Geyer seconded. Motion approved.

Mrs. Dale motioned to approve the deferment for Curbs, Sidewalks & Gutters, Mr. Geyer seconded.

Mr. Shellenhamer motioned to approve the plan, Mrs. Dale seconded. Motion approved.

**Hazard Mitigation Demo Bids**

Advertisement has been made and we are receiving bids for the demolition of the homes along Swatara Creek Road.

**PEMA 2012 Repair**

There are 5-6 repairs planned for the 2012 storm damage. Grace Industries will be starting work any day now that the weather has improved.

**PA American Water Environmental Grant Program**

The grant application has been submitted.

**ACT 537 Plan**

Work continues with PA American and PaDOT.

**Love's Travel Stop**

They have had to make a minor revision of the plan because of the removal of retaining walls.

**Manager's Report – Steve Letavic  
Code/Zoning Officer**

Mr. Letavic reported that Ed Kazlauskas has been hired as a part-time Code/Zoning Officer and will start April 29<sup>th</sup>. Mr. Letavic will continue the search for a full-time Codes/Zoning Officer.

**PA American Water Grant Update**

Mr. Letavic reported that should monies be received from this grant it will be used to purchase approximately 950 trees and shrubs to plant in the lots along Swatara Creek Road that were purchased through the Hazard Mitigation by the township. All will be native to PA with wildlife and timber value and will also meet the criteria for Riparian Buffer. When we do the project it will be a multi-agency project with volunteers and staff working together and it will be easily maintained.

**10-Year Cash Flow**

Mr. Letavic reported that he will be creating a financial plan for the municipality that projects future capital expenses for the board to consider when creating the budget each year. It will be a living document that will change, giving the board the ability to manage the cash flow.

**Time Extension – Lytle Development, Phase 1**

Mr. Shellenhamer motioned to accept the 90-day time extension to July 8, 2013, 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	\$47,414.79
HMGP	\$1,934.54
Golf Course Fund	\$9,904.54
Escrow Fund	\$3,841.62
Liquid Fuels	\$0

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

**Municipal Office – Beth Graham**

**Pavilion & Ball Field Rentals:**

- 15 - Small Pavilions
- 17 - Large Pavilions

LAA Opening Day is scheduled for April 20<sup>th</sup>.

LAA is hosting the U10 Minors Tournament again this year at Sunset Park, June 7-9

Harrisburg Area Rec League (Men's Softball) – Field 1, 12-4pm, Sundays beginning April 14<sup>th</sup> through July 28<sup>th</sup>, \$870.00 field rental fee.

### **Websites**

Golf Course site is completed and went live last week - [www.sunsetgc.com](http://www.sunsetgc.com)  
Township site is still in progress.

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

Approximately 500 sponsor request letters were mailed 2 weeks ago to businesses in the surrounding area. Department heads are contacting vendors they work with and asking for sponsor donations.

The band "Rumor Has It" has been booked to play at the Clubhouse for the event. They're a 5-piece cover band that plays over five decades of dance/party music.

Mike & Steve are working on the golf outing that will take place that afternoon for veterans seeking treatment at the Lebanon V.A. Hospital:

- Tee Times will be offered between 4-5:30pm
- 9-Hole Event
- Green Fee & Cart are free
- Hamburger & Hot Dog Cookout to follow

Food and equipment vendors will be contacted in early May in preparation for the event.

### **Public Works** – Wade Burrell

Work Completed March, 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 dump site at the golf course and started cleaning up problem areas around the fence.
- Responded to winter storms, salted and plowed the Township's roads.
- Fixed potholes on township roads.
- Continued tree trimming on township roads.
- Did repair work on Township's salt shed.
- Opened up Sunset Park, turned on water in the restrooms, set out all trash cans, and did an inspection for issues that need immediate corrections. Including a couple downed trees and larger tree branches.
- Completed the step outside of the main office in compliance with the safety inspections.

- Fixed areas in Sunset Park where somebody had driven through and did damage to the grass areas.

Work Scheduled for April, 2013

- Continue tree trimming on necessary roads.
- Continue pulling shoulders on necessary roads.
- Begin necessary basin repairs.
- Complete swale project in Sunset Park near Field One.

**RESOLUTION 2013-6 Applicant Agent for FEMA (Hurricane Sandy)**

Mrs. Dale motioned to appoint Steve Letavic as the Applicant Agent, Mr. Shellenhamer seconded. Motion approved.

**Golf Course Manager – Mike Johnson**

- Total gross revenues for the month of February were: compared to in 2012. Total gross revenues YTD are compared to 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 4 times in April for private events.
- For the month of April 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 three golf outings booked in April.
- So far for the 2013 golf season we have 95 golf outings booked, as well as 19 clubhouse rentals for private events.
- Golf cart maintenance is finished all carts are ready to go for the season.
- Clubhouse is ready to go for the season.
- Our first Customer Appreciation Day of the year will be held on Friday April 5<sup>th</sup>
- All of our leagues will be back playing in April.

**Superintendent's Notes – Sam Risteff**

- Course cleanup: Pick and remove all fallen debris due to the Winter season. Work Release prisoners will be assist in debris removal at the course as well as in Sunset Park. Weather conditions over the past few weeks have postponed the use of the Work Release Program.
- Fertilized greens and tees.
- Irrigation System : Installed all pressure valves for season. Charging the system will be the next step, weather conditions permitting.
- Aerifying Greens : April 1st. All greens will be aerified and top dressed. Public Works will assist course staff. Aerification of tees, fairways and green surrounds will follow in the upcoming weeks.
- Sam and Paul continue to assist Public Works in snow removal events.

- Sam met with a licensed forester to create a management plan of all wooded areas surrounding the course and parks.

**Solicitors Report – Peter Henninger**

**Septic/Well Release Agreement - Joan Espenshade, 981 Red Hill Plaza**

Mrs. Dale motioned to approve the agreement, Mr. Shellenhamer seconded. Motion approved.

**Public Works Vehicle Maintenance Bid**

Mr. Shellenhamer motioned to set consideration of the Public Works vehicle maintenance and service bid opening until May 6<sup>th</sup> at 7pm, Mrs. Dale seconded. Motion approved.

**EMA – Sam Naples**

**RESOLUTION 2013-5 Emergency Operations Plan**

Mr. Shellenhamer motioned to approve the Emergency Operations Plan, Mrs. Dale seconded. Motion approved.

**New Business - None**

**Old Business – None**

**Executive Session**

Mr. Kopp adjourned to Executive Session at 8:20pm.

The regular meeting re-convened at 8:40pm.

Mrs. Dale motioned to adjourn the meeting at 8:40pm, Mr. Shellenhamer seconded. Motion approved.