

Londonderry Township Board of Supervisors

Meeting Minutes

December 3, 2012

7:00pm

The Londonderry Township Board of Supervisors held their regular scheduled meeting on Monday, December 3, 2012, at the Municipal Building, 783 South Geyers Church Road, Middletown, Pennsylvania, beginning at 7:00 p.m.

Present: Andy Doherty, Chairman
Ronald Kopp, Vice Chairman
Anna Dale, Member
Bart Shellenhamer, Member
Mike Geyer, Member
Steve Letavic, Township Manager
Beth Graham, Office Manager
Darrin Robinson, Code/Zoning Officer
Jim Jenkins, Treasurer
Mike Johnson, Golf Course Manager
Wade Burrell, Public Works
Peter Henninger, Solicitor
Andrew Kenworthy, Engineer

REGULAR MEETING

Salute the Flag

Citizen's Input – None

Boy Scout Recognition – Mr. Doherty recognized Boy Scout Troop #97 member, Nathan Kirman, for being in attendance of tonight's meeting as part of the requirement in obtaining the "Citizenship in the Community" badge.

Approval of Minutes – November 5, 2012

Mr. Kopp motioned to approve the November 5, 2012 minutes, Mrs. Dale seconded. Motion approved.

Manager's Report – Steve Letavic

2013 Meeting Dates

Mr. Shellenhamer motioned to approve the 2013 Meeting Dates, Mrs. Dale seconded. Motion approved.

FEMA Flood Hazard Mitigation Update

Mr. Letavic informed the board that 6 houses along Swatara Creek have been purchased. There are 4 more yet to be purchased. Asbestos samples have been taken from each home and have been sent to the lab by HRG. Providing the results are negative, once the remaining houses have been purchased they will be used by the State Police and Fire Company for training.

PEMA Public Assistance Funds Update

Mr. Letavic reported that the bid opening for repairing storm damaged stream channels and wing walls of bridges will take place on December 11, 2012.

Ordinance 2012-2 Debt Incurring

Mr. Letavic asked the board to consider approving a re-finance of existing debt through Fulton Bank. The rate is at 2.75% for 10 years and the last 3 years the rate could go to a max of 6.75%, with no pre-payment penalties. Savings to the township would be \$150,000.00.

Mr. Letavic also asked the board to consider a \$1 million dollar draw down account from Fulton Bank to use if needed over the next two years. If the township doesn't draw down any money, then no money is owed. Mr. Letavic reminded the board that during the 2010 budget talks he had informed the board of the future financial needs of the township in regards to roads and bridges and the need for a tax increase in 2014. He stated that the reason for the availability of draw down funds is because if a bridge were to wash out over the next two years for example, the township would have to close the bridge until we could get financing, which could take more than a year until the bridgework is complete and at a higher interest rate most likely. By securing this option the township would lock in at 2.75% for the first 10 years of the loan and a max of 6.75% for the remaining 5 years. The draw down account could also help in receiving grants where matching funds are required and in turn save taxpayers a great deal of money.

Mr. Letavic stated that he is not recommending a tax increase for 2013. Over the next year he will be working on a 5 and 10 year plan and take into consideration any development that could help determine the amount of tax increase we will need in 2014.

Mr. Letavic indicated that he had had a lengthy discussion with the Board regarding Act 34 as to the impact and definition of depreciation expense and its impact on our budget and that we are currently not funding depreciation expense (\$500.00) or paving and that we do not have a capital and operating reserve fund. He also stated that had it not been for grant funding paying 110K toward round top road bridge and FEMA funding paying 260K for the Foxianna Road bridge we would have had to have a tax increase or a tax revenue anticipation note during the current budget cycle in order to pay for those costs. He indicated that there are more bridges that need replaced in the next 3-5 years and the cost of replacing them is approximately \$900,000.00.

Mr. Kopp agreed with Mr. Letavic and stated that the board needs to be fiscally responsible now and not have to be reactionary should they have a bridge wash out or something else happen that they aren't prepared for financially.

Mrs. Dale also agreed with Mr. Kopp in that being prepared is important. She also noted that she was in attendance of the Gaming Grant defense and the Gaming Board was very clear that matching funds were expected in order to receive future grants.

Mr. Geyer was in also in agreement but wanted to be clear that withdrawals would not be used for the purchase of equipment such as trucks. Mr. Letavic informed him that no money would be used for the purchase of equipment and that it would require his signature as well as one other to use any money. It would also be in a separate fund that is audited by himself, the Township auditors as well as the bank.

Mr. Shellenhamer informed the members that a few years ago Mr. Letavic created a plan to assist the Fire Company in their quest to become fiscally responsible and because of his

guidance they are. He stated that he believes the board needs to do the same for the township and go forward with Mr. Letavic's suggestions.

Mr. Doherty also agreed with Mr. Letavic's plan, but stressed that any money used should be spent wisely.

Mr. Doherty asked if the citizen's present had any questions.

Mr. Kirman, 2725 Westhampton Terrace, Conewago Twp., asked if the municipality does any fundraising projects to help support the township. Mr. Doherty responded by informing Mr. Kirman of the TMI Charity Golf Tournament that the township helps with and that it has raised \$370,000.00 to date for Emergency Services in our township.

Mr. Kopp motioned to approve Ordinance 2012-2, Mrs. Dale seconded. A roll call vote was taken. Mr. Geyer – Yes, Mr. Shellenhamer – Yes, Mr. Doherty – Yes, Mr. Kopp – Yes, Mrs. Dale – Yes. Motion approved.

2013 Budget

Mrs. Dale motioned to approve the budget as presented, Mr. Shellenhamer seconded. Motion approved.

Treasurer's Report – Jim Jenkins

Mr. Jenkins requested permission to pay bills in the amount of:

General Fund	\$53,098.13
HMGP	\$4,094.00
Golf Course Fund	\$27,760.04
Escrow Fund	\$0
Liquid Fuels	\$1,416.72

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

Department Reports

Zoning & Codes – Darrin Robinson

School Heights Village – Pre. Subdivision & Land Dev. Plat – Ext. request to June 28, 2013

Mr. Shellenhamer motioned to accept the Time Extension, Mr. Geyer seconded. Motion approved.

Zeager Bros., Inc. – Extension request to March 6, 2013

Mr. Geyer motioned to accept the Time Extension, Mr. Shellenhamer seconded. Mrs. Dale recused herself from discussion and voting. Motion approved.

Golf Course – Mike Johnson

Golf Course Meeting notes for November & December

- Total gross revenues for the month of November were: \$25,439.32 compared to \$24,969.88 in 2011. Total gross revenues YTD are \$965,312.62 compared to \$836,556.69 in 2011.

- 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 December for private events.
- For the month of December 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 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.
- So far for the 2013 golf season we have 79 golf outings booked, as well as 14 clubhouse rentals.
- We will continue to clean and winterize our golf carts for the season, oil changes-filters etc...
- We will be cleaning and painting the clubhouse as needed.
- Winterization of Irrigation system. Blow water out of all feed lines. Remove all valves from pump stations for winter storage.
- Put out alternate winter cups with covers on greens 1 to 18.
- Remove all downed debris caused by high wind gusts Friday the 23rd and Saturday the 24th.
- Remove and store all ballwashers, benches and sand rakes for winter.
- Sam and Paul will be attending an open house, sponsored by Lawn and Golf Supply Co. Turf products and turf equipment will be of display.
- Fertilizer Program - applied last feed to greens before winter. One tenth of a LB. of N per 1000 was applied.

Mr. Johnson announced that Ed Ponessa, Pro Shop employee, will be retiring after 7.5 years of working at Sunset Golf Course.

Public Works – Wade Burrell

Work Completed in November

- 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.
- Inspected the fence line around the dump site at the golf course.
- Removed very large tree off of Army Corp fence after Hurricane Sandy. Cut up and put in recycling area for resident fire wood.
- Completed mowing in parks for the year.
- Assisted Peiffer Plumbing with winterizing bathrooms in Sunset Park.
- Assisted Pro-Crete with new dugouts in Sunset Park and cleaning up extra materials and ground.

- Storm/hurricane response and cleanup throughout township. Cut up downed trees, close flooded roads, cleaned up mud slides, and fixed washouts on Brinser, Hertzler, and South Geyers Church Road.
- Completed bridge inspections per state request after Hurricane Sandy.
- Vacuumed leaves out of swales and off of roadsides along Miller, Landvater, Newberry, Oakview Circle, Cola, Locust Grove, Whitman, Epler, Foxianna, Krepps, South Geyers Church, and Alwine Roads.
- Started shoulder work on Locust Grove Road, using the loader to clean road sides and re-cut swales to allow proper drainage of water.

Work Scheduled for December

- Prepare for inclement weather.
- Start tree trimming on necessary roads.
- Start pulling shoulders on necessary roads.

Resolution 2012-11 Stop Signs

Mrs. Dale motioned to table the Resolution until the next meeting, Mr. Geyer seconded. Motion approved.

Solicitor's Report – Peter Henninger

No report.

Engineer – Steve Letavic for Andrew Kenworthy

On-Lot Sewage Disposal System Ordinance

Public meeting follow up comments submitted for township consideration. Additional public meeting presenting changes to be scheduled at Supervisor's direction.

Mr. Kopp motioned to set the date of March 4th for the next OLSDS Public Meeting, Mrs. Dale seconded. Motion approved.

Flood Repair Work

Advertising for bid. Bid opening on December 11, 2012.

ARLE Grant Project

Advertising for bid. Bid opening on December 11, 2012.

Flood Hazard Mitigation Grant

Closings on properties have started and are continuing.

Dauphin County Local Share Municipal Grant Program

Presented application to gaming board on November 14, 2012. Likely will not get full amount requested. Award announcements typically made at the beginning of the year.

Vine Street / PA American Water Service Extension

Working in cooperation with PA American Water to obtain Highway Occupancy Permit for waterline extension.

Iron Mine Run Emergency Protection Program

Recommendation for award to Jay Fulkroad & Sons, Inc. made to Township. Construction to start when contract paperwork is finalized.

Mr. Shellenhamer motioned to award the bid to Jay Fulkroad & Sons, Inc., Mrs. Dale seconded. Motion approved.

EMA – Sam Naples

Mr. Naples stated that the After-Action Report from Hurricane Sandy was mailed to each of the Supervisors. He noted that the EMA Team put in over 100 hours with this event and he thanked the volunteers and the Supervisors for their support and making themselves available. He also noted that the generator for the building performed well during the 3 days we were without power. Mr. Letavic thanked Mr. Naples and his team for their dedication and service.

New Business - None

Old Business – None

Executive Session - None

Mr. Shellenhamer motioned to adjourn at 8:48pm, Mrs. Dale seconded. Motion approved.