

Londonderry Township Board of Supervisors

Re-organizational/Regular Meeting

January 5, 2015

7:00p.m.

The Londonderry Township Board of Supervisors held their re-organizational meeting and regularly scheduled meeting on Monday, January 5, 2015 at the Municipal Building, 783 S. Geyers Church Road, Middletown, Pennsylvania, beginning at 7:00 p.m.

Present: Anna Dale, Chairman
Mike Geyer, Vice-Chairman
Bart Shellenhamer, Member
Ronald Kopp, Member
Mel Hershey, Member
Steve Letavic, Township Manager
Beth Graham, Office Manager
Jeff Burkhart, Codes/Zoning Officer
Adam Weber, Public Works Director
Andrew Kenworthy, Engineer
Jim Diamond, Solicitor

Absent: Mike Johnson, Golf Course Manager, Robin Price, Finance Director

Mrs. Dale called for a moment of silence for a family in the township that is in need of support.

Salute the Flag

RE-ORGANIZATIONAL MEETING

Temporary Chairman

Mr. Kopp motioned to appoint Mike Geyer, Mr. Hershey seconded. Motion approved.

Chairman

Mr. Shellenhamer motioned to appoint Mike Geyer, Mr. Hershey seconded. Motion approved.

Vice Chairman

Mr. Kopp motioned to appoint Bart Shellenhamer, Mrs. Dale seconded. Motion approved.

Manager – Secretary - Ass't. Treasurer – Steve Letavic

Mrs. Dale motioned to appoint Steve Letavic, Mr. Hershey seconded. Motion approved.

Treasurer - Ass't. Secretary – Robin Price

Mrs. Dale motioned to appoint Robin Price, Mr. Kopp seconded. Motion approved.

Treasurers Bond Amount - \$500,000.00

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

Legal Counsel – Eckert Seamans/ Mark Stewart

Mrs. Dale motioned to appoint Eckert Seamans/Mark Stewart, Mr. Shellenhamer seconded. Motion approved.

Auditors – Brown, Shultz, Sheridan Fritz / Jim Koontz

Mrs. Dale motioned to appoint BSFS/Jim Kuntz, Mr. Kopp seconded. Motion approved.

Engineers - HRG/Andrew Kenworthy

Mr. Shellenhamer motioned to appoint HRG/Andrew Kenworthy, Mrs. Dale seconded. Motion approved.

Vacancy Board Chairman – Daryl LeHew

Mr. Shellenhamer motioned to appoint Vacancy Board Chairman – Daryl LeHew, Mrs. Dale seconded. Motion approved.

Fire Marshal – State Police

Mrs. Dale motioned to appoint the State Police as Fire Marshall, Mr. Kopp seconded. Motion approved.

Emergency Management Agency Coordinator – Les Gilbert

Mrs. Dale motioned to appoint Les Gilbert, Mr. Hershey seconded.

Planning Commission – Resigned - Richard Alwine, Term ending 2018

Mr. Letavic informed the members that after many years of service to the Planning Commission Mr. Alwine's term has ended and he did not wish to be re-appointed. We will solicit volunteers. No action taken.

Planning Commission – Charley Yoder, Term ending 2018

Mr. Shellenhamer motioned to appoint Charley Yoder, Mr. Kopp seconded. Motion approved.

Zoning Hearing Board – Kevin Hummert, Term ending 2019

Mrs. Dale motioned to appoint Kevin Hummert, Mr. Hershey seconded. Motion approved.

Park & Rec Board – Becky Kandrac, Term ending 2019

Mr. Kopp motioned to appoint Becky Kandrac, Mr. Shellenhamer seconded. Motion approved.

Park & Rec Board – Gene Rhoads, Term ending 2019

Mrs. Dale motioned to appoint Gene Rhoads, Mr. Kopp seconded. Motion approved.

Zoning Solicitor - John Davidson

Mrs. Dale motioned to appoint John Davidson, Mr. Shellenhamer seconded. Motion approved.

Code/Zoning Officer – Ed Kazlauskas

Mrs. Dale motioned to appoint Ed Kazlauskas, Mr. Shellenhamer seconded. Motion approved.

BCO/Code-Zoning Officer – Jeff Burkhart

Mrs. Dale motioned to appoint Jeff Burkhart, Mr. Shellenhamer seconded. Motion approved.

SEO – Robert Whitmore

Mr. Shellenhamer motioned to appoint Robert Whitmore, Mr. Kopp seconded. Motion approved.

Alternate SEO - HRG Engineering

Mrs. Dale motioned to appoint HRG Engineering as alternate SEO, Mr. Kopp seconded. Motion approved.

Right- To-Know Officer – Steve Letavic

Mr. Shellenhamer motioned to appoint Steve Letavic, Mrs. Dale seconded. Motion approved.

Ass't. Right-To-Know Officer – Beth Graham

Mr. Shellenhamer motioned to appoint Beth Graham, Mrs. Dale seconded. Motion approved.

CAPCOG – Anna Dale

Mr. Shellenhamer motioned to appoint Anna Dale, Mr. Kopp seconded. Motion approved.

CAPCOG Alternate – Bart Shellenhamer

Mrs. Dale motioned to appoint Bart Shellenhamer, Mr. Kopp seconded. Motion approved.

Communities That Care – Mike Geyer

Mr. Kopp motioned to appoint Mike Geyer, Mr. Hershey seconded. Motion approved.

**Depository: Susquehanna Banks - General Fund
Mid Penn Banks - Golf Course Fund**

Mrs. Dale motioned to appoint Susquehanna Bank and Mid Penn Bank, Mr. Kopp seconded. Motion approved.

Resolution 2015-1 Fee Schedule

Mr. Kopp motioned to approve Resolution 2015 – 1 with the addition of the OLSDS fees that are in place at this time, Mrs. Dale seconded. Motion approved.

Resolution 2015-2 Mileage Reimbursement Rate

Mr. Shellenhamer motioned to approve Resolution 2015 – 2, Mrs. Dale seconded. Motion approved.

PSATS Participation & Voting Delegate – Anna Dale

Mr. Shellenhamer motioned to appoint Anna Dale, Mr. Kopp seconded. Motion approved.

Employees 2015 Wages

No action taken.

REGULAR MEETING

Approval of Minutes - December 1, 2014

Mr. Kopp motioned to approve the minutes with a correction noting Mark Stewart's presence at the meeting, Mrs. Dale seconded. Motion approved.

Manager's Report – Steve Letavic

No Report.

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Treasurer's Report – Steve Letavic

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

General Fund	\$116,714.65
Golf Course Fund	\$28,943.53
HMPG	\$0
Liquid Fuels	\$0
Escrow	\$0
Fire Company	\$0
ICC	\$0

Mrs. Dale motioned to approve the payment of Invoices, Mr. Kopp seconded. Motion approved.

Zoning & Codes Report – Jeff Burkhart

John Vorodi, Jr. – Well Isolation Distance Waiver

Mr. Kopp motioned to approve the request with a hold harmless clause to be attached and the cost of the preparation of the hold harmless, Mrs. Dale seconded. Motion approved.

Roy Sauder – Security Agreement

Mr. Kopp motioned to authorize the execution and delivery of a mortgage satisfaction piece with respect to the open end security agreement with the Sauder's to release the funds that were held and to authorize Steve Letavic as the signer, Mrs. Dale seconded. Motion approved.

Verizon Cell Tower, Schoolhouse Road – Letter of Credit Reduction

Mr. Shellenhamer motioned to approve the reduction to \$715.00, Mrs. Dale seconded. Motion approved.

Love's Travel Stop, Vine Street – Bond Reduction

Mr. Shellenhamer motioned to approve the reduction to \$35,200.00, Mr. Kopp seconded. Motion approved.

Living Hope Church – Update & Time Extension Request

Mrs. Dale motioned to accept the time extension to June 1, 2015, Mr. Hershey seconded. Motion approved.

Matinchek Assoc. – Time Extension

Mr. Shellenhamer motioned to accept the time extension to April 6, 2015, Mr. Hershey seconded. Motion approved.

Notice of Application to ZHB – Vladimir Bertovic, 1309 Schoolhouse Road

The board requested Mr. Burkhart re-examine if Mr. Bertovic is in an Ag Zone and if there is a need for a hearing.

Mr. Shellenhamer motioned to appoint Steve Letavic to attend the Zoning Hearing Meeting if needed.

Building-Zoning Permit Report

Mr. Burkhart submitted a report that included the 4th quarter and totals for the year.

Public Works Report– Adam Weber

Work Completed January, 2015

- Weekly road checks including checking signs, storm water inlets, general road conditions, and removal of debris from Township roadways and shoulders are being done.
- We have been filling potholes as we find them.
- Pennsylvania Call One requests for inspections of underground utilities have been responded to.
- Equipment maintenance has been done as needed.
- We have been replacing road signs as needed for reflectivity. Have been doing visual inspections.
- We have started on tree trimming on Township roads.
- We have been responding to snow and ice on the roads.

Work Scheduled for February, 2015

- We will continue working on roadway drainage issues.
- We will continue working on tree trimming on the roads.
- Township Road signs are still being inspected, inventoried, and replaced as needed. All regulatory, warning, and ground mounted guide signs must meet retro reflectivity levels now. We have till 2018 for overhead and street name signs.
- Be prepared to respond to any inclement weather.

Golf Course Report - Mike Johnson

- Total revenue for the month of December was \$20,984.72 compared to \$17,587.26 last year. Total Revenues for 2014 were \$977,447.92 compared to \$986,031.27 in 2013.
- We have the clubhouse rented out 2 times in January for private events.
- We are continuing to call past outings and clubhouse rentals to re-book for the 2015 season.

- For the month of January 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 also 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:
- For the 2015 season we already have 87 golf outings as well as 25 clubhouse rentals booked so far.
- We will start to clean and paint the clubhouse for the winter.
- Irrigation System: Replaced 3 faulty snap valves at greens and tee boxes. Drained water lines and winterized pumps and valves for winter season.
- Disease Program: Applied Turfcide 10 to greens and tees for the prevention of pink and gray snow molds this winter.
- Sam and Paul assisted Public Works in snow removal.
- Sam and Paul attended a turf seminar sponsored by Agrium Technologies. Companies introduced new products and their chemistries in which they work.
- Equipment Maintenance: Removed all cutting units and rollers from mowing equipment. Sharpen reels and bedknives. Replace seals and bearings on an as needed basis.

Engineer's Report – Andrew Kenworthy

ACT 537 - Public Hearing has been properly advertised and DCIB bridge design is continuing

Solicitor's Report – Jim Diamond

Mr. Diamond reported that they have close on the Henderson property and settled the lawsuit over the easement.

EMA Report– Les Gilbert

No report.

New Business - None

Old Business

5-Year Plan

Mr. Hershey suggested the board meet several times per year to look at cash flow. Mr. Letavic agreed stating that the plan is a living document not to be put on a shelf.

Citizen's Input

Harvey Tennis, 517 S. Geyers Church Road, would like a noise ordinance to deal with barking dogs.

Executive Session – None

Mrs. Dale motioned to adjourn at 9:15pm, Mr. Shellenhamer seconded. Motion approved.