

Londonderry Township Board of Supervisors

Meeting Minutes

January 7, 2013

7:00pm

The Londonderry Township Board of Supervisors held their re-organizational meeting and their regular scheduled meeting on Monday, January 7, 2013, 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
Jim Jenkins, Treasurer
Wade Burrell, Public Works
Andrew Kenworthy, Engineer

Absent: Mike Johnson, Golf Course Manager; Peter Henninger, Solicitor

RE-ORGANIZATION:

Temporary Chairman - Mrs. Dale motioned to nominate Ron Kopp, Mr. Shellenhamer seconded. Motion approved.

Chairman - Mr. Doherty motioned to nominate Ron Kopp, Mrs. Dale seconded. Motion approved.

Vice Chairman - Mr. Geyer motioned to nominate Anna Dale, Mr. Doherty seconded. Motion approved.

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

Manager/Secretary-Treasurer – Mr. Doherty motioned to appoint Steve Letavic, Mr. Geyer seconded. Motion approved.

Ass't. Secretary-Treasurer – Mrs. Dale motioned to appoint Jim Jenkins, Mr. Doherty seconded. Motion approved.

Treasurers Bond Amount – \$500,000.00 - Mr. Shellenhamer motioned to approve the Treasurer's Bond, Mrs. Dale seconded. Motion approved.

Legal Counsel - Jones and Henninger/Peter Henninger – Mrs. Dale motioned to appoint Jones and Henninger/Peter Henninger, Mr. Doherty seconded. Motion approved.

Auditors - Brown Shultz, Sheridan Fritz/Jim Koontz – Mrs. Dale motioned to appoint Brown Shultz, Sheridan Fritz/Jim Koontz, Mr. Doherty seconded. Motion approved.

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

Vacancy Board Chairman - Mel Hershey– Mr. Doherty motioned to appoint Mel Hershey, Mrs. Dale seconded. Motion approved.

Fire Marshal – State Police – Mrs. Dale motioned to appoint the State Police, Mr. Geyer seconded. Motion approved.

Planning Commission – Bruce Grossman, Term ending 2016– Mr. Shellenhamer motioned to appoint Bruce Grossman, Mr. Doherty seconded. Motion approved.

Park & Rec. Board – Bill Angeloff, Term ending 2017– Mr. Doherty motioned to appoint Bill Angeloff, Mr. Geyer seconded. Mr. Shellenhamer abstained due to being related to Mr. Angeloff. Motion approved.

Park & Rec. Board - Bruce Barry, Term ending 2017 – Mrs. Dale motioned to appoint Bruce Barry, Mr. Shellenhamer seconded. Motion approved.

Park & Rec. Board – New Member, Robert Ackell, Term ending 2015 – Mr. Doherty motioned to appoint Mr. Ackell, Mrs. Dale seconded. Motion approved.

Park & Rec. Board – New Member, Gene Rhoads, Term ending 2014 – Mr. Doherty motioned to appoint Gene Rhoads, Mrs. Dale seconded. Motion approved.

Zoning Hearing Board – Gary Carlson, Term ending 2017 – Mr. Shellenhamer motioned to appoint Gary Carlson, Mrs. Dale seconded. Motion approved.

Zoning Hrg. Brd. – vacancy for B. Shellenhamer term ending 2012. No action taken.

Zoning Solicitor - John Davidson – Mrs. Dale motioned to appoint John Davidson, Mr. Shellenhamer seconded. Motion approved.

Code/Zoning Officer – vacancy – Darrin Robinson resigned in December, no action was taken.

SEO – Robert Whitmore – Mr. Doherty motioned to appoint Robert Whitmore, Mr. Shellenhamer seconded. Motion approved.

Alternate SEO - HRG Engineering – Mrs. Dale motioned to appoint HRG, Mr. Doherty seconded. Motion approved.

Right- To-Know Officer – Steve Letavic – Mrs. Dale motioned to appoint Steve Letavic, Mr. Geyer seconded. Motion approved.

Ass't. Right-To-Know Officer – Beth Graham – Mrs. Dale motioned to appoint Beth Graham, Mr. Doherty seconded. Motion approved.

CAPCOG – Anna Dale – Mr. Doherty motioned to appoint Anna Dale, Mr. Shellenhamer seconded. Motion approved.

CAPCOG Alternate – Bart Shellenhamer – Mr. Doherty motioned to appoint Bart Shellenhamer, Mrs. Dale seconded. Motion approved.

Communities That Care – Mike Geyer – Mrs. Dale motioned to appoint Mike Geyer, Mr. Doherty seconded. Motion approved.

Depository: Susquehanna Banks – Gen. Fund & Mid Penn Banks - GC Fund – Mr. Shellenhamer motioned to approve Susquehanna Bank and Mid Penn Bank, Mr. Geyer seconded. Mrs. Dale abstained because she does business with them. Motion approved.

2013 Holiday Schedule – Mrs. Dale motioned to adopt the 2013 Holiday Schedule, Mr. Doherty seconded. Motion approved.

Resolution 2013-1 Fee Schedule – Mr. Shellenhamer motioned to adopt Resolution 2013-1, Mrs. Dale seconded. Motion approved.

Resolution 2013-2 Mileage Reimbursement Rate – Mr. Shellenhamer motioned to approve Resolution 2013-2, Mrs. Dale seconded. Motion approved.

PSATS Participation & Voting Delegate – Anna Dale – Mr. Shellenhamer motioned to appoint Anna Dale, Mr. Geyer seconded. Motion approved.

2013 Employees Wages – Mr. Doherty motioned to approve the 2013 Employee Wages, Mrs. Dale seconded. Motion approved.

REGULAR MEETING

Salute the Flag

Citizen's Input – None

Approval of Minutes – December 3, 2012

Mr. Shellenhamer motioned to approve the December 3, 2013 minutes, Mrs. Dale seconded. Motion approved.

Manager's Report – Steve Letavic

Appointment of Public Works Director – Wade Burrell

Mr. Doherty motioned to appoint Wade Burrell, Mrs. Dale seconded. Motion approved.

Eagle Scout Resolution Discussion

Mr. Letavic asked for direction from the board as to if a resolution is to be created for Boy Scouts who do their Eagle Scout project in the township, but are not with Londonderry Township Troop #97. The board agreed unanimously that no matter which Troop they belong to, so long as they have completed their Eagle Scout project in our township a resolution should be created.

Hazard Mitigation Grant Program – Update for Peter Henninger

Mr. Letavic reported for Peter Henninger, Solicitor, that the township has had settlement on 8 of the 10 properties along Swatara Creek Road. One homeowner has an issue with their insurance company due to not having kept their receipts for the repairs that were made and another has a problem with their mortgage. Once these issues have been cleared up, Mr. Henninger will schedule settlement on the remaining two properties.

The next step is to advertise and accept bids for the demolition of the homes.

Treasurer's Report – Jim Jenkins

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

General Fund	\$99,221.40
HMGP	\$4,345.50
Golf Course Fund	\$12,669.70
Escrow Fund	\$2,549.61
Liquid Fuels	\$648.00

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

2011 Gaming Grant Reimbursement Request

Mr. Jenkins requested permission to submit for reimbursement the HRG invoices for the Waterline Extension on Vine Street in the amount of \$10,883.88.

Mr. Shellenhamer motioned to submit for reimbursement, Mrs. Dale seconded. Motion approved.

PSATS Conference

Mr. Jenkins asked that the board members let him know by January 21st if they would like to attend the 2013 PSATS Conference so that he can submit payment in time for the early registration discount.

Department Reports

Zoning & Codes – Steve Letavic

Living Hope Church – Time Extension until April 18, 2013

Mr. Shellenhamer motioned to accept the time extension, Mrs. Dale seconded. Motion approved.

Lytle Farm, Phase I – Time Extension until April 9, 2013

Mrs. Dale motioned to accept the time extension, Mr. Shellenhamer seconded. Motion approved.

Zoning Hearing – Love’s Travel Stop – Sign Height Variance

Mr. Letavic informed the board of the Zoning Hearing scheduled for January 14, 2013 in regards to the height of the sign requested by Love’s Travel Stop.

Public Works – Wade Burrell

Work Completed December, 2012

- 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.
- Cleaned out swales that were filled with leaves on Miller.
- Cleaned road shoulders on Snavelly, Roush, Kennedy, and Beagle Roads.
- Cut up and removed tree from Newberry Road.
- Assisted golf course personnel with cutting ornamental grasses off of golf course.
- Worked with PennDOT flushing pipes on Swatara Creek Road.
- Started cleaning and organizing shop area. Assembled sign rack to help organize the township’s sign inventory.
- Corrected safety issues that were found by the safety committee in the maintenance building and township office.
- Removed trees and cleaned up the area behind maintenance building and organized the township’s pipe inventory.
- Drove to Lancaster Truck Bodies to meet with the fabricator who is building the township’s new truck to go over specifications and certain specific measurements.
- Responded to three snow events the week of December 24th through December 30th.

Mr. Kopp informed Mr. Burrell that “Lift Trucks” in Londonderry Township does fabrication work and is on the Co-Stars list of approved vendors and suggested that we use local businesses whenever possible. Mr. Burrell was unaware of Lift Trucks but will keep them in mind for future fabrication work.

Work Scheduled for January, 2013

- Prepare for inclement weather.
- Start tree trimming on necessary roads.
- Continue pulling shoulders on necessary roads.
- Start a regular catch basin cleaning program.

Golf Course – Mike Johnson

- Total gross revenues for the month of December were: \$23,878.22 compared to \$22,353.06 in 2011. Total gross revenues YTD are \$989,190.84 compared to \$858,909.75 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 3 times in January for private events.
- For the month of January 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 and Lancaster Young Professional Events as well as attending various other marketing events throughout our area such as
 - 2013 Farm Show
 - 2013 Pa. Auto Show
 - 2013 Outdoor Show
 - 2013 Pa. Builders Show
- So far for the 2013 golf season we have 84 golf outings booked, as well as 15 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.
- We will be hosting our Super Bowl Party again this year, the date for this year's game is February 3rd. Our party starts at 4pm. We will be having all day drink specials, food buffet, games and prizes. The fee is \$15.00 for adults and \$10.00 for children.

Solicitor's Report – No Report

Engineer – Andrew Kenworthy

On-Lot Sewage Disposal System Ordinance

Mr. Kenworthy reminded the board that the next OLSDS Public Meeting is scheduled for March 4th.

ACT 537

Mr. Kenworthy reported that he is working with DTMA & Middletown on establishing capacities and the ability to serve different areas. He continues to meet with them to finalize the 537 plan.

Flood Repair Work

The bid was awarded to Grace Industries. The contract paperwork is being prepared. Once contract is signed they will be able to proceed.

ARLE Grant Project

The bid was awarded to PERCS. The contract paperwork is being prepared. Once contract is signed they will be able to proceed.

Dauphin County Local Share Municipal Grant Program

Waiting to hear who was awarded, should be around March. The grant would be for the Vine Street sewer extension with Middletown.

Vine Street / PA American Water Service Extension

Mr. Kenworthy stated they are continuing to work with PA American Water for water line extension from Gaming Grant Funds for last year to provide a water line down Vine Street across Rte. 283. Also, they're working with PA American Water through PennDOT to extend water line under Rte. 283.

Iron Mine Run Emergency Protection Project

Pre-construction meeting took place this morning and work has started.

Grant for Park Work

Londonderry Township was not awarded any money for park planning. Dauphin County received very little money from this grant. They will re-visit this grant in the future.

Friends-In-Action – Land Development Plan

Adam Keiper of Light-Heigle presented the plan to the board members.

Mr. Shellenhamer motioned to approve the waiver request for the Preliminary Plan and the Traffic Study, Mr. Geyer seconded. Mrs. Dale abstained from voting due to her husband's business relationship with Zeager Bros. Motion approved.

Mr. Geyer motioned to approve the deferral of Curbs and Sidewalks, Mr. Shellenhamer seconded. Mrs. Dale abstained from voting due to her husband's business relationship with Zeager Bros. Motion approved.

Mr. Shellenhamer motioned to approve the plan contingent that the MPDS permit is in order with the Conservation District having received documentation of it and the \$219,250.00 improvement guarantee be included, Mr. Geyer seconded. Mrs. Dale abstained from voting due to her husband's business relationship with Zeager Bros. Motion approved

Love's Travel Stop – Preliminary Final Land Development Plan & Lot Add-On

Mrs. Dale motioned to approve the waiver of the Preliminary Plan. Mr. Shellenhamer seconded. Mr. Doherty requested a roll call vote. Mr. Geyer – yes, Mrs. Dale – yes, Mr. Shellenhamer – yes, Mr. Doherty - abstained, Mr. Kopp – yes.

Mrs. Dale motioned to approve the deferral of Curbs and Sidewalks, Mr. Shellenhamer seconded. Mr. Doherty requested a roll call vote. Mr. Geyer – yes, Mrs. Dale – yes, Mr. Shellenhamer – yes, Mr. Doherty - abstained, Mr. Kopp – yes.

Mrs. Dale motioned to approve the Land Development Plan and Lot Add-On with the comments per the January 4, 2013 memo, Mr. Shellenhamer seconded. Mr. Doherty requested a roll call vote. Mr. Geyer – yes, Mrs. Dale – yes, Mr. Shellenhamer – yes, Mr. Doherty - abstained, Mr. Kopp – yes.

New Business

Mr. Geyer asked what can be done to stop tractor trailers from using Deodate Road and Whitman Lane – where they are getting stuck and tearing up yards trying to back out or make the turn onto Locust Grove Road.

Mr. Burrell will look into the problem.

Old Business – None

Executive Session

Mr. Kopp adjourned to Executive Session at 9:15pm.

Mr. Kopp reconvened the Regular Meeting at 9:25pm

Mr. Geyer motioned to adjourn the Regular Meeting at 9:26pm, Mrs. Dale seconded. Motion approved.