

May 9, 2019
7:00 PM

The regular meeting of the Monroe Township Board of Supervisors was called to order by Chairman Castle. The Pledge of Allegiance was said by all.

ATTENDANCE

A.W. Castle, III, Chairman
Philip Kehoe, Vice Chairman
Carl Kuhl, Supervisor

Michael Pykosh, Solicitor
Chris Gleeson, Solicitor
Greg Rogalski, Engineer
Karen Lowery, Secretary/Treasurer

2018 AUDIT PRESENTATION

Craig Witmer from Smith Elliot Kearns provided a presentation summarizing the 2018 audit. Monroe received an unmodified opinion, which is the best opinion that can be received and there were no findings during the audit.

Werner Schmidt asked if the increase in sewer revenue was due to collection of outstanding debt. Mr. Kehoe replied that was some of the increase in addition to new connections to the system.

Mr. Schmidt asked how Monroe compared to other townships. Mr. Witmer said that there is no other township just like Monroe so it is hard to compare. He did add that sewer fees in Monroe are much higher than other areas.

Mr. Schmidt asked what amount of reserves the township should have on hand for sewer. Mr. Kehoe said that this has been asked before and Smith Elliot Kearns is limited as to what they can do and what advice they can provide. They suggested we make a plan for the future and that would help to determine how much should be kept in reserves.

Mr. Kuhl asked if it took much time to convert the cash basis method we use to modified cash basis. Mr. Witmer said that there were some minor adjustments needed, but it did not consume much time.

Mr. Kehoe thanked Mr. Witmer for the presentation. Mr. Castle added that SEK works well with our staff and he had met with them and is very pleased with their work.

SPEAKERS FROM THE AUDIENCE

Sue Sunday, 1284 High Street, reminded everyone of the Memorial Day Ceremony that will be held at the Mt. Zion Cemetery on Memorial Day (5/27). If there is inclement weather the Ceremony will be held at the township building. Mr. Castle will be the Master of Ceremonies. Eric Hornberger, a retired Navy serviceman, will be the speaker. The Boy Scouts, Girl Scouts

and JROTC will also be involved. Mr. Kehoe said the township will help where we can. Ms. Sunday said covering the cost of the PA system would be helpful.

Ms. Sunday added that an Eagle Scout recently completed their project by identifying all of the Veterans in the cemetery. He did research and compiled a book with all of the data. She will see that the township receives a copy of this.

Sharon Nelson, 1290 High Street, has been involved in the recent rails to trails feasibility study meetings and correspondence. She attended the first meeting and shared her concerns and those of the Supervisors. She was pleasantly surprised to see that her comments were summarized in the meeting minutes. She has also received a draft questionnaire that would be sent out to all property owners that would be directly affected by the trail. Ms. Nelson suggested the township allow Buchart Horn to hold a public meeting for residents to voice their opinion. This would not mean that the township endorses the trail, but would allow residents to voice their concerns so the feasibility study can provide an accurate picture.

Mr. Kuhl is not in favor of a meeting unless specific information can be provided, such as, how wide the trail will be, does this affect preserved farms, and will farmers still be able to farm their land? Ms. Nelson said those items would be part of the research for the study. Mr. Kehoe added that these are critical questions that would be answered with the study.

Mr. Kehoe felt the tone of the survey implies that the trail is going to happen. The conclusion of the feasibility study may show it is possible, but there would be further steps for approvals and funding. Ms. Nelson agreed and felt that clarifying that eminent domain would not be an option should be added.

The Board agreed allowing Buchart Horn to use the rental hall for a meeting with the residents of Monroe Township that will be directly impacted by the trail.

Dick Beaty, the Cumberland County Tax Bureau representative for Monroe, said that last year the state was considering handling the collection of the EIT tax. He said that nothing has happened with this and there have been no updates.

CONSENT AGENDA

1. Approval of Minutes – April 11, 2019 Regular Meeting
 - March 20, 2019 Joint Workshop
 - April 17, 2019 Joint Workshop
2. Roadmaster's Report 4/1/19 – 4/30/19
3. Engineer/Zoning Officer's Report 4/1/19 – 4/30/19
4. Approval of Bills (as prepared)

On the motion of Mr. Kuhl, and seconded by Mr. Castle, and by unanimous vote of the Supervisors, it was duly RESOLVED to approve the April 11, 2019 minutes.

On the motion of Mr. Kuhl, and seconded by Mr. Kehoe, and by unanimous vote of the Supervisors, it was duly RESOLVED to approve the March 20, 2019 joint workshop minutes, with minor editorial changes.

On the motion of Mr. Kehoe, and seconded by Mr. Kuhl, and by unanimous vote of the Supervisors, it was duly RESOLVED to approve the April 17, 2019 joint workshop minutes, with a minor editorial change.

Mr. Kuhl asked Mr. Rogalski about a recent bill for a dewatering project in Mechanicsburg that cost \$26,000. Mr. Rogalski said that this is part of the system to process sludge and one of the presses failed and needed to be repaired. The \$26,000 was our portion since we have 4% of the plant. He knew about this issue and thought Mechanicsburg would have notified the township.

Mr. Kuhl mentioned that there is an outstanding check in regards to homes that were to connect by boring under Simmons Road. Mr. Rogalski recalls the situation and thought the Board had decided to not move forward. He would look into this further.

On the motion of Mr. Kuhl, and seconded by Mr. Kehoe, and by unanimous vote of the Supervisors, it was duly RESOLVED to approve the consent agenda items #2 through #5 as listed.

OLD BUSINESS

PEL FOLLOW UP MEETING

Mr. Kehoe said the interviews have been done and we are waiting on an update from PEL. He was pleased with the quick response and willingness to update and correct the information we felt was not accurate.

FIRE COMMITTEE PLANNING

This matter was tabled. We are waiting on review of the draft letter.

NEW BUSINESS

ROOF BID

Mr. Rogalski stated that 3 bids were received with prices ranging from \$69,000 to \$179,000. He did contact the lowest bidder to confirm all items were included in the bid and it was determined they forgot to include the asbestos removal cost. The lowest bidder did submit a letter to withdraw their bid. The Board has the option recall the lowest bidders bid bond for \$6,900 and rebid the project. This may result in less bid submissions, higher project costs and a delay in the project. He added that all of the bidders are qualified and the project was budgeted at \$200,000. Mr. Rogalski recommended proceeding with J.M. Young Sons, Inc.

On the motion of Mr. Kuhl, and seconded by Mr. Kehoe, and by unanimous vote of the Supervisors, it was duly RESOLVED to accept the bid from J.M. Young Sons, Inc. in the amount of \$150,300 as the lowest qualified bidder.

INSURANCE PACKAGE AND WORKERS COMP COVERAGE

Mr. Pykosh explained that we had requested bids for the insurance coverage. The insurance for 2018-2019 cost \$48,500. The lowest bid was received from Don Jacobs Insurance Service / Glatfelter Public Practice at a cost of \$38,550. Mr. Pykosh stated that he and Mr. Gleeson were comfortable with the lowest bid.

Mr. Kehoe added that this coverage can be reviewed yearly.

On the motion of Mr. Kuhl, and seconded by Mr. Kehoe, and by unanimous vote of the Supervisors it was duly RESOLVED to approve the bid for insurance received from the Don Jacobs Agency / Glatfelter Public Practice.

DOORBELL AT MAIN ENTRANCE

Mr. Castle explained that Julie Weller, tax collector, has suggested a doorbell be installed to help disabled or elderly visitors with the doors since they are heavy.

On the motion of Mr. Kehoe, and seconded by Mr. Kuhl, and by unanimous vote of the Supervisors it was duly RESOLVED to install a doorbell at the main entrance.

MONROE ACRES PARK

Mr. Rogalski stated that there has been a request to upgrade the park at Monroe Acres. The plan for any work has been on hold so that the MS4 drainage work could be done. During a recent inspection of the equipment the slide was found to be unsafe and was removed. Prices have been obtained to replace just the slide at a cost of \$6,500 - \$9,500 and for a playset at a cost of \$55,000. He added that there is a C2P2 grant that we could apply for next spring to help with the costs.

Mr. Kehoe said that Monroe Acres Park and the park behind the township building both need to be upgraded. He would like to work towards preparing to apply for the grant to make these upgrades. He would like to replace the slide at Monroe Acres this year to show we are working toward a bigger plan.

Mr. Rogalski suggested creating a master plan which would identify the MS4 area, where the slide will be installed and where the larger playset will be installed. Having the master plan ready and installing a new slide this year will help with the grant process.

On the motion of Mr. Kehoe, and seconded by Mr. Kuhl, and by unanimous vote of the Supervisors it was duly RESOLVED to approve Pennoni to create a master park plan defining the MS4 area, slide location and playset location. Also approved was the purchase and installation of a slide at Monroe Acres, not to exceed \$12,000.

ADVERTISE / SELL TRUCK #3

Mr. Castle explained that another township is interested in purchasing the 1995 10 wheeler that we are replacing. We can see if a price can be agreed upon or we can list the truck on municibid.

On the motion of Mr. Kehoe, and seconded by Mr. Kuhl, and by unanimous vote of the Supervisors it was duly RESOLVED to reach out to the interested township to see if a price can be agreed upon to sell the truck.

STAFF COMMENTS

Mr. Rogalski said the sewer project is scheduled to start in June. We have not bid the Blossom Terrace paving project, however he would like to start this process.

On the motion of Mr. Kehoe, and seconded by Mr. Kuhl, and by unanimous vote of the Supervisors it was duly RESOLVED to bid the Blossom Terrace project.

Mr. Rogalski has the GHD Stormwater Fee Study and requested that Mr. Castle sign the contract.

Mr. Pykosh said that when talking with the insurance bidders they couldn't say enough about Karen Lowery and how helpful she was gathering and providing information to keep the quote process moving forward.

Mr. Schmidt said the lines on Leidigh at the curve are very faded.

Mr. Kuhl stated that a letter was received from the County Commissioners that shows Cumberland as an Urban County. Municipalities have the option to opt out of this listing, but then loose access to grants. \$20,000 was received from this program for the crosswalks in Churchtown.

Mr. Kehoe mentioned that he was approached by a resident who would be interested in volunteering to help with grant work for playground upgrades.

Mr. Kehoe reminded everyone that Election Day is May 21st. Come out and vote.

Mr. Castle asked everyone to remember our Troops, Police Officers and First Responders.

Mr. Castle would like to host an active shooter training course for the churches, schools, businesses and residents of Monroe Township. These tragic situations can happen anywhere and he would like to help prepare people for the worst if it would happen. Mr. Kehoe added that Cumberland Valley School District has hired a consultant to help with being prepared. He thinks it is a good idea.

The trivia question was “When Mt. St. Helens erupted on May 18, 2980, how many people were killed?” Answer was 57.

ADJOURN

The meeting was adjourned at 9:20PM.

Respectfully submitted,

Karen Lowery, Secretary/Treasurer

TO: Board of Supervisors
 FROM: Greg Hertzler, Roadmaster
 DATE: May 1, 2019
 SUBJECT: Roadmaster's Report

PROJECTS BEING WORKED ON

PROJECTS	NOTES	ESTIMATED COMPLETION DATE
PATCH ROADS		ON GOING
MOW ROADS		5/31/2019
HAUL TAN BARK		5/31/2019
HELP SILVER SPRINGS TOWNSHIP	WORK TOGETHER AND HAUL STONE	5/24/2019
SPREAD TAN BARK	AROUND PARKS AND TWP OFFICE	ON GOING
CAMERA SEWER LINES	WHITE ROCK	ON GOING

PROJECTS COMPLETED

PROJECTS	NOTES	COMPLETION DATE
Fixed wash out on Lynes Road		4/1/2019
Sweep Roads		4/2/2019
Patch Roads		On Going
PA ONE CALL class	All went to class	4/3/2019
Dug out Kuhn Road	1355 Kuhn side of road was sinking	4/4/2019
Lifted Manholes	Northern District	4/10/2019
Crack Sealed Roads	Monroe Acres / John-Mar Court	4/12/2019
Camera Dogwood		4/12/2019
Filled in sink hole	Monroe Acres	4/12/2019
Put Plows and Spreaders away		4/15/2019
Pick up sticks in parks		4/15/2019
PSATS Convention Hershey	Greg H, Carl Went	4/16/2019
Took down snow fence		4/18/2019

MEMORANDUM

TO: Monroe Township Board of Supervisors

FROM: Gregory R. Rogalski, PE
Monroe Township Engineer/Zoning Officer

DATE: May 2, 2019

SUBJECT: March Activity Report
File Reference No. MNTWP MTG19

The following activities were performed during the period between 4/4/19 and 5/2/19:

ENGINEER

1. Held Pre-Bid Meeting and Reviewed Bids received for Maintenance Building Roof Replacement.
2. Reviewed one revised subdivision plan and two stormwater management applications.
3. Performed field observation of storm sewer installation at The Porches of Allenberry project.
4. Performed field observation of storm and sanitary sewer installation at Trindle Station.
5. Met with Contractor regarding performance of 2018 chip seal program.
6. Coordinated with vendor regarding equipment replacement at Monroe Acres park.

ZONING

1. Issued 8 Zoning Permits and 16 Building Permits for a total of \$1,385,000 in new construction.
2. Responded to phone calls and attended one meeting regarding requirements for zoning/building permits and zoning and subdivision and land development regulations.
3. Held office hours every other Tuesday from 8:30 AM to 12:00 PM which included 7 meetings with residents during those periods.

CAPITAL PLANNING

1. ACTION ITEM: Initial contact to be made with the property owner at Eppley & S. Locust Point Road (Lehrman) to inquire about possible dedication of right-of-way for future sight distance improvements at this location. **NOTIFICATION ISSUED, PROPERTY OWNER REVIEWING REQUEST.**
2. ACTION ITEM: Perform a survey of the residents in the Monroe Acres area to develop a project scope for modifications to the existing park area, with possible Rec Board involvement. Develop a Master Plan for the Monroe Acres area based on responses received from resident surveys, incorporating MS4 stormwater improvements. **SURVEY HAS BEEN DISTRIBUTED AND RESULTS HAVE BEEN TABULATED.**
3. ACTION ITEM: Establish a road maintenance capital planning document, which identifies future maintenance work for budgeting purposes. **CAPITAL PLANNING DOCUMENT DRAFT HAS BEEN PREPARED AND REVIEWED WITH THE BOARD AT THE ANNUAL ROAD INSPECTION.**
4. ACTION ITEM: Make contact with property owners at the intersection of Trindle Road and Sinclair Road to obtain additional right-of-way for the signalization project. **AWAITING FINAL RIGHT-OF-WAY PLAN FROM DESIGN ENGINEER.**

cc: A-File
File