

December 14, 2023
7:00 PM

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

ATTENDANCE

Philip Kehoe, Chairman
Philip Paetzold, Vice Chairman

Greg Rogalski, Engineer
Darrell Dethlefs, Solicitor
Karen Lowery, Secretary

Mr. Kehoe asked for a moment of silence for Jim Koontz who was the facilities director for the Cumberland Valley School District, as he passed two nights ago. Jim and his wife put their heart and souls into supporting the sports organizations and facilities at the school. We are very saddened to hear of his passing.

Mr. Kehoe made a statement that the meeting was being recorded and asked that cell phones be silenced. Public comments need to be limited to 5 minutes and if you would like to speak, please provide your name and address.

SPEAKERS FROM THE AUDIENCE

Oliver Krawczyk, 671 Spring Lane, recently sent an email with some questions, but also wanted to make a public comment about the dog ordinance. He feels the ordinance is fine as is, but if it is to be amended there should be a curfew added to determine help residents understand when dogs would be disturbing the peace and quiet of neighbors. He asked if a draft was available. Mr. Kehoe said reviewing the ordinance is a task that they are to be working on. Mr. Rogalski added that the review is still occurring.

CONSENT AGENDA

1. Approval of Minutes – November 9, 2023 – Regular Meeting
2. Roadmaster's Report 11/1/23 – 11/30/23
3. Engineer and Zoning Report 11/1/23 – 11/30/23
4. Approval of Bills (as prepared)

On the motion of Mr. Paetzold, and seconded by Mr. Kehoe, and by unanimous vote of the Supervisors, it was duly RESOLVED to approve the Consent Agenda items listed, with minor edits.

OLD BUSINESS - None

NEW BUSINESS

RESOLUTION 2023-08

On the motion of Mr. Paetzold, and seconded by Mr. Kehoe, and by unanimous vote of the Supervisors, it was duly RESOLVED to adopt Resolution 2023-08 for the 2024 Budget of all funds, in the amount of \$5,960,791.30.

RESOLUTION 2023-09

On the motion of Mr. Paetzold and seconded by Mr. Kehoe, and by unanimous vote of the Supervisors, it was duly RESOLVED to adopted Resolution 2023-09, which reenacts certain taxation ordinances under the local tax enabling act for fiscal year 2024.

RESOLUTION 2023-10

On the motion of Mr. Kehoe, and seconded by Mr. Paetzold, and by unanimous vote of the Supervisors, it was duly RESOLVED to adopt Resolution 2023-10, which levies a .252 mill tax upon a real property and provides for the collection thereof and the rate of compensation for the tax collector for 2024. No tax increase.

RESOLUTION 2023-11

On the motion of Mr. Kehoe, and seconded by Mr. Paetzold, and by unanimous vote of the Supervisors, it was duly RESOLVED to adopt Resolution 2023-11, which establishes the current street light assessment rates and authorizes Cumberland County to prepare the billing statements. No tax increase.

RESOLUTION 2023-12

On the motion of Mr. Kehoe, and seconded by Mr. Paetzold, and by unanimous vote of the Supervisors, it was duly RESOLVED to adopt Resolution 2023-12, which establishes the current fire hydrant assessment rates and authorizes Cumberland County to prepare the billing statements. No tax increase.

RESOLUTION 2023-13

On the motion of Mr. Kehoe, and seconded by Mr. Paetzold, and by unanimous vote of the Supervisors, it was duly RESOLVED to adopt Resolution 2023-13, which levies a .406 mill tax upon all real property for fire service and provides for the collection thereof and the rate of compensation for the tax collector for 2024. No tax increase.

RESOLUTION 2023-14

On the motion of Mr. Kehoe, and seconded by Mr. Paetzold, and by unanimous vote of the Supervisors, it was duly RESOLVED to adopt Resolution 2023-14, which adjusts the hours for rental facilities to 8:00 AM to 11:00 PM.

PPL TRANSMISSION LINE PROJECT

Mr. Rogalski said the township received a notification of the application submitted to the PUC regarding a new overhead transmission line that PPL wants to run from the substation on Park Place to the substation in Upper Allen Township. He added there is not any action needed, it's just to make the township aware. Mr. Lebo stated that he has already signed a contract with PPL and received payment. This has been in the works for over a year.

PLACE TRUCK ORDER FOR 2024

Mr. Kehoe said the DPW has requested a second pick up truck and provided a quote for a 2024 F250 crew cab. They are asking to place the order now because it could take 3 to 10 months to receive the truck. The cost of the truck is \$68,875 and was included in the 2024 budget.

On the motion of Mr. Paetzold, and seconded by Mr. Kehoe, and by unanimous vote of the Supervisors, it was duly RESOLVED to authorize the order and purchase of a 2024 F250 truck for 2024.

APPROVAL TO SELL ITEMS ON MUNICIBID

Mr. Kehoe reviewed a memo from Mr. Hertzler dated November 30, 2023 listing 7 items to sell on Municibid.

On the motion of Mr. Kehoe, and seconded by Mr. Paetzold, and by unanimous vote of the Supervisors, it was duly RESOLVED to approve selling the items listed on Mr. Hertzler's memo dated November 30, 2023 on Municibid.

HUMANE SOCIETY AGREEMENT FOR 2024

On the motion of Mr. Kehoe, and seconded by Mr. Paetzold, and by unanimous vote of the Supervisors it was duly RESOLVED to approve the annual contract with the Humane Society for services.

ZONING & CODES ENFORCEMENT OFFICER SUBMISSIONS

Mr. Kehoe said that several RFP's and applications have been received for the Zoning & Code Enforcement Officer position. Mr. Rogalski has reviewed the submissions and provided his feedback. He suggested tabling this until January and getting a copy of the submissions to Mr. Thompson. Mr. Rogalski added that at the reorganization meeting in January he would suggest naming him as the Assistant Zoning Officer that was there is no gap in coverage, until this is worked out.

WHITE ROCK SEWER PROJECT – CHANGE ORDER #3 & PAY APPLICATION #4

Mr. Rogalski explained that the sewer project has been completed. There was a change order submitted for \$88,331.20 which was for a missing lateral that needed to be located and connected, along with additional paving. Mr. Rogalski and Mr. Hertzler discussed the paving

and felt it was appropriate to do at this time. The paving was done on areas of Deer, Spring and Dogwood and the cost was much greater than they had planned on. Mr. Kehoe added that the road base needed to be re-constructed and had this been done as a stand alone project the cost would have been much higher.

On the motion of Mr. Kehoe, and seconded by Mr. Paetzold, and by unanimous vote of the Supervisors, it was duly RESOLVED to approve the payment of \$138,445.71 to MacMor Construction. \$80,368.70 of the payment will come from General Fund.

FREEDOM SYSTEM UPGRADE

Mr. Kehoe reviewed a memo from the office staff requesting to update the financial and land management programs. Mrs. Wood said that there haven't been any issues lately and that some of the issues may be because we are behind in versions of the program. We did a demo of the current version and it looks to be user friendly and provide more options making it easier to use. The cashiering system would create journal entries, so we would not have to manually enter journal entries each month. There are multiple modules in the program that would work together. Mr. Kehoe asked if there were still concerns with the level of support provided. Mrs. Wood said that when the last person was added to the system it went much better than previously. Mr. Kehoe asked if changing to QuickBooks had been disqualified. Mrs. Wood said yes. We feel it would be better to upgrade what we have than have to start all over at square one.

On the motion of Mr. Kehoe, and seconded by Mr. Paetzold, and by unanimous vote of the Supervisors, it was duly RESOLVED to approved the Freedom System upgrade based on the office staff recommendation at a cost of \$6,000.

APPROVAL TO PURCHASE USED STREET SWEEPER AND CRAWL CAMERA

Mr. Kehoe said a request was received from the DPW to move forward in 2024 with purchasing a used street sweeper and a camera. A sweeper had previously been approved at \$67,580 but there was no luck obtaining on Municibid. The used sweeper that Bortek has is \$76,000, so an additional \$8,400 would need to be approved. The sewer camera would be an upgrade from our push camera and it was a demo so the cost would be \$34,000. Mr. Rogalski gave credit to the DPW, stating the push camera was used well beyond what it was meant to do. And just as a comparison, to hire a company to televise for one day would cost \$1,800.

On the motion of Mr. Kehoe, and seconded by Mr. Paetzold, and by unanimous vote of the Supervisors, it was duly RESOLVED to approve the purchase of a 2016 Elgin Street Sweeper for \$76,000 and a Crawl Camera for \$34,000 from Bortek Industries in 2024.

ADDRESS 1066 PARK PLACE ENFORCEMENT

Mr. Dethlefs announced that an Executive Session was held on November 27, 2023 regarding litigation for activities at 1066 Park Place enforcement.

On the motion of Mr. Kehoe, and seconded by Mr. Paetzold, and by unanimous vote of the Supervisors, it was duly RESOLVED to authorize the Solicitor to file a legal complaint with the Cumberland County Court.

Mr. Kehoe mentioned that Mr. Castle had a family issue, which is why he's not attending his last meeting after 30 years of service. He is torn up about this, but family always comes first.

RESOLUTION 2023-16

Mr. Kehoe said that previous Supervisor, Sam Simmons, helped to create the community gardens at the end of the Joe Carr Park. He had a vision to purchase the property, expand the walking path and put in the gardens for residents to use. Mr. Simmons was never recognized for this work and the Board would like to take the time now to do so.

On the motion of Mr. Kehoe, and seconded by Mr. Paetzold, and by unanimous vote of the Supervisors, it was duly RESOLVED to adopt Resolution 2023-16, recognizing Sam Simmons for his 29 years of service to the township by naming the community gardens the "Sam Simmons Community Gardens".

RESOLUTION 2023-15

Mr. Kehoe read Resolution 2023-15 honoring Mr. Castles 30 years of service and shared a framed copy of the Resolution, and a plaque for Mr. Castle, with a quote that perfectly suits him - "The purpose of human life is to serve, and to show compassion and the will to help others." - Albert Schweitzer.

On the motion of Mr. Kehoe, and seconded by Mr. Paetzold, and by unanimous vote of the Supervisors, it was duly RESOLVED to adopt Resolution 2023-15, recognizing Bill Castle for his 30 years of service as a Township Supervisor by naming the meeting room the "Supervisor A.W. Castle III Meeting Room".

Mr. Kehoe added that there will be a more formal ceremony in the early spring for Mr. Castle and Mr. Simmons. Senator Rothman and Representative Kutz have shown interest in attending and the Law Firm of Dethlefs & Pykosh will donate the plaques.

PUBLIC COMMENT - None

STAFF COMMENTS

Mr. Paetzold wished everyone a Merry Christmas.

Mr. Kehoe mentioned the work being done at the curve on Leidigh Drive. We are digging out and widening the area to eventually shift the road and improve the sight lines. Jay Wickard was kind enough to donate the land to the township for the work to take place. There will be other road repair work done on Leidigh in 2024 and this will either be completed at the end of that or planned for 2025.

Mr. Kehoe asked the status on the new HVAC unit for the rental hall. Mr. Hertzler said it was to be delivered to the contractor this week, but he hasn't heard any updates.

Mr. Kehoe said it has been a heck of a year. He wished everyone a Merry Christmas and urged them to take time to reflect and make time for your families.

ADJOURN

The meeting was adjourned at 8:04 PM.

Respectfully submitted,

Karen M. Lowery, Secretary

TO: Board of Supervisors
FROM: Greg Hertzler, Road master
DATE: 11-30-23
SUBJECT: Road master's Report

PROJECTS BEING WORKED ON

PROJECTS	NOTES	ESTIMATED COMPLETION DATE
Clean & organize shop		12/29/2023
Start to work on widen turn	Leidigh Drive	12/29/2023
Cut brush		On Going
Clean office building		On Going
Salt & plow	If needed	On going

PROJECTS COMPLETED

PROJECTS	NOTES	COMPLETION DATE
Receive salt		10/30/2023
Hauled dirt away from sewer repair	Dogwood	10/30/2023
Replace lights on back of office building		10/31/2023
Wash and wax # 21 & # 23		10/31/2023
Pension meeting		11/1/2023
Wash and wax # 23		11/1/2023
Paint frame # 23		11/2/2023
Start heaters in back shop		11/2/2023
Deliver BOS packets		11/3/2023
Meet orkin	Bees getting into rental hall	11/3/2023
Rototill gardens		11/6/2023
Paint railings in front of rental hall		11/6/2023
Set up elections		11/6/2023
Tear down elections		11/8/2023
Fix water tank		11/8/2023
Add water filter to back building		11/9/2023
MS4 meeting	Williams grove speedway	11/9/2023
Paint wheels on # 17		11/9/2023
Meet LB Smith	Truck quote	11/13/2023
Install wheels # 17		11/13/2023
Service both small plows		11/13/2023
Help with sewer bills		11/13/2023
Check Sandy pump station	High level alarms	11/14/2023
Pick up # 1 at MJR		11/14/2023
Mount spreaders on # 1,2,17		11/14/2023

Wash and wax # 16		11/15/2023
Drive snow routes		11/15/2023
Sewer bills to post office		11/15/2023
Water test		11/15/2023
Post property	Zoning hearing	11/15/2023
Load up Mini Ex for speedway job		11/16/2023
LTAP advisory meeting		11/16/2023
Push trees back on Sandy pump station lane		11/16/2023
Go over chipper		11/17/2023
Dig test pit at Williams grove speedway		11/17/2023
Install spreaders # 3 & 23		11/20/2023
Lube chains on spreaders		11/20/2023
Help Carroll TWP.		11/20/2023
Check storm drains after rain		11/21/2023
Tighten chain on # 17 spreader		11/21/2023
Pick up steel to fix loader bucket		11/21/2023
Cut metal to weld in bucket		11/21/2023



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MEMORANDUM

TO: Monroe Township Board of Supervisors

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

DATE: December 4, 2023

SUBJECT: November Activity Report
File Reference No. MNTWP MTG23

The following activities were performed during the period between 11/1/2023 and 12/4/2023:

ENGINEER

1. Reviewed one new Stormwater Management Permit application.
2. Attended one Planning Commission meeting to discuss Zoning Ordinance revisions.
3. Performed field view for stormwater management projects in Monroe Acres and at Williams Grove Speedway.
4. Performed stakeout for Leidigh Drive re-alignment project.
5. Revised draft Zoning Ordinance based on Planning Commission comments.

ZONING

1. Issued 7 Zoning Permits and 10 Building Permits for a total of \$628,500 in new construction.
2. Responded to phone calls and attended two meetings regarding requirements for zoning/building permits and zoning and subdivision and land development regulations.

CAPITAL PLANNING

1. ACTION ITEM: Contact property owners for future BMP projects including West Shore Evangelical Free Church.
2. ACTION ITEM: Apply for DEP Public Water Supply Permit for connection of new well to Municipal Building.
3. ACTION ITEM: Obtain owner permissions to commence Spring Circle PRP project.

cc: File