

January 2, 2024  
7:00 PM

The reorganization meeting of the Monroe Township Board of Supervisors was called to order by 2023 Chairman, Mr. Kehoe.

ATTENDANCE

Phil Kehoe, Chairman	Michael O'Connor, Solicitor
Tim Thompson, Supervisor	Bill Rudy, Engineer
Phil Paetzold, Supervisor	Karen Lowery, Secretary

The meeting was turned over to Mr. O'Connor.

ELECT:

**On the motion of Mr. Paetzold, and seconded by Mr. Thompson, and by majority vote of the Supervisors it was duly RESOLVED to select Phil Kehoe as Chairman of the Board of Supervisors for the year 2024.**

**On the motion of Mr. Kehoe and seconded by Mr. Thompson, and by majority vote of the Supervisors it was duly RESOLVED to select Phil Paetzold as Vice Chairman of the Board of Supervisors for the year 2024.**

APPOINTMENTS:

Secretary	Karen Lowery, with \$1.5 million bond
Treasurer	Holly Wood, with \$1.5 million bond
Road Master	Greg Hertzler
Assistant Road Master	John Stamy
Assist. Zoning Officer & Code Enforce	Greg Rogalski of Pennoni Assoc. (fee schedule)
Township & Sewer Engineer	Greg Rogalski of Pennoni Assoc. (fee schedule)
Solicitor	Michael Pykosh of Dethlefs-Pykosh Law (\$150/hr)
Sewage Enforcement Officer	Tim Wargo of Hoover Engineering
Alternate S.E.O.	Chris Hoover (1 <sup>st</sup> ), Gary Morrow (2 <sup>nd</sup> )
Sewer Engineer	Bill Rudy of Pennoni Assoc. (fee schedule)
Zoning Hearing Board Solicitor	Philip Murren (\$90/hr)
Depository	F&M Trust
UCC Plan Review Services	Approved Code Services (fee schedule)
Building Codes Officer	Irv Spoonhour of Approved Code Serv. (fee schedule)

Sewer Grinder Pump Contractor	Jeff Wilbur (fee schedule)
Cumb. County Tax Bureau Reps	Holly Wood; Alt. Karen Lowery (1 <sup>st</sup> ), Richard Beaty (2 <sup>nd</sup> ), Mike Dieffenbach (3 <sup>rd</sup> )
Capital Region CoG Delegate	Phil Paetzold, Alternate: Mike Pykosh
Planning Commission	Wilbur Wolf – 5-year term
Recreation Board Member	Vacant – 5-year term
Zoning Hearing Board Member	Rich Moore – 3-year term
Municipal Authority	Andy Clancy – 5-year term
Uniform Const. Code Appeals Board	Joe McCorkel – 5-year term
Emergency Management Director	Vacant
Emergency Management Assistant	Vacant
Fire Marshal	Christopher Wilkening
Assistant Fire Marshal	Mike Mixell
Vacancy Board	Heather Dunn

Mr. Thompson said the Pennoni is requesting a 5% increase, which seems reasonable. The Township Solicitor is requesting a 50% increase and would like to know why. Mr. Kehoe stated that Mr. Pykosh has been charging an hourly rate of \$100 for the past 12 years. He has been very supportive of the township and has worked well over the years. To put the increase into better perspective most municipalities are charged at least \$400 per hour. Mr. O'Connor added that Mr. Pykosh has not increased the rate for all of these years when many other lawyers would have. Mr. Thompson said it's the optics of the increase, as we are to be good stewards of the tax payer's money. Is the rate negotiable? Mr. O'Connor felt the request was firm and reiterated that \$150 per hour is a very reasonable rate.

Mr. Thompson stated that according to the MPC the term for Planning Commission members is to be 4 years, not 5. Mr. Kehoe said that legal can look into this matter. He would like this to be tabled. Mr. Kehoe added that if something needs changed, we would have to change all of the terms for the Planning Commission Board members and he would like to move forward with appointing Mr. Wilbur since he is just getting involved with the board. Mr. Thompson said that he would like more information for when the Planning Commission was created and their terms. If the terms are wrong, he wonders what else could be wrong.

**On the motion of Mr. Kehoe, and seconded by Mr. Paetzold, and by majority vote of the Supervisors, it was duly RESOLVED to appoint the above listed appointments along with their fee schedules. Mr. Thompson was opposed.**

SET:

Wages/Salaries established per the 2024 budget

Mileage reimbursement for employees (2024 State maximum is \$.67/ mile)

Holidays for 2024:

New Year's Day	General Election
President's Day	Veteran's Day
Good Friday	Thanksgiving
Primary Election	Day after Thanksgiving
Memorial Day	Last working day before Christmas
Independence Day	Christmas
Labor Day	Last working day before New Years

Health Insurance – set rate for employee co-pay (5%)

Authorize electronic bill pay (ACH) for reoccurring utilities, credit card payments and loans

**On the motion of Mr. Kehoe, and seconded by Mr. Paetzold, and by unanimous vote of the Supervisors, it was duly RESOLVED to approve setting the wages/salaries, mileage reimbursement, health insurance rate, and electronic bill pay as listed.**

RESOLUTIONS:

Resolution 2024-01

**On the motion of Mr. Paetzold, and seconded by Mr. Thompson, and by unanimous vote of the Supervisors it was duly RESOLVED to adopt Resolution 2024-01, the General Fee Schedule. There were no changes in the fees.**

Resolution 2024-02

**On the motion of Mr. Thompson, and seconded by Mr. Paetzold, and by unanimous vote of the Supervisors it was duly RESOLVED to adopt Resolution 2024-02, the Uniform Construction Code fee schedule. There were no changes in the fees.**

Resolution 2024-03

**On the motion of Mr. Paetzold, and seconded by Mr. Thompson, and by unanimous vote of the Supervisors it was duly RESOLVED to adopt Resolution 2024-03, the Sewage Enforcement fee schedule. There were no changes in the fees.**

ADJOURN

The Reorganization meeting was adjourned at 7:24 PM.

Respectfully submitted,

Karen M. Lowery  
Secretary



5072 Ritter Road  
 Suite 102  
 Mechanicsburg, PA 17055  
 T: 717-975-6481  
 F: 717-975-6480

www.pennoni.com

November 9, 2023

Karen Lowery, Secretary  
 Monroe Township Board of Supervisors  
 1220 Boiling Springs Road  
 Mechanicsburg, PA 17055

**RE: RATE SCHEDULE FOR FISCAL YEAR 2024**

Dear Ms. Lowery:

We thank you for the continued relationship the Township has developed with Pennoni and look forward to serving you in 2024 in the capacity of Township Engineer. Please find below our proposed rates for 2024. Our standard fee for services is billed on an hourly basis for the actual time on the project, or as noted below:

TITLE	RATE
Township/Authority/Borough Engineer	\$162.00/Hour
Senior Process Professional	\$170.00/Hour
Senior Professional	\$160.00/Hour
Project Professional	\$144.00/Hour
Staff Professional	\$126.00/Hour
Associate Professional	\$122.00/Hour
Graduate Professional	\$114.00/Hour
Technician III	\$134.00/Hour
Technician II	\$104.00/Hour
Technician I	\$95.00/Hour
Field Technician	\$89.00/Hour
1 Person Survey Crew	\$145.00/Hour
2 Person Survey Crew	\$187.00/Hour
Project Assistant	\$72.00/Hour
Mileage	Current IRS Rate

If there is any information you may require, please contact me at your convenience, 717-620-5947.

Sincerely,

**PENNONI ASSOCIATES INC.**

Gregory R. Rogalski, PE  
 Division Manager

cc: File



# DPM

DETHLEFS PYKOSH & MURPHY - ATTORNEYS AT LAW

Darrell C. Dethlefs  
Michael J. Pykosh  
Paul D. Murphy-Ahles  
Katherine L. McDonald  
Jonathan R. White  
Michael J. O'Connor  
Matthew K. Bugli  
Jessica L. Bush  
Maria K. Mondell

2132 Market Street | Camp Hill, PA 17011  
Phone: (717) 975-9446 | Fax: (717) 975-2309  
www.dplglaw.com | info@dplglaw.com

Of Counsel  
Charles J. Hartwell  
R. Mark Thomas

August 8, 2023

Holly S. Wood, Treasurer  
Monroe Township Municipal Building  
1220 Boiling Springs Road  
Mechanicsburg, PA 17055

**Re: Solicitor**

Dear Holly:

Thank you for your letter dated August 1, 2023.

I am interested in continuing my position as Solicitor for Monroe Township. My 2024 proposed Fee Schedule would be \$150.00 an hour for attorneys and \$65.00 an hour for support staff.

Please contact me if you have any questions.

Very Truly Yours,

Michael J. Pykosh  
MJP/cle

RECEIVED  
AUG 11 2023

BY:.....



— EST. 2007 —

**APPROVED CODE  
SERVICES**

# 2024 | SERVICE FEES

## MONROE TOWNSHIP FEE SCHEDULE

### RESIDENTIAL

Residential Plan Review	\$90.00/hr
Residential Inspection	\$90.00/hr
Residential Electrical Inspection	\$90.00/hr
Residential Inspection Electrical Service Cut-in up to 200 Amps	\$100.00/hr
Hearings, Appeals and Township Mtgs, Prep & Appearance	\$100.00/hr
PA Certified Building Code Official ( <i>Administrative &amp;/or Enforcement Actions</i> )	\$120.00/hr
Clerical Services	\$60.00/hr
Mileage ( <i>N/C for work in the township</i> )	IRS Rate

New Single-Family Dwelling - Plan Review	
up to 3,000 s.f.	\$300.00/ea
over 3,000 s.f.	\$450.00/ea
over 6,000 s.f. ( <i>Same as Commercial</i> )	\$500.00/ea

*Note: 10 required inspections and one Service Cut-in for new single-family dwellings*

Multiple Duplexes & Townhouses Plan Review of Similar Design	\$180.00/unit
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### COMMERCIAL

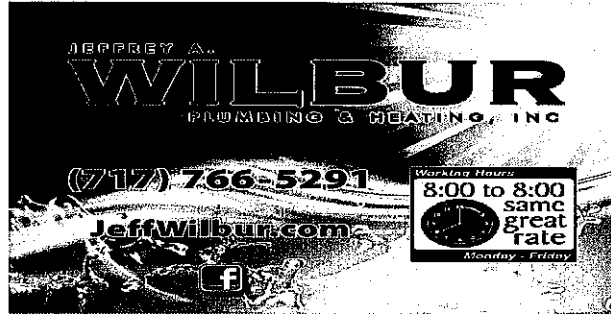
Commercial Plan Review	\$115.00/hr
Commercial Inspection	\$115.00/hr
Commercial Electrical Inspection	\$125.00/hr
Commercial Electrical Service Cut-in Inspection	
up to 400 Amps	\$130.00/hr
up to 800 Amps	\$160.00/hr
up to 1200 Amps	\$225.00/hr
over 1200 Amps	RFQ

Expedite Plan Review Fee:	RFQ
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*Approved Code Services offers guaranteed expedited Plan Reviews.  
Call our office for a quote on your specific expedited review needs  
(Expedited Services are not available December 15<sup>th</sup> through January 5<sup>th</sup>).*

*\*All Inspections are allotted up to 1-hour. Inspections taking longer than 1 hour will be charged additional hours for any part thereof.*

August 8, 2023  
Monroe township  
1220 Boiling Springs Rd.  
Mech. PA. 17055  
717-697-4613  
klowery@monroetwp.net



## **PROPOSAL**

SUPPLY AND INSTALL THE FOLLOWING:

### **2024 Pricing**

Rates for service to Grinder pumps

Monday thru Friday 7:30 a.m.-4:00 p.m. \$115.00 per hour per man.

After hours and weekends or Holidays \$168.00 per hour per Man.

Terms: Net 30 days

Authorized Signature \_\_\_\_\_

Jeffrey A. Wilbur, President

This proposal may be withdrawn if not accepted in 30 Days. Acceptance of proposal: The above prices, specifications and conditions are satisfactory and you are hereby authorized to complete work as specified. Payment will be made as outlined.

Signature \_\_\_\_\_ Date of Acceptance \_\_\_\_\_

Proposal Proudly Presented By: Jeffrey A. Wilbur Plumbing & Heating, Inc  
6508 Brandy Lane  
Mechanicsburg, PA 17050  
Phone: 717-766-5291  
Fax: 717-697-5580  
HIC#PA021270