

January 2, 2024  
7:30 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  
Tim Thompson, Supervisor

Bill Rudy, Engineer  
Michael O'Connor, Solicitor  
Karen Lowery, Secretary

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 - None

CONSENT AGENDA

1. Approval of Minutes – December 14, 2023 – Regular Meeting
2. Roadmaster's Report 12/1/23 – 12/31/23
3. Engineer and Zoning Report 12/1/23 – 12/31/23
4. Stormwater Account Lien Update
5. Approval of Bills (as prepared)

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

OLD BUSINESS

ZONING AND CODES ENFORCEMENT OFFICER SUBMISSIONS

Mr. Kehoe stated that the zoning officer and codes enforcement have been handled by the same person. An RFP was put out for services and moving forward we may have to have two people, one for zoning and one for codes, as some firms don't handle codes enforcement. Mr. Rogalski provided an overview of the submissions that were received from firms and individuals. He would like to narrow down the list and then set up a time to meet with the candidates. Mr. Thompson clarified that the zoning officer and codes enforcement would only enforce codes already in place. Mr. Rudy said that the Engineer would still review subdivision and land development plans. Mr. Kehoe said the zoning officer would review building permits, hold office hours and possibly attend meetings. The codes enforcement office would address parking issues, nuisance vegetation complaints.

Mr. Kehoe added that Monroe's current constable may be interested in the code's enforcement position. Mr. Thompson reviewed all of the submissions and went directly to Mr. Karlsen, since he has worked in zoning and codes and is a resident. The Board was also interested in two firms that submitted proposals. The Board agreed to provide Ms. Lowery with some availability dates and she can work to set up meetings with Mr. Karlsen, Mr. Cox, KPI and HRG toward the end of January or early February.

NEW BUSINESS

RESOLUTION 2024-04

**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 2024-04, appointing Smith, Elliott, Kearns & Company as the auditor for the 2023 fiscal year.**

RESOLUTION 2024-05

**On the motion of Mr. Paetzold and seconded by Mr. Thompson, and by unanimous vote of the Supervisors, it was duly RESOLVED to adopted Resolution 2024-05, authorizing the disposition of specific records.**

PUBLIC COMMENT - None

STAFF COMMENTS

Mr. Thompson said he looking forward to this ride and looks forward to meeting the township staff.

Mr. Kehoe mentioned the Tax Collector, Julie Weller, was present and wondered if she had anything to share. Ms. Weller said everything is looking good for 2023 and thanked the Board for the new wall that was installed in her office.

Mr. Kehoe wished everyone a Happy New Year.

ADJOURN

**The meeting was adjourned at 7:54 PM.**

Respectfully submitted,

Karen M. Lowery, Secretary

TO: Board of Supervisors  
 FROM: Greg Hertzler, Road master  
 DATE: 12-26-23  
 SUBJECT: Road master's Report

## PROJECTS BEING WORKED ON

PROJECTS	NOTES	ESTIMATED COMPLETION DATE
Leidigh turn		1/22/2024
Camera sewer		On going
Plow and salt		If needed
Cut brush		On going

## PROJECTS COMPLETED

PROJECTS	NOTES	COMPLETION DATE
Weld on # 5 bucket		11/27/2023
Record plan courthouse		11/27/2023
Deliver PC packets		11/27/2023
Go over brine pumps		11/28/2023
Mount brine tank to # 23 spreader		11/29/2023
Fuel pump stations		11/29/2023
Pick up lights for COR construction	tax office	11/30/2023
Haul junk to swopes		11/30/2023
Clean leaves out of pump stations		11/30/2023
Réplace light on back building		12/1/2023
Met with Pennoni	Leidigh turn survey	12/1/2023
Clean up shop		12/4/2023
Start Leidigh turn project		On going
Check pipes for blockage	Before heavy rain	12/5/2023
Take items to county recycling		12/5/2023
Ltap class	Everyone	12/6/2023
Pick up cones for Leidigh turn		12/7/2023
Salt roads White rock		12/7/2023
Wash # 2 & 17	After salting	12/8/2023
Salt roads White rock		12/11/2023
Wash trucks after salting		12/11/2023
Pick up Plaque		12/11/2023
Sewer camera demo		12/12/2023
Ltap class	Everyone	12/13/2023

## MEMORANDUM

**TO:** Monroe Township Board of Supervisors

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

**DATE:** December 26, 2023

**SUBJECT:** December Activity Report  
File Reference No. MNTWP MTG23

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The following activities were performed during the period between 12/4/2023 and 12/26/2023:

### ENGINEER

1. Reviewed one new Stormwater Management Permit application.
2. Attended one Planning Commission meeting to discuss Zoning Ordinance revisions.
3. Completed field survey for stormwater management project at Williams Grove Speedway.
4. Revised draft Zoning Ordinance based on Planning Commission comments.

### ZONING

1. Issued 4 Building Permits for a total of \$540,500 in new construction.
2. Responded to phone calls and attended one 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.
4. ACTION ITEM: Finalize WG Speedway Stormwater Easement for PRP project.

cc: File