

July 13, 2017
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

Phil Kehoe, Chairman
A.W. Castle, Vice Chairman
Carl Kuhl, Supervisor

Michael Pykosh, Solicitor
Greg Rogalski, Engineer/Zoning Officer
Karen Lowery, Secretary/Treasurer

SPEAKERS FROM THE AUDIENCE

Barb Pearce, was present on behalf of Fair Districts PA and requested local governments to support a redistricting and she brought more information. She also requested to be on the agenda to discuss this further. She stated there is currently a House and Senate Bill regarding this matter and a commission would be established to bring transparency. Mr. Kehoe said this matter was reviewed last year. Mr. Kuhl added that there was a concern as to how districts would be chosen and we weren't sure which direction to support. Mr. Kehoe added that the information would need to be better defined. He suggested that the township research the House and Senate bill to better understand the matter and will contact Ms. Pearce this becomes an agenda item.

Devin Flickinger, Holy Spirit EMS, stated that there were 19 calls in June and 9 call in July to date. Year to date there have been 176 calls, which is in line with previous years. Mr. Kuhl asked if there is a report to show BLS calls vs. ALS calls. Mr. Flickinger said that he can obtain that information and would be able to provide that at the August meeting.

Kristen Clark, 663 Spring Lane, questioned the sewer and would like to know the big picture with the rates and what exactly is being paid for. Mr. Kehoe stated that would be a very long conversation and he would be happy to meet with her to discuss. He added that there are 3 districts, 3 plants and 3 rate structures within the township.

EXECUTIVE SESSION

Mr. Kehoe announced that an executive session was held prior to the meeting for 2 personnel matters.

On the motion of Mr. Castle, and seconded by Mr. Kuhl, and by unanimous vote of the Supervisors it was duly RESOLVED to allow Catalina Araiza, Manager, to work part time from home for 4 weeks while on maternity leave provided that her time be documented in writing and communicated with the office staff.

On the motion of Mr. Kuhl, and seconded by Mr. Castle, and by unanimous vote of the Supervisors it was duly RESOLVED to grant an extended medical leave of absence for a Department of Public Works employee, accrued time off will be use and his position will be available upon full clearance from his doctor. Mr. Pykosh will send a confirmation letter.

Mr. Kehoe asked that if in the manager's absence anything needed to be done with the structuring of the Department of Public Works. Mr. Rogalski said that he will be holding biweekly meetings with the staff to address issues until Ms. Araiza returns.

JOSEPH T. SIMPSON LIBRARY – ANNUAL UPDATE

Mrs. Erdman provided a hand out. She stated that there has been a lot of change recently with 3 people retiring and 1 moving to a new position, so they have to rebuild parts of the team. There are many clubs available through the library and they are adding more clubs for all ages. She thanked the Board for the financial support towards the library. Mrs. Erdman then introduced the new board member, Glen Osborn who resides in Monroe Township.

Mr. Osborn stated that he has lived on Eppley Road for 16 years and is very impressed with how many Monroe Township residents use the library. He thanked the Board for their support.

Mr. Castle thanked Mr. Osborn for being on the Board and thanked Mrs. Erdman for all of her hard work.

Mr. Kehoe stated that there are 1,579 library card holders in Monroe Township, which is about 29% of the population. He thanked Mrs. Erdman and Mr. Osborn for the excellent job they do.

2016 AUDIT PRESENTATION – SMITH ELLIOT KEARNS

Craig Witmer and Karen Larson of Smith Elliot Kearns were present to review the 2016 Audit with a Power Point presentation.

Mr. Kehoe stated that SEK have been good supporters over the past several years as the township is getting better control of its planning and putting a strategic plan in place.

CONSENT AGENDA

Mr. Kehoe stated that the May 31, 2017 Special meeting minutes need to have the one motion updated after being clarified by listening to the audio tape.

Mr. Kehoe stated that at the June meeting there were edits made to the minutes from a May 31, 2017 Special meeting. The edits were accurate, but he felt it would be clearer if the entire motion was added and the edits were bolded out.

1. Approval of Minutes – June 8, 2017 Regular Meeting
- June 8, 2017 Joint Meeting – Municipal Authority
2. Roadmaster's Report 6/8/17 – 7/6/17
3. Engineer/Zoning Officer's Report 6/8/17 – 7/6/17
4. Approval of Bills (as prepared)

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

UNFINISHED BUSINESS

REVIEW SEWER ACTION PLAN

Mr. Pykosh said that approximately \$4,500 has been collected since the last meeting. He is continuing to monitor one of the larger liens that is in a bank foreclosure. He added that there were 4 homes in Monroe Acres that still needed to connect to the sewer. 1 has connected and 1 property was sold in June, so an agreement to connect within 90 days was executed as part of the settlement process.

AMBULANCE COVERAGE – DILLSBURG AREA

Mr. Kehoe explained that a small portion of Monroe Township is currently covered by Citizen Hose EMS. There is a fire company merger between Dillsburg and Franklintown in the works and this has the future of the Citizen Hose EMS in question. Holy Spirit EMS has reached out to the surrounding townships to provide EMS services. We are in a unique position because a majority of Monroe Township is already served by Holy Spirit EMS. Currently the township gives an annual donation to the ambulance companies, but there is also a pay per call option. Township staff has also attended several outreach meetings on this matter.

Devin Flickinger, Holy Spirit EMS, has talked with Dave Heckert and Mark Farrell from Monroe Fire Company for their support and assistance to do the fire boxes. He added the Holy Spirit EMS would provide 24/7 coverage about ½ mile from the current location and can start this service on November 1, 2017.

Mr. Kehoe said that as of last month 5 of 8 townships/boroughs have agreed to proceed with services from Holy Spirit EMS. Mr. Flickinger stated that 3 have signed agreements, 2 have meetings next week and he is not sure of what Carrol Township will do. Mr. Kehoe added that Carrol Township has a lot on their shoulders and have the most at stake with the fire and EMS coverage.

On the motion of Mr. Kuhl, and seconded by Mr. Castle, and by unanimous vote of the Supervisors it was duly RESOLVED to begin the transition for Holy Spirit EMS to cover the southeast portion of the township beginning November 1, 2017. Also show

support for Holy Spirit EMS to work with the fire company during the transition and note that the financial membership of a yearly donation will remain the same.

SMTMA PLANT UPGRADE

Mr. Rogalski stated that 2 invoices have been submitted for payment. The physical construction has been done, but there are litigation matters still pending. The total of the 2 invoices is \$11,925.15, of that \$2,504.71 are attorney litigation fees. He recommended paying the other expenses at this time which total \$9,420.44.

On the motion of Mr. Kuhl, and seconded by Mr. Castle, and by unanimous vote of the Supervisors it was duly RESOLVED to make the payment, as recommended, of \$9,420.44 to SMTMA which exclude the legal fees.

Mr. Rogalski stated that he has meet with SMTMA and a true up and audit need to be performed for the completed portion of the project to date and both parties agreed to do this soon.

MS4 FUNDING/PRP PUBLIC COMMENT ADVERTISEMENT

Mr. Rogalski provided the MS4 Pollution Reduction Plan that is required to be advertised and open for public comment for 30 days. He is looking for the Board to authorize advertisement.

Mr. Rogalski explained that in September the township will submit the plan to DEP along with the permit renewal. Permits will be issued in March 2018 and the clock will begin ticking for the township to reduce the pollution amount by 10% over the next 5 years. During the next few months we will need to discuss how the revenue is going to be generated to cover these projects, which were estimated at \$430,000, but could be more or less.

Mr. Kuhl stated that this MS4 area only applies to 2 areas of the township. Mr. Rogalski said for now that is true. The MS4 areas are based on census data, so by the time we apply for our next MS4 permit in 2023 the MS4 area could expand.

Mr. Kehoe said the funding for MS4 requirements would be for a long term, so he wondered if Pennoni was the proper company to calculate that out or should be look at another source. Mr. Rogalski said that Pennoni provided a scope for the project, but no design. As for the financial planning, other option will come to the fore front as this process proceeds. The first year will be planning and acquiring use of land and we should be ready to bid the first project in 2019.

On the motion of Mr. Kuhl, and seconded by Mr. Castle, and by unanimous vote of the Supervisors it was duly RESOLVED to authorize the advertising of the Pollution Reduction Plan as required.

NEW BUSINESS

DONATION OF 1948 TRUCK TO WGHSEA

On the motion of Mr. Castle, and seconded by Mr. Kuhl, and by unanimous vote of the Supervisors it was duly RESOLVED to adopt Resolution 2017-12 to donate the 1948 truck to the Williams Grove Historical Steam Engine Associate for \$1.00 to be placed on display at their location.

TAX COLLECTOR TRANSITION UPDATE

Mr. Kehoe stated that Ms. Murray and Ms. Weller have been talking and preparing for the transition, but are limited on what can be done until the November election. The goal is to play an active role in the transition to understand the process and help if needed.

ACCEPT RESIGNATION OF GARY PAGE – PLANNING COMMISSION

On the motion of Mr. Castle, and seconded by Mr. Kuhl, and by unanimous vote of the Supervisors it was duly RESOLVED to accept the resignation of Gary Page from the Planning Commission Board.

Mr. Castle stated that he spoke with Mark Swartz who is a longtime resident, has raised his children here and would like to be involved in the community.

On the motion of Mr. Castle, and seconded by Mr. Kehoe, and by unanimous vote of the Supervisors it was duly RESOLVED to appoint Mark Swartz to serve on the Planning Commission Board.

COMMUNITY DAY DISCUSSION

Mr. Kehoe stated that Community Day had been a self-funded event, but there has been a decline in donations, participation and attendance. We may have reached a point of saturation. The event is dependent on volunteers, but each year they become less and less, so it may be time to make a change to limit our dependence on volunteers.

Mr. Castle added that a lack of volunteers has killed a lot of programs. He thinks that the event should start later with food vendors, a bounce house, and duck regatta. This is a great event to get together with people.

Mr. Kuhl said this is a tradition and would hate to see it cut without giving it another try. He understands the volunteer issue, but suggested contacting Allenberry and Carlisle Summer Fair for suggestions.

Mr. Kehoe stated that Ms. Lowery provided a memo with suggestions. There is a deadline to book the band and fireworks for 2018, so we need to at least figure out those items. He agreed that we should do away with the Community Day newsletter and thank all of the sponsors in the regular July newsletter, as this would save about \$1,000. Mr. Rogalski added that the band is an expense, so maybe a DJ should be considered.

The Board agreed to proceed with the changes Ms. Lowery provided in a memo – start the event at 6 PM, have the fireworks, food vendors the Cheap Sneakers. The rest will be worked out.

2018 BUDGET CALENDAR

On the motion of Mr. Castle, seconded by Mr. Kuhl, and by unanimous vote of the Supervisors it was duly RESOLVED to accept the 2018 Budget Calendar.

EIP FIRM SELECTION

Mr. Kehoe explained that the township received a grant and is looking to choose a financial consultant to perform a complete review of Monroe Township and then make recommendations on budgeting, account structure, organizational structure, capital plan and comprehensive plan. There were 3 bidders for this process and the best qualified were PFM and PA Economy League. Either would provide an acceptable job. The township has a working relationship with PFM and PEL has worked with many township and is qualified.

Mr. Kuhl felt PEL had a depth of people, would get into the grain of the population and provided a good price. The drawback are the unknowns, such as unfunded mandates, police coverage and MS4 concerns. Having a good base plan of how we are doing and what we can afford without changing things would be good for us. Mr. Castle agreed.

Mr. Kehoe said that PFM has a proprietary software that they run the analysis on, so they could very easily run a “what if” analysis for the project, but we would not have access to that tool once the project is done. PEL’s bid was for a base level project because they don’t know exactly where we want to go. They would do a narrow scope of work, but if we wanted to go further the price would increase. His other concern was that PEL philosophically supports townships paying their fair share for police coverage.

On the motion Mr. Kuhl, and seconded by Mr. Castle, and by unanimous vote of the Supervisors it was duly RESOLVED to choose Pennsylvania Economy League to perform the Early Intervention Program.

APPOINT RECREATION BOARD MEMBER

On the motion of Mr. Kuhl, and seconded by Mr. Castle, and by unanimous vote of the Supervisors it was duly RESOLVED to appoint Donna Ricketts to the Recreation Board to fill the vacant position.

SEWER CONNECTION AGREEMENT – 105 FAIRWAY DRIVE

On the motion of Mr. Kuhl, and seconded by Mr. Castle, and by unanimous vote of the Supervisors it was duly RESOLVED to execute the Sewer Connection Agreement between Monroe Township and the new property owners of 105 Fairway Drive.

ACCEPT RESIGNATION OF KAHTY DENSHAM – RECREATION BOARD

On the motion of Mr. Castle, and seconded by Mr. Kuhl, and by unanimous vote of the Supervisors it was duly RESOLVED to accept Kathy Densham's resignation from the Recreation Board with sincere regrets.

Mr. Kehoe added that a letter has been sent to the PTO to see if they would be interested in serving on the Board.

STAFF COMMENTS

Mr. Rogalski stated that 5 letters have been sent to property owners for sight distance issues. He has received 3 positive responses and would like to request approval to work with Mr. Pykosh for right-of-way agreements and protection concerns since we will need access to private property to perform some tasks.

On the motion of Mr. Kuhl, and seconded by Mr. Castle, and by unanimous vote of the Supervisors it was duly RESOLVED to approve Mr. Rogalski to work with Mr. Pykosh on the legal matters of the sight distance concerns.

Mr. Rogalski stated that there was an over flow issue at the Leidigh pump station. The issues are getting fixed and we should be in good shape when completed by the end of the month. Mr. Kehoe asked of the call list has been looked at. Mr. Rogalski with verify that, but the list will be different when a system operator is in place.

Mr. Kuhl said that the Earned Income tax for 2017 is down from the 2 prior years. The EIP may be able to determine why and is the decrease will worsen.

Randy Jackson notified the Board that Ron Eckerd, Municipal Authority Board, will have having heart surgery on Monday. Mr. Kehoe thanked Mr. Jackson and said that our prayers are with Mr. Eckerd.

Mr. Kehoe stated that there have been some unplanned expenses with Right-to-Know requests. The township is able to charge for copy charges, but not for the legal expenses that go into processing these requests. The legal expenses are mind blowing, especially for the most

recent request. He asked Mr. Pykosh is there is anything that can be done or if he can look into legislatively changing the process.

Mr. Castle asked to keep the Troop and Police Officers in your thoughts. He added that a longtime resident and township gun shop owner, Nick Nicholas, passed away in early June.

Mr. Castle's trivia question was "Which music artist changed his name to a symbol in the 1990's?" Answer was Prince. The quote of the day was "Success consists of going from failure to failure without loss of determination." – Winston Churchill. God Bless America.

ADJOURN

The meeting was adjourned at 9:45 PM.

Respectfully submitted,

Karen Lowery
Secretary/Treasurer

TO: Board of Supervisors
FROM: Dennis Nailor, Roadmaster
DATE: July 1, 2017
SUBJECT: Roadmaster's Report

PROJECTS BEING WORKED ON:

<u>Project</u>	<u>Notes</u>	<u>Estimated Completion Date</u>
Patch Pot Holes	All Roads	June 31, 2017
Trindle & Sinclair Rd Intersection	Put Hot mix in Ruts	
Leidgh Field (baseball Diamond	Drag 2X a month	Ongoing
Office building	Hallways need waxed By Office	Ongoing
Mowing Rds	2 nd Time	July 17, 2017
Baseball Infields	Spray For Weeds	July 10, 2017
Boyer Rd Intersection of Leidgh& Creek	Replace Pipes	End of July

Oil Chip Rds	Sweep Loose Stones	July 3, 2017
Intersection of Creek & Rt 74	Remove Big Rocks	When Approved
Remove 4 Trees	Dunkleberger & Clouser & Churchtown	Contractor Help

Projects Completed

<u>Project</u>	<u>Notes</u>	<u>Completion Date</u>
Open Road Bids		June 6, 2017
Trimming Shrubs	All Parks	June 13, 2017
Community Day	SET UP & CLEAN UP	June 14 --- 20th
Spreading Tanbark Removed dead trees At Leidgh Park	Around Benches & Flower Beds	June 13 2017
CPR Class	Attended by all	June 29th
Fire House	Water Test	June 13 th , 2017
Oil & Chipping	All Rds Scheduled	June 26, 2017

Projects Recommended:

<u>Project</u>	<u>Notes</u>	<u>Completion Date</u>
Joe Carr Field Backstop	Quotes attached	Action needed
Joe Carr Field outfield Fence	Memo attached	Action needed

MEMORANDUM

TO: Monroe Township Board of Supervisors

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

DATE: June 30, 2017

SUBJECT: June Activity Report
File Reference No. MNTP MT17

The following activities were performed during the period between 6/1/17 and 6/30/17:

ENGINEER

1. Attended one conference call and one meeting with Special Council regarding SMTMA Sewer Agreement revisions associated with the Allenberry project.
2. Met with the developer regarding paving, road dedication and recreation areas in the Trindle Station Subdivision.
3. Completed development of MS-4 Pollutant Reduction Plan.
4. Attended one meeting with members of the Department of Public Works to discuss workload and capital project planning.
5. Responded to one sewer overflow at the Leidigh Drive Pump Station.
6. Reviewed parking issues on Creek Road.

ZONING

1. Issued 8 Zoning Permits and 7 Building Permits for a total of \$680,000 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.
3. Held office hours every other Tuesday from 8:30 AM to 12:00 PM which included 5 meetings with residents during those periods.
4. Reviewed one complaint regarding accumulation of trash and debris.

CAPITAL PLANNING

The following action items identified for 2017:

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 RESPONDED AND MEETING SCHEDULED FOR MID-JULY**
2. ACTION ITEM: Written notification should be made to the property owners along Clouser Road that trees within the road right-of-way will be removed as part of any future road improvement project. **NOTIFICATION PENDING**
3. 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. **PLANNING DOCUMENT DRAFTED AND ISSUED TO RECREATION BOARD FOR REVIEW**
4. ACTION ITEM: Issue violation notice to resident on Sheaffer Road regarding sight distance impairment. **NOTIFICATION ISSUED, NO RESPONSE TO DATE FROM OWNER**
5. ACTION ITEM: Issue notice to W. Lisburn Road property owner for temporary access for tree and bank removal. **NOTIFICATION ISSUED, OWNER RESPONDED AND GRANTED ACCESS**
6. ACTION ITEM: Complete newsletter article regarding damage to homeowner improvements to the public right-of-way by snow removal equipment and property owner responsibility for drainage swale maintenance, particularly in White Rock Acres. **SCHEDULED FOR NEXT NEWSLETTER CYCLE**
7. ACTION ITEMS: Complete field survey, conceptual design and right-of-way plats and legals to obtain additional right-of-way for roadway improvements at the Leidigh Drive curve adjacent to the Wickard property. Field survey and preliminary engineering costs for this effort is estimated to be \$5,000 - \$6,000. **FIELD SURVEY AND PRELIMINARY DESIGN COMPLETED, PROPERTY OWNER NOTIFIED**
8. ACTION ITEM: Evaluate the placement of "Dangerous Intersection" warning signs at the intersection of York Road and Leidigh Drive/Old Stone House Road. **UNDER REVIEW**
9. ACTION ITEM: Formalize agreement with UGI Utilities for the payment of \$80,000 toward the resurfacing of Sinclair Road. **COMPLETED INITIAL CORRESPONDENCE WITH UGI**

cc: A-File
File