

October 13, 2016  
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, III, Vice Chairman  
Carl Kuhl, Supervisor  
Catalina Araiza, Manager

Michael Pykosh, Solicitor  
Mark Bruening, Engineer  
Karen Lowery, Secretary/Treasurer

SPEAKERS FROM THE AUDIENCE

Kate McGraw announced that she is running for State Representative and gave some of her background information. She asked everyone to look for her name on the ballot and she would be around after the meeting to answer any questions.

Suzanne Sunday, 1284 High Street, updated the Board on the progress of the Asset Management program and volunteers. She stated that there have been 400 volunteer hours logged and they are making good progress. Some of the final work will need to be done by walking the sewer lines. Pump stations will be the next large item to be worked on, but Ms. Sunday anticipates being done by the end of the year.

Werner Schmidt, 779 Dogwood Terrace, questioned if the zoning report and the road master reports that are read at the meetings are made part of the official minutes. Ms. Lowery said no, but they reports are kept on file. Mr. Schmidt recommended that the reports be made part of the minutes so that the citizens can review them. The Board of Supervisors agreed to start attaching the reports to the minutes.

Mr. Schmidt mentioned a blurb in the newsletter referring to fires being prohibited in the Conservation Zone. He suggested the wording be changed slightly to "near and including White Rock Acres". Mr. Kehoe said the blurb will be corrected and sent to Amy Settle to share.

Mr. Schmidt stated that the Leidigh Bridge replacement was a success. It was a quality job and done ahead of schedule. He asked if the Township has contacted County thanking them. Mr. Castle directed Ms. Lowery to send a letter to County showing our appreciation of a job well done. Mr. Schmidt added that there are reflective markers on the bridge that the reflective stickers are coming off of. Mr. Bruening stated that there is a maintenance period with the bridge. He will notify County that they reflective stickers are coming off.

Mr. Schmidt requested that when a presentation is made that would be of interest to the residents, copies of the handouts should be available to the audience as well so that they can follow along. Mr. Kehoe said that was a good point. There has been some discussion internally about budgeting for a way to accommodate the public.

### CONSENT AGENDA

1. Approval of Minutes – September 8, 2016 Regular Meeting  
- October 5, 2016 Special Meeting to discuss Refinancing (with minor editorial changes)
2. Zoning Officer's Report 9/9/16 – 10/13/16
3. Engineer's Report 9/9/16 – 10/13/16
4. Resolution 2016-15 – Right to Know Officers (Araiza, Lowery, Wood)
5. Ordinance 2016-02 - Street Light (Advertise Ordinance)
6. Appointment of Assistant Roadmaster (John Stamy) and Eliminate 2<sup>nd</sup> Assistant Roadmaster position
7. Ethel C. Wenger Final Subdivision Plan – Time Extension Request (90 days)
8. Ethel C. Wenger Final Sub. Plan – Sewage Module (approval to submit to DEP contingent upon review)
9. 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.**

### ROADMASTER REPORT

Mr. Kehoe mentioned at last month's meeting Mr. Zang was present and about some housekeeping shortcomings at the Monroe Acres park. He asked if these issues have been addressed. Ms. Araiza stated that the cleanup has been done and we are working on a repair/replacement plan.

Mr. Kehoe stated that the walking path has been installed at Parkview. He asked that the Roadmaster but up some type of barricades to keep people from driving on the path. Mr. Castle agreed.

**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 Roadmaster's report.**

Mr. Kuhl added that the road department is not doing the work on Sinclair Road, it is a UGI project. He apologized to anyone who has been impacted by the project.

### PRESENTATION

Mr. Williard from PFM was present, along with Paul Lundeen and Ben Reid from Rhoads and Sinon. Mr. Williard explained that last week the Board had made a decision to refinance the 2011 Note, 2011 Bond and 2013 Note with a bond issue to save the most money.

The market has moved a lot since that meeting. To achieve the best result, it may be beneficial to look at a bank loan again, which has set rates. Mr. Williard did contact F&M Trust and they were willing to hold the quote that had been provided.

Mr. Kuhl said it looks like we would save the most with a bank loan. The worst case would be in 10 years when the rates go up. Mr. Williard said the bank loan looks better than the bond issue. Mr. Kehoe said that we would be able to retain some cash that could be used toward the 2010 bond if not needed for the SMTMA project.

Mr. Lundeen asked if the Municipal Authority had a quorum and to call to order. Mr. Miller, Mr. Beck, Mr. Eckerd and Ms. Sunday were present. The Municipal Authority meeting was called to order by Chairman Miller. Mr. Lundeen explained the sewer and lease process. The leases need to be amended to rework the debt service.

**On the motion of Mr. Beck, and seconded by Mr. Eckerd, and by unanimous vote of the Municipal Authority Board it was duly RESOLVED to adopt Municipal Authority Resolution 2016-01, recommending refinancing the sewer debt with a bank loan.**

Mr. Lundeen told the Supervisors that the Ordinance needs to be changed due to going with the bank loan option. If the Supervisors wish to follow the recommendation they were given a special meeting would need to be set and advertised. A special meeting was set for October 17, 2016 at 2 PM.

**On the motion of Mr. Kuhl, and seconded by Mr. Castle, and by unanimous vote of the Supervisors it was duly RESOLVED to adopt Resolution 2016-16 to conditionally accept the F&M Trust Bank, as submitted by Bond Counsel.**

**On the motion of Mr. Castle, and seconded by Mr. Kuhl, and by unanimous vote of the Supervisors it was duly RESOLVED to table Ordinance 2016-03.**

**On the motion of Mr. Miller, and seconded by Ms. Sunday, and by unanimous vote of the Municipal Authority it was duly RESOLVED to adjourn the special Municipal Authority meeting.**

Mr. Kehoe thank the Municipal Authority for attending the meeting.

#### UNFINISHED BUSINESS

#### REVIEW SEWER ACTION PLAN

Mr. Pykosh stated that \$6,000 has been collected since the last meeting. Letters have been sent to the mortgage company to ty to collect outstanding balances. And two properties are slated for Sheriff's Sale.

#### SMTMA PLANT UPGRADE

Mr. Bruening stated that on Monday they will begin testing the equalization tank #2 with Leidigh pump station.

## RECOMMENDATION FOR RATE REDUCTION

Mr. Kehoe suggested tabling this matter until the financing goes through and Mr. Bruening has time to do the liquidated debt report update. There was some discussion as to when the liquidated debt report can be done and the process.

**On the motion of Mr. Kuhl, and seconded by Mr. Castle, and by unanimous vote of the Supervisors it was duly RESOLVED to table this matter.**

## RECOMMENDATION FOR SEWER METERED PROPERTIES

Ms. Araiza stated that she had a conference call with the Trailer Park, provided a 5 year transition plan to increase the rates and sent some additional documents. She has invited them to attend a meeting with any questions or concerns.

Mr. Kehoe stated that he hasn't had a chance to fully review this yet. Changing the policy would also affect the Churchtown Church of God. He asked if there has been a dialogue with the Church. Ms. Araiza said no.

There was discussion on whether the metered rate includes paying on the debt.

**On the motion of Mr. Castle, and seconded by Mr. Kuhl, and by unanimous vote of the Supervisors it was duly RESOLVED to table this matter until next month and in the meantime talk to the Church of God about this matter.**

## NEW BUSINESS

### AUDITOR SELECTION

**On the motion of Mr. Castle, and seconded by Mr. Kuhl, and by unanimous vote of the Supervisors it was duly RESOLVED to announced their intention to appoint Smith Elliott Kearns & Company, LLC to a three year term to perform the following audits: 2016 audit at a price of \$12,875, the 2017 audit at a price of \$13,400 and the 2018 audit at a price of \$13,900.**

### TENTATIVE BUDGET

Mr. Kuhl asked if there was a tax increase. Ms. Araiza said no.

The Board discussed putting the tentative budget on the website. They all agreed to post it, but it needs to be clearly marked as a draft and include the date.

Mr. Kehoe stated the total budget of all funds is \$4,986,458.00 and there is no tax increase. The sewer numbers may need to be reviewed with the refinancing taking place. He added that this is the first time the Authority has been so involved with the budget. Plus we are working to restructure the reporting to have the year to year carry over funds as a line item.

**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 2017 tentative budget of all funds**

**in the amount of \$4,986,458.00 as presented. The budget will be advertised and open for public inspection for 20 days prior to the final approval.**

550 DUMP TRUCK PROPOSAL

Mr. Kehoe stated that a proposal was obtained to replace the 2001 F550 that is used daily. Mr. Kuhl added that this is one of the two trucks used to plow in White Rock. The proposal is for a new F550 with a J&J bed and Fisher Plow.

**On the motion of Mr. Castle, and seconded by Mr. Kuhl, and by unanimous vote of the Supervisors it was duly RESOLVED to approve purchasing a F550 from Hoffman Ford for \$45,484.00 and a J&J bed with a Fisher Plow from U.S. Municipal for \$39,917.60. The total amount of the purchase will be \$85,401.60.**

Mr. Kehoe stated that part of the 2013 Note was borrowed to purchase a tractor. He would like to know if in the budget process, if there will be enough carryover to pay off the remaining amount owed.

**On the motion of Mr. Castle, and seconded by Mr. Kuhl, and by unanimous vote of the Supervisors it was duly RESOLVED to have Ms. Araiza evaluate the Township Equipment fund in regards to paying off the remaining amount of the tractor loan and other upcoming expenses.**

UTILITY BILLING PROGRAM PROPOSAL

Mr. Kehoe stated that a recommendation has been given to go with a new utility billing system, Muni-Link. The new program is cloud based and can offer e-billing, better postage and bulk mailing rates, barcode scanning, and the option of postcard bills. There will also be time savings for the office staff. Silver Spring Township is also with Muni-Link and they previously used the program that we have. The Muni-Link program would cost \$2,700 more per year, but the time savings could save \$1,000 - \$1,500 per year.

**On the motion of Mr. Castle, and seconded by Mr. Kuhl, and by unanimous vote of the Supervisors it was duly RESOLVED to move forward with having Muni-Link host our Utility Billing Program, which will be move convenient and efficient with a slight premium increase.**

BOND REDUCTION REQUEST #7 – TRINDLE STATION

Mr. Kehoe stated this item was withdrawn.

ORDINANCE 2016-01 – BURN ORDINANCE

Mr. Pykosh stated that the Ordinance has been advertised in the paper, posted on the township website and in the office for public review.

**On the motion of Mr. Kuhl, seconded by Mr. Castle, and by unanimous vote of the Supervisors it was duly RESOLVED to adopt Ordinance 2016-01, which updates the Open Burning Rules and repeals Ordinance 2007-05.**

PROPOSAL OF SPECIAL COUNSEL

Mr. Kehoe stated that matter has been tabled.

SEPTIC SYSTEM REPAIR – 1140 BAISH ROAD

Tim Wargo explained that due to the lot size the homeowner is not able to meet the distance between the new drain field and the well. He has provided two options for the Board to consider.

Mr. Kehoe stated that the options are to either drill a new well, which is not practical or economical. Or the homeowner could add additional filtration systems, which they already have, to the well and have the water tested on a yearly basis.

Mr. Wargo added that an agreement would need to be drafted and recorded stating the yearly water testing requirements in case the property is sold. Mr. Pykosh stated he is okay with the water testing option and will review the agreement.

**On the motion of Mr. Kuhl, and seconded by Mr. Castle, and by unanimous vote of the Supervisors it was duly RESOLVED to accept the option 1, which requires the homeowner to have the water tested annual and provide a copy to the township office.**

RELEASE FO SECURITY REQUEST FOR LISBURN MEADOWS ESTATES SOUTH

Kurt Williams from Salzmann Hughes was present on behalf of the developer. He stated that on lot #2 a detention pond was to be built per the recorded plan. The detention pond was built, but in a different area on the lot. The township has been holding an improvement guarantee of approximately \$24,000, which they would like to be released since the detention pond has been built.

Mr. Pykosh added that the detention pond was built on another part of the lot and there have been no storm water problems. He agrees to release the money contingent upon preparing an agreement with the homeowner and developer that releases the township from any liability. Mr. Bruening agreed. Mr. Castle said that if the detention pond is serving its purpose and we are indemnified he is okay with releasing the money.

**On the motion of Mr. Castle, and seconded by Mr. Kuhl, and by unanimous vote of the Supervisors it was duly RESOLVED to allow the release of the bond contingent upon indemnification agreements being put into place.**

STAFF COMMENTS:

Mr. Kuhl stated that the county is going to start testing farms stormwater runoff randomly in 3 years.

Mr. Kehoe stated that we are putting a Capital Plan in place, which is a first ever. We are upgrading our billing software. The budget has received a complete overhaul with the substantial amount of work from the Municipal Authorities efforts and Mr. Bruening's assistance. All of these items pull together to modernize the township. He appreciates the office

staff and Authority's efforts. He also apologized for throwing Ms. Araiza into the world of sewer, but she has done a good job.

Mr. Kehoe stated that as part of the consent agenda items John Stamy was moved into the Assistant Roadmaster position tonight. He would like to suggest a \$1.00 per hour increase for Mr. Stamy in consideration of his elevated position.

**On the motion of Mr. Castle, and seconded by Mr. Kuhl, and by unanimous vote of the Supervisors it was duly RESOLVED to increase John Stamy's hourly rate by \$1.00 per hour for the position of Assistant Roadmaster.**

Mr. Castle asked everybody to remember our Troops, Police Officers and their families. His daughter and son are both police officers. He feels the police department provides a thin blue wall between bad and good and they need our support. Mr. Castle reminded everyone that the Pumpkin Fest will be held on Sunday, October 23<sup>rd</sup> from 3 PM to 5:30 PM and to have a Happy Halloween. He also reminded everyone to vote on November 8<sup>th</sup>. The trivia question was "Which newspaper was started by Alexander Hamilton?" Answer was the New York Post. The quote of the day was "We can't help everyone, but everyone can help someone." – Ronald Regan. God Bless America.

ADJOURN

**The meeting was adjourned at 9:30 PM.**

Respectfully submitted,

Karen M. Lowery  
Secretary/Treasurer



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## MEMORANDUM

**TO:** Monroe Township Board of Supervisors

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

**DATE:** October 4, 2016

**SUBJECT:** September Zoning Activity Report  
File Reference No. MNTP 1601.002

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The following activities were performed during the period between August 31, 2016 and October 4, 2016:

1. Issued 8 Zoning Permits and 5 Building Permits for a total of \$406,500 in new construction.
2. Responded to phone calls and attended four 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 9 meetings with residents during those periods.
4. Processed and investigated two complaints related to a zoning ordinance violations and one complaint regarding nuisance dog violations.
5. Attended one Planning Commission meeting to discuss potential changes to the Intensive Agricultural Use provisions of the Zoning Ordinance.
6. Attended two meetings with the new owners of the Allenberry Resort.
7. Held one meeting with representatives of UGI regarding the Sinclair Road project.

cc: A-File  
File

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TO: Board of Supervisors  
FROM: Dennis Nailor, Roadmaster  
DATE: September 30, 2016  
SUBJECT: Roadmaster's Report

PROJECTS BEING WORKED ON:

1. We took delivery of new 2017 International Dump Truck on 9/23/16. The truck chassis is fine, but we have a few minor issues with the bed that are being resolved
2. Paving and berm work on Fisher Road is scheduled for the week of October 4-7, weather permitting
3. Ditch work and a driveway pipe install along Spring Road in White Rock (656 Spring Rd.) and some ditch work along driveway to Sandy Pump Station is planned
4. Dead trees on Creek Road are planned to be taken down
5. Mowing grass as needed
6. Brush cutting along roads will start when above listed items are complete

PROJECTS COMPLETED:

1. Culvert pipe on Rhoda Blvd. was installed 8/31/16. I am waiting for all of the bills to come in to fill out the proper paperwork to submit to the soil conservation office to receive the grant money from the Dirt & Gravel Roads program
2. The walking path at Parkview and Joe Carr was prepared, oiled and chip 9/22/16
3. Fall inspection of the MS4 area was completed 9/29/16 during a rain event. We found that 2 trees must be removed and topsoil is needed to fill a couple of holes on the outside of 2 inlet boxes
4. Road mowing was completed 9/12/16 for the third time. We also completed some weed spraying around tile markers and road signs
5. We did a fall soccer field maintenance program by spreading 200 lbs. of 17-17-17-5 fertilizer on the fields 9/27/16 ahead of the expected rain event.