

October 9, 2014
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
Samuel M. Simmons, III, Supervisor

Michael Pykosh, Solicitor
Mark Bruening, Engineer
Greg Rogalski, Zoning Officer
Marjorie Metzger, Secretary

SPEAKERS FROM THE AUDIENCE

Steve Fahnestock, 949 W. Trindle Road, is interested in putting a mobile home to the rear of the property, and would like permission to do so. He is doing this for family. Mr. Rogalski said he has had two conversations on this matter and there are a couple ways to approach it. There needs to be a zoning variance of some kind. There are issues related to sewer connection and a land development plan possibly. We are trying to determine which path is easier and faster. Mr. Kehoe doesn't want to hold it up with bureaucracy.

Mr. Fahnestock asked if the township could do anything about feral cats. The neighbor has a lot of cats that make a mess and stink. Mr. Rogalski will take a look at this matter when he checks the property for the above issue.

Devin Flickinger, West Shore EMS, reported 9 calls for the month and 200 for the year so far. One ambulance from Upper Allen is now back to the 9 AM – 9 PM hours, to provide better service to the community.

Mr. Kehoe thanked Mr. Flickinger for the information on the AED unit for pricing and purchasing and the technical support. The Township received very generous donations so we are ready to move forward. The Township can save over \$600 by working with the West Shore EMS.

Sue Sunday reported the neighbors are doing work on their properties, but it is creating a problem on the one way street. Contractors are going both directions on the road, or sitting side by side blocking the road. She suggested painting white arrows on the road surface, or the words "one way" to bring the one way street to their attention. The residents are not the violators. This has become a safety hazard. Mr. Bruening and the Roadmaster will check to see what can be done. Mr. Bruening said PennDOT tells you how to mark roads.

Eric Long announce the Fall Fest that is being held either Friday evening, or Sunday evening, depending on the weather. There will be a bon fire in the grass near the pavilion. There could be up to 300 people attending. There are 120 pumpkins for the children to paint. The Fire Company will be standing by to help with the fire for marshmallows.

APPROVAL OF MINUTES

On the motion of Mr. Simmons, and seconded by Mr. Castle, and by unanimous vote of the Supervisors, it was duly RESOLVED to approve the minutes of the September 11, 2014 regular meeting, with several editorial changes.

On the motion of Mr. Castle, and seconded by Mr. Simmons, and by unanimous vote of the Supervisors it was duly RESOLVED to approve the minutes of the August 26, 2014 workshop with the Fire Company.

On the motion of Mr. Simmons, and seconded by Mr. Castle, and by unanimous vote of the Supervisors it was duly RESOLVED to approve the minutes of the September 11, 2014 Agriculture Security Hearing.

ADMINISTRATIVE REPORT

On the motion of Mr. Simmons, and seconded by Mr. Kehoe, and by unanimous vote of the Supervisors it was duly RESOLVED to approve the Administrative Report.

ROADMASTER REPORT

On the motion of Mr. Castle, and seconded by Mr. Simmons, and by unanimous vote of the Supervisors it was duly RESOLVED to approve the Roadmaster's report.

ZONING OFFICER'S REPORT

Mr. Rogalski met with Frank Tamanini to discuss the concept for the recreation park in the Trindle Spring development. Mr. Tamanini is going to the Recreation Board meeting on Monday. Mr. Tamanini is providing the land, and the Township is to pay for the recreation equipment. The Home Owners Association will be responsible for maintenance. Mr. Bruening has a meeting with Mr. Tamanini tomorrow. The changes to the conditional use must be discussed, as well as the requirements of the ordinance.

On the motion of Mr. Castle, and seconded by Mr. Simmons, and by unanimous vote of the Supervisors it was duly RESOLVED to approve the Zoning Officer's report.

EMERGENCY MANAGEMENT REPORT

Mr. Schminky mentioned that Jonathan Anschutz has received 3 or 4 promotions with PEMA.

On the motion of Mr. Castle, and seconded by Mr. Simmons, and by unanimous vote of the Supervisors it was duly RESOLVED to approve the Emergency Management report.

UNFINISHED BUSINESS

PERSONNEL MANUAL

Mr. Castle said Mr. Pykosh needs to be involved with meeting with the employees and go over the manual for any suggestions or questions and get this done as harmonious as we can.

Mr. Kehoe said the updates are mostly editorial. He suggested the FMLA section should be an appendix instead of in the body of the manual. The organizational charts must be clarified. Duties and job descriptions must be finalized. Within the next couple weeks Mr. Pykosh will come back with a document to get out to everyone. The document has been modernized and is similar to others. Model ordinance from PSATS have been incorporated.

Mr. Simmons questioned where the problems are within the organizational charts. Mr. Kehoe said some of the charts might be more formatting issues than anything else. Before it is handed out to everyone it should be proper and accurate. The new Human Resources manual has a performance review form, which the old manual didn't have. He would like to go through one cycle of performance reviews with the new form. Marge would be responsible for her staff and the Roadmaster with his staff. Then the Supervisors would evaluate Marge and Dennis. Then we could do the employee informational meetings like last year, getting together with them. We could talk as a group by the December meeting.

Mr. Pykosh reviewed several specific sections of the manual. Section 304 – the Board agreed to compensatory time in ½ hour increments. Section 408 was left the way it is proposed. Section 410 – The Board agreed to set the cap for the medical reimbursement accumulation at \$5,000, which is the IRS limit. Section 109 – The Board asked if this section is aligned with Benecon. Mr. Pykosh said this section deals with workers compensation claims. If an employee is returning to work they would have something in writing stating what duties they can return to, such as driving at truck. Section 407 applies to employees prior to taking the FMLA leave.

The Board agreed to get clean copies of the performance review form and have them completed by the December meeting. Also the organizational charts will be checked.

ZONING HEARING BOARD APPOINTMENT

Three individuals were interviewed. They were all very sincere and experts in different fields. They were articulate and very knowledgeable in the zoning area. All three said they wouldn't want to live anywhere else.

On the motion of Mr. Kehoe, and seconded by Mr. Simmons, and by unanimous vote of the Supervisors it was duly RESOLVED to nominate Paul Rast to serve as a member of the Zoning Hearing Board. He must complete the financial ethics form within 10 days. The decision will be made official at the next meeting.

FRANCHISE FEES

An interpretation of the use of franchise fees must be determined. Mr. Pykosh will meet with bond council by the next meeting. The franchise fee matter was tabled.

AMUSEMENT TAX

Mr. Simmons asked if the proper amount of tax is being remitted by Williams Grove Speedway. That question must be answered and then develop a plan to correct that. What about the money that is collected from the campers. There has been a traffic problems and noise issues. He understands they are paying a \$50,000 purse for the outlaw races. We need to verify the paid attendees and the paid parking.

Mr. Pykosh said a parking tax ordinance would have to be in place to collect the parking tax. That is not part of the amusement tax ordinance.

On the motion of Mr. Simmons, and seconded by Mr. Castle, and by unanimous vote of the Supervisors it was duly RESOLVED to direct the Solicitor to move forward and investigate the Williams Grove Speedway amusement tax issue and potential parking tax idea.

INFRASTRUCTURE ASSET MANAGEMENT CONSULTING SERVICES

Mr. Simmons said the township does not have the money for the asset management program. The Board agreed to table this matter.

On the motion of Mr. Simmons, and seconded by Mr. Kehoe, and by unanimous vote of the Supervisors it was duly RESOLVED to approve the Leidigh pump station repair and to install a pressure gage on the force main at the pump station. The total for both is \$5,700 and the work will be done by Pumping Solutions, Inc.

STORM WATER POLICY

The Board tabled this matter.

NEW BUSINESS

KEYSTONE PETROLEUM LAND DEVELOPMENT PLAN

On the motion of Mr. Simmons, and seconded by Mr. Castle, and by unanimous vote of the Supervisors it was duly RESOLVED to grant a 90 day time extension to the Keystone Petroleum land development plan, as requested.

AUDITOR SERVICE FOR 2014

On the motion of Mr. Simmons, and seconded by Mr. Castle, and by unanimous vote of the Supervisors it was duly RESOLVED to announce their intention to appoint Smith Elliott Kearns to perform the 2014 audit, at a price of \$12,100.

2015 TENTATIVE BUDGET

On the motion of Mr. Castle, and seconded by Mr. Simmons, and by unanimous vote of the Supervisors it was duly RESOLVED to approve the 2015 tentative budget of all funds in the amount of \$5,888,552.00. The budget will be advertised and open for public inspection for 20 days prior to final approval.

The Board agreed it would be good to hold a budget workshop and will provide a list of dates of availability.

USE OF SPECIAL FIRE POLICE

On the motion of Mr. Simmons, and seconded by Mr. Castle, and by unanimous vote of the Supervisors it was duly RESOLVED to approve the request of the Mechanicsburg Borough to utilize the Monroe Special Fire Police for the Halloween parade on Tuesday, October 14, 2014.

EDU'S FOR HOME BASED BUSINESSES

Mr. Bruening mentioned the Municipal Authority is recommending some updating of their policy and procedure manual, which includes a change to the fee structure. A home based business would be charged an additional EDU, or portion of an EDU.

Mr. Simmons questioned if Dillsburg Authority has anything like this. Randy Jackson said everything gets billed according to their water usage in Dillsburg, except for the Monroe Acres development because they are not on public water. Mr. Jackson questioned what is different between a home based business that may use a little more water, or a family of two parents and seven children, who would use just as much or more water.

Mr. Pykosh said a home based business is not paying rent for the business. The additional EDU or portion of EDU would just be the cost of doing business.

Mr. Rogalski said a hair salon or dog washing business should be required to have the additional EDU because of their water usage.

Mr. Simmons asked why the Act 57 reference was included instead of referring to the 225 gpd. Mr. Bruening said the 225 gpd is established in the Act 57. Act 57 reflects whatever the approved rate is, which currently is the 225 gpd.

Mr. Bruening said there is the tapping fee, and there is also the connection fee. The connection fee has not been charged is the past. It would cover the cost of running the lateral from the main sewer line to the edge of the right-of-way.

The Board agreed to table the proposal to add additional EDU charges for home based businesses. This must be decided on at the next meeting when all the Resolutions are adopted for setting certain sewer rates for 2015.

CAPITAL REGION COUNCIL OF GOVERNMENTS (COG)

Mr. Simmons feels the township should get involved with the COG. The more people working together would make things cheaper for everyone. MS4 is one project that would be beneficial, such as the advertising and educating people, but there could be other benefits. He would like the Board to consider including the \$1,500 membership fee in the budget.

Mr. Kehoe said it could be a source of information and a source we could pool some funds. It is good we are learning MS4 when it is just a small portion of the township involved.

Mr. Simmons said Hampden Township is looking at charging a storm water fee. That is a way to pay for all of this MS4 program. Mr. Bruening said Hampden Township is considering setting up a Storm Water Management Authority. Mr. Simmons thinks the entire township will be involved with MS4 eventually. Mr. Bruening said when someone submits a land development plan, they could be assessed a cost that would be paid annually.

CREDIT CARD USE

Mr. Kehoe mentioned the newspaper article about Middlesex Township using a credit card to pay bills. Mr. Simmons said if other townships can figure this out, we should be able to improve ourselves too. The Board directed the secretary to contact Middlesex Township and F&M Trust. We must make sure the credit card is protected.

Mr. Kehoe said the township has 22 bank accounts because we are required to keep funds separate. This will weigh in on how we can do this.

OUTSOURCING PAYROLL

Mr. Kehoe questioned if there any advantage to doing our payroll process differently. Is there any savings through hard costs or labor? We can do direct deposit, but the employees have to agree. Is there any value to outsourcing the payroll process?

BILLS

On the motion of Mr. Castle, and seconded by Mr. Simmons, and by unanimous vote of the Supervisors present it was duly RESOLVED to approve the bills as prepared.

STAFF COMMENTS:

Mr. Bruening said Keystone Petroleum is discharging storm water into the PennDOT right-of-way. That means the Township must be the permittee. Keystone has asked the township to sign the application for a Highway Occupancy Permit (HOP). Within the permit, the Township will then be responsible for checking the pipes in the right-of-way. When the developer's agreement is done for the bonding, it should indicate the pipe is their responsibility to maintain and repair.

On the motion of Mr. Simmons, and seconded by Mr. Kehoe, and by unanimous vote of the Supervisors it was duly RESOLVED to authorize the Township to sign the application to apply for an HOP permit for Keystone Petroleum, and the include in the developer's agreement that Keystone will be responsible for the maintenance and repair of the pipe.

Mr. Simmons is attending the November 8 meeting with the Cumberland Valley School District. He wished everyone a Happy Halloween, and said to be safe

Mr. Kehoe will talk with the Roadmaster about creating a fire pit to the side of the pavilion for the Fall Fest on Friday or Sunday evening. Monroe Fire Company will be donating time. The parents will be responsible for supervising their children. Mr. Kehoe may have a conflict with attending the November 8 meeting with Cumberland Valley. Mr. Kehoe will make the first contact for purchasing the AED unit so we can move forward with the acquisition. Mr. Kehoe mentioned the Eagle Scout project that was just completed, which included painting and rehabbing the dugout and concession stand at Founder's Field. He told everyone to enjoy their Halloween.

Mr. Castle asked everyone to remember the troops. The next meeting is November 13. The Township received \$44,850 from the state for firemen's relief, and \$27,108 toward the pension plan. Trick or Treating will be held on October 30, from 6-8 PM. November 4 is Election Day, and November 11 is Veteran's Day. The Trivia Question was: What was Thomas Edison's first patent for? The answer was the electric voting machine. The Quote of the Day was: "I'm a success today because I had a friend who believed in me and I didn't have the heart to let him down." *Abraham Lincoln*. God Bless America.

ADJOURN

The meeting was adjourned at 8:50 PM.

Respectfully submitted,

Marjorie E. Metzger
Secretary/Treasurer