

August 8, 2019  
7:00 PM

The regular meeting of the Monroe Township Board of Supervisors was called to order by Chairman Castle. The Pledge of Allegiance was said by all.

#### ATTENDANCE

A.W. Castle, III, Chairman  
Philip Kehoe, Vice Chairman  
Carl Kuhl, Supervisor

Michael Pykosh, Solicitor  
Chris Gleeson, Solicitor  
Greg Rogalski, Engineer  
Karen Lowery, Secretary/Treasurer

Mr. Castle asked for a moment of silence for the mass shootings earlier this week.

#### JOSEPH T. SIMPSON PUBLIC LIBRARY ANNUAL UPDATE

Glen Osborn, who is the President of the Board of Trustees and lives on Eppley Road was present to review a static sheet and strategic plan handout. The use of the library, the number of items checked out and number of programs offered have all increased from 2017. He also thanked the Board for financially supporting the library.

Mr. Castle thanked Mr. Osborn and the library for the service they provide to the residents and is impressed with the numbers and vision and planning for the future.

Mr. Kuhl asked if funding information was available to have on hand if someone would like to see it or to help with budgeting. Mr. Osborn said he would send over the information. He added that the libraries financial position is strong, but they still need funding to grow new programs.

Mr. Kehoe added that the library reinvests into their facility and programs. He asked if they underwent a formal planning process to develop the strategic plan. Mr. Osborn said the Board of Trustees worked on this for a few years and were able to finalize the 5-year strategic plan recently.

#### GHD – STORMWATER FEE STUDY

Patrick Boggs, Nancy Adams and Todd Plank from GHD were present to review the Stormwater Fee Study. The work they are doing is to capture all of the expenses related to stormwater, determine funding sources for the expenses and map out the township based on a parcel by parcel basis. Mr. Plank has provided the maps to run different scenarios to develop different fee schedule options. Ms. Adams stated that residential properties could be billed a single fee based on county codes. Mr. Boggs added that there could be a flat fee for each single-family residence (SFR) or they can calculate each property separately.

Mr. Rogalski clarified that these are just scenarios, no decisions have been made. This is being worked on to determine how to pay for the work that needs to be done with the Pollution

Reduction Plan (PRP). The calculations are based on impervious surfaces and uses the footprint of the homes, not the square footage. He added that depending how the fees were established would determine the level of administration work. GHD will use the data to draw several scenarios then present them to the Board. The Board can then pick a scenario they feel comfortable with to move forward.

Ms. Adams said that a decision would need to be made on how to establish a fee for agriculture areas. There are options of SFR fee for the home and a commercial fee for the portion that is non-SFR based on impervious surfaces, or an SFR fee and then tier agriculture into categories. The average impervious square footage of 5,900 is being use for calculating fee scenarios.

Mr. Boggs stated that the PRP project costs are \$800,000 for the 5-year permit period. He added that they would need feedback to develop models to develop the fee. Are we going with a 2-tier plan – SFR and non-SFR? Will agriculture land be calculated separately? Will tax exempt properties be charged a fee? And he would like to set up a meeting with stakeholders to receive feedback. He suggested having a mix of homeowners, farmers and business owners, so we can get feedback from all that will be affected. Also, Mr. Boggs need direction to whether the fee will be charged township wide or in just a portion of the township.

**On the motion of Mr. Kuhl, and seconded by Mr. Kehoe, and by unanimous vote of the Supervisors, it was duly RESOLVED to calculate the stormwater fee township wide.**

There was some discussion about setting up a stakeholder meeting. Mr. Rogalski added that there is some pressure to keep this process moving in order to have a plan in place for January 2020.

**On the motion of Mr. Kehoe, and seconded by Mr. Kuhl, and by unanimous vote of the Supervisors, it was duly RESOLVED to have a by invite stakeholder meeting to solicit feedback regarding the stormwater fee billing options.**

Werner Schmidt suggested publishing in a newsletter a range that the fee could be to help warn residents.

Sharon Nelson said that farmers are already forced to contour their land to keep the water on it. She would urge that farmers be given a break since Monroe is an agricultural oriented community and we don't want to drive them out of business.

#### SPEAKERS FROM THE AUDIENCE

Sharon Nelson, 1290 High Street, has been involved in a Rails to Trails exploration group to determine if it was possible to convert the old railroad bed to a trail connecting Mechanicsburg to Dillsburg. It has been determined that the railroad right-of-way expired after 99 years, so the land has reverted back to the property owners. There is still interest of installing a trail, so other options are being explored. Ms. Nelson suggested that the Comprehensive Plan, Zoning Ordinance and Subdivision Land Development Ordinance regarding trails. The next meeting will be held September 16<sup>th</sup>. Mr. Kehoe and Mr. Castle thanked Ms. Nelson for the update.

Randy Jackson, 314 Monroe Street, 3 years ago looked at selling his home. He recently talked to a real estate agent again and was told the value of his home decreased by \$26, 000 based on the conditions of neighbor's properties when coming into Wertz Development. He raised concerns about several properties that he feels are violating the zoning regulations. He also shared a concern with vehicles parking on the road headed in the wrong direction. Mr. Rogalski is already working on one of these issues, but this is first he has heard about the other concerns. He will look into Mr. Jackson's concerns and he also suggested calling the State Police if he feels state laws are being broken regarding parking on the road in the wrong direction.

Werner Schmidt – 779 Dogwood Terrace, was impressed with the amount of work done in 3 days with the paving on Kuhn Road and asked if there would be a top layer put on. Mr. Rogalski said there will be a leveling course and eventually a top coat. Mr. Schmidt said that the manhole near 1287 Kuhn Road was replaced and is 4"-6" below the road surface. Mr. Rogalski said it will be adjusted with a riser and then paved around to make flush.

### CONSENT AGENDA

1. Approval of Minutes – July 11, 2019 Regular Meeting and July 23, 2019 Joint Workshop
2. Roadmaster's Report 7/1/19 – 7/31/19
3. Engineer/Zoning Officer's Report 7/1/19 – 7/31/19
4. Approval of Bills (as prepared)

**On the motion of Mr. Kuhl, and seconded by Mr. Kehoe, and by unanimous vote of the Supervisors, it was duly RESOLVED to approve Consent Agenda items as listed.**

### OLD BUSINESS

#### PEL REVISED REPORT

Mr. Kehoe stated the PEL addressed the improper assessment of the Administrative and Public Works sections within the EIP draft, as requested by the Board. This process was started in 2018 with Ms. Wood being heavily involved. There are good recommendations overall in the report. He feels that Phase 1 of the EIP should be absorbed before we decide if we are interested in moving onto Phase 2. The final EIP report needs to be accepted to close out the grant.

Mr. Kuhl agreed there were some good parts in the report, but is concerned with accepting the report since it projects deficits over the next several years. The 2018 budget was used to make the projections and it shows our financial state worsening, but that's not accurate to how we ended 2018. He is concerned these deficits could hurt us in borrowing funds and doesn't want to make the residents think we are drowning. Mr. Pykosh said that actual numbers would be used, not projections. Mr. Kehoe added that he's not sure we can request another revision without spending more money and agrees that the deficits are not correct. Mr. Kuhl said that PEL did include some good recommendations on the sewer situation. Mr. Kehoe said that some recommendations were made regarding the sewer and will need to be considered.

**On the motion of Mr. Kuhl, and seconded by Mr. Kehoe, and by unanimous vote of the Supervisors, it was duly RESOLVED to accept the revised Early Intervention Program report recognizing that the financial projections were based on the 2018 budget and showed a deficit, however the current financial status of the township is different from what was projected.**

FIRE COMMITTEE PLANNING

**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.**

BAMBOO ORDINANCE

The Board said this item is being worked on.

NEW BUSINESS

ORDINANCE 2019-01

Mr. Gleeson stated that the proposed Ordinance to enter into an agreement with Silver Spring Township was advertised in the Sentinel on July 25, 2019 and posted at the township building and on the website on July 24, 2019, as required.

**On the motion of Mr. Kuhl, and seconded by Mr. Kehoe, and by unanimous vote of the Supervisors, it was duly RESOLVED to adopt Ordinance 2019-01, giving authorization to enter into an agreement with Silver Spring Township concerning the construction, operation, maintenance, insurance, and other provisions related to a shared traffic signal.**

ORDINANCE 2019-02

Mr. Gleeson stated that the proposed Ordinance to enter into an agreement with South Middleton Township was advertised in the Sentinel on July 25, 2019 and posted at the township building and on the website on July 24, 2019, as required.

**On the motion of Mr. Kehoe, and seconded by Mr. Kuhl, and by unanimous vote of the Supervisors, it was duly RESOLVED to adopt Ordinance 2019-02, giving authorization to enter into an agreement with South Middleton Township concerning uniform construction code building permits and inspection procedures relative to the development known as the Porches at Allenberry.**

Mr. Gleeson requested that the Board also make a motion in regards to these Ordinance and Agreements authorize the township staff, Engineer and Solicitor to take actions needed to finalize these documents.

**On the motion of Mr. Castle, and seconded by Mr. Kehoe, and by unanimous vote of the Supervisors it was duly RESOLVED to authorize the township staff, Engineer and**

**Solicitor to take actions needed to finalize the Ordinance 2019-01 and 2019-02, and the related Agreements.**

AUDITOR SERVICES FOR 2019

Mr. Kehoe stated that Smith Elliot Kearns has been providing auditing services for the township since 2004 and provided 3-year pricing guarantee in 2016. We have the option to seek another 3-year commitment from SEK or go out with an RFP for auditing services. Mr. Castle said that SEK has been open with the township and knows our system. Mr. Kuhl added that since they know our system, they would likely be low bid.

**On a motion by Mr. Castle, and seconded by Mr. Kehoe, and by unanimous vote of the Supervisors, it was duly RESOLVED to pursue Smith Elliot Kearns for a 3-year commitment.**

PROPOSED SUMP PUMP ORDINANCE

Mr. Gleeson has provided a draft sump pump ordinance to help control inflow issues. The ordinance would require a certification form be completed by the seller, buyer and real estate agents when a property in the public sewer area is sold. Violations would need to be fixed within 45 days of the finding. Mr. Pykosh added that the Municipal Authority has reviewed this ordinance and recommended approval.

**On the motion of Mr. Kuhl, and seconded by Mr. Kehoe, and by unanimous vote of the Supervisors, it was duly RESOLVED to authorize the advertising of the ordinance to regulate the sanitary sewer connections for the purpose of eliminating prohibited waters the sewer system and requiring the certification of all properties at the time the title is transferred for compliance.**

RESOLUTION 2019-08

Mr. Kuhl said the proposed resolution would support Cumberland County's resolution urging pipeline companies to hold public awareness meetings. He added that there are 5 pipelines within Monroe Township and previously when a meeting was requested, we were told no. Mr. Kehoe feels the resolution is vague. He sees the intent, but feels the PUC should be handling this. Mr. Gleeson added that the resolution was meant to show of support for the County's resolution.

**On a motion by Mr. Kuhl, and seconded by Mr. Castle, and by of the Supervisors, it was duly RESOLVED to Adopt Resolution 2019-08, supporting Cumberland County Resolution 2019-21, urging public awareness meetings by hazardous liquids pipeline operations. Mr. Kehoe voted opposed.**

TRINDLE TRAFFIC SIGNAL ROW AGREEMENT

Mr. Gleeson said that the agreement is with Traditions of America is for reimbursement to Monroe Township of fees paid to obtain right-of-ways. It was determined today that a slight amendment would need to be made to the agreement. PennDOT would like the agreement to state that Monroe Township would be responsible for any stormwater modifications within the right-of-way due to the installation of the traffic signal.

**On the motion of Mr. Kehoe, and seconded by Mr. Kuhl, and by unanimous vote of the Supervisors, it was duly RESOLVED to approve the Traffic Signal Right-of-Way Agreement with Traditions of America, with the condition that the amendment is made to the agreement as requested by PennDOT.**

GREG HERTZLER, ROADMASTER – END OF PROBATION

Mr. Castle said that Mr. Hertzler's probation has ended and he has excelled beyond his expectations in the roadmaster position. He is a go getter and there haven't been any complaints.

**On the motion of Mr. Kuhl, and seconded by Mr. Kehoe, and by unanimous vote of the Supervisors, it was duly RESOLVED to give Mr. Hertzler a 5% wage increase effective with the next payroll period, and added that he will not be given an increase in January.**

STAFF COMMENTS

Mr. Rogalski provided the first request for payment from the sewer project that is being completed. This request will also be taken to the Municipal Authority for authorization.

**On the motion of Mr. Kehoe, and seconded by Mr. Kuhl, and by unanimous vote of the Supervisors, it was duly RESOLVED to approve the payment of \$120,429.45 to Ankiewicz Enterprises for the White Rock Sewer Project.**

Mr. Kuhl mentioned that he attended a fire study meeting and will share the notes from the meeting when they are available.

Mr. Kuhl added that he shared South Middleton Township's weed ordinance that addresses bamboo. Mr. Rogalski will look at it.

Mr. Kuhl said that he took the rail to trail survey and said he wasn't interested.

Mr. Kehoe asked for an update on the new slide at Monroe Acres. Mr. Rogalski said that it should be installed in the next 2 weeks.

Mr. Kehoe shared that Jane Lerch, a long-time township resident recently moved out of her home into an assisted living facility. Ms. Lerch gave him a plate from the township's 175<sup>th</sup> anniversary. The Board took a picture with it earlier and Mr. Kehoe will send her a copy of the picture and thank you note for supporting Monroe Township's history and wishing her the best.

Mr. Castle asked everybody to remember our troops, police officers and ems workers.

Mr. Castle shared that his grandson Michael, won first place in a 4H target shooting competition for Districts and States.

The trivia question was “Which cartoon character turned 40 years old in 1990?” Answer: Charlie Brown

The quote of the day was “Always bear in mind that your own resolution to succeed is more important than any one thing.” Abraham Lincoln

Mr. Castle said it is the time of year to reach out our professionals to get interest for next year. He would like to comment that they all do great work for the township: Michael Pykosh and his team, Greg Rogalski and his team; Chris Hoover; Jeff Wilbur Plumbing and Heating; Phil Murren; his fellow supervisors; office staff; and Department of Public works. Everyone is honest and works for the good of the people.

Mr. Castle said the Over 40 Baseball team gave a donation toward the upkeep of the field.

Mr. Castle added that the new 2020 Western Star Dump truck has arrived.

ADJOURN

**The meeting was adjourned at 10:05PM.**

Respectfully submitted,

Karen M. Lowery,  
Secretary/Treasurer

TO: Board of Supervisors  
 FROM: Greg Hertzler, Roadmaster  
 DATE: 7-31-19  
 SUBJECT: Roadmaster's Report

## PROJECTS BEING WORKED ON

PROJECTS	NOTES	ESTIMATED COMPLETION DATE
Sweep Roads	After Oil And Chip	8/16/2019
MS4 Inspections		8/30/2019
Spray Sign post	Keep weeds away from post	8/30/2019
Camera sewer	White Rock	On Going
Eppley Road	Bank Washing Out Need To Stabilize	8/30/2019
Eppley Road	Cut Brush While Road Is Closed	8/30/2019
Paint Lines	Joe Carr Parking Lot	8/30/2019
Sweep Joe Carr Parking Lot	After Oil And Chip	8/9/2019

## PROJECTS COMPLETED

PROJECTS	NOTES	COMPLETION DATE
Camera Sewer North	Had USG Help With The Job On Trindle	7/1/2019
Remove Tree	Sandy Pump Station Lane	7/1/2019
Back Hoe Tires	Had To Get New Front Tires	7/2/2019
Cut Sight Distance	Williams Grove And Stoner Ext	7/3/2019
Cut Sight Distance	Williams Grove And Millers Road	7/3/2019
Omnisite	Install Updates At Pump Stations	7/3/2019
Remove Trees Off Roads	White Rock Storm Clean Up	7/8/2019
Pick Up Cylinder	For Loader And install	7/9/2019
Spray Weeds	Pump Stations	7/10/2019
Spray Signs	Along Roads	On Going
Clean Out End Of Pipes	Storm Drains Along Roads	On Going
Checked Sewer Flume	Cockleys Rd. Per Bill Rudy	7/12/2019
Haul Millings	Helped South Middleton Twp.	7/12/2019
Line Painters	Ride With Them To Show Were To Go	7/15/2019
Sweep Roads	South Middleton Help With There Sweeper	7/16/2019
Pick Up New Truck	New 10 Wheeler	7/17/2019



Camera Sewer	Spring Ln. For sewer Repair	7/18/2019
Camera Sewer	Blossom Ter. For Sewer Repair	7/22/2019
Pick Up Sweeper	Repaired After Engine Fire	7/22/2019
Mow Roads		7/24/2019
Met With Greg R.	Go Over Future Jobs	7/22/2019
Start To Sweep Roads	After Oil And Chip	On Going
Monroe Acres	Fix Drainage Ditch	7/25/2019
Truck #1	Fix AC That Was Not Working	7/26/2019
Sign Replacement	Replace Signs That Are Not Up To Date	On Going
Fix Top Soil	Around Joe Carr Park	7/26/2019
Fix Top Soil Around Inlets	Lisburn Meadows	7/26/2019

**MEMORANDUM**

**TO:** Monroe Township Board of Supervisors

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

**DATE:** July 31, 2019

**SUBJECT:** July Activity Report  
File Reference No. MNTWP MTG19

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The following activities were performed during the period between 7/2/19 and 7/31/19:

**ENGINEER**

1. Reviewed one stormwater management application.
2. Performed field observation of storm sewer installation at The Porches of Allenberry project and curb installation at Trindle Station.
3. Attended one meeting with Silver Spring Township to discuss right-of-way traffic signal installation at Trindle & Sinclair, and associated intergovernmental agreement.
4. Met with property owners adjacent to Epley Road regarding the repair of bank erosion and
5. Reviewed status of Blossom Terrance construction and proposed subgrade drainage locations.
6. Attended Joint Board of Supervisors & Municipal Authority meeting.

**ZONING**

1. Issued 6 Zoning Permits and 19 Building Permits for a total of \$3,118,000 in new construction.
2. Responded to phone calls and attended one meeting 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 4 meetings with residents during those periods.
4. Issued one (1) citation for illegal use on York Road.

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**CAPITAL PLANNING**

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 REVIEWING REQUEST.**
2. 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. **SURVEY HAS BEEN DISTRIBUTED AND RESULTS HAVE BEEN TABULATED.**
3. ACTION ITEM: Establish a road maintenance capital planning document, which identifies future maintenance work for budgeting purposes. **CAPITAL PLANNING DOCUMENT DRAFT HAS BEEN PREPARED AND REVIEWED WITH THE BOARD AT THE ANNUAL ROAD INSPECTION.**
4. ACTION ITEM: Make contact with property owners at the intersection of Trindle Road and Sinclair Road to obtain additional right-of-way for the signalization project. **INTERGOVERNMENTAL AGREEMENT DRAFTED PENDING BOARD APPROVAL OF ORDINANCE.**
5. ACTION ITEM: Proceed with the replacement of the slide at the Monroe Acres Park **SLIDE HAS BEEN ORDERED.**

cc: A-File  
File