

December 12, 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

Mike Pykosh, Solicitor
Greg Rogalski, Engineer
Karen Lowery, Secretary/Treasurer

SPEAKERS FROM THE AUDIENCE

Barb Pearce, 171 Brindle Road, asked the Board to consider passing a resolution to support the impartial, fair and transparent redistricting. She also provided a handout with some information about redistricting and a listing of local governments that have supported this.

Gina Distefano, 302 Widders Drive, received a letter from the Township Codes Enforcement Officer in response to a complaint about walking her dog that referred to an Ordinance. She also mentioned that she received an anonymous letter about walking her dog. Her interpretation of the ordinance is that it is illegal to walk your dog anywhere because you can't stop them from urinating on the roads, right-of-way or in someone's yard. There is a sign at the park to pick up after your pet, but according to the ordinance it is illegal to let your dog defecate anywhere. She would like to see the ordinance wording changed or the ordinance abolished. Mr. Rogalski said the intent of the ordinance is to keep dogs from defecating on the pavement. He added that he will take a look at the ordinance, but there is a much deeper issue in Monroe Acres and the State Police are investigating.

Sharon Nelson, Planning Commission Chairperson, offered the Planning Commission Board's assistance to review the draft stormwater fee information, if the Supervisors would like. The Planning Commission has worked to preserve the rural atmosphere and offer creative development with open space. The stormwater fee could really impact farmers and homeowner associations. She provided excerpts from the Comprehensive Plan promoting farming and rural living. Ms. Nelson also requested the stormwater fee be spread out as to not burden any specific group. We are all in this together and should help the farmers, if not we may not continue with the rural atmosphere.

Kathy & Barry Sekerak, 487 Heisey Road, were disappointed the FPR matter wasn't on the agenda, but would like an update. They are aware Mr. Rogalski looked at Maryland and Virginia, who must have additional regulations. They have read Farm Bill Act 98; which states property owners have one year from the beginning of the FPR process to file a suit against nuisance issues to protect their rights. They do not want to file a suite, but they want to protect themselves if the spreading of FPR does not stop or would start up again. The Sekerak's have talked with a lawyer, Craig Diehl, who suggested the township adopt an ordinance against smell.

They would like Monroe to be a leader and stop the FPR process and take care of the local citizens of Monroe. Mr. Castle said a statement will be made regarding this matter. Mr. Pykosh will look into the ordinance suggested by Mr. Diehl, but there are limits on what can be done due to the Right to Farm Act.

Jim Tomasello, 470 Heisey Road, notified the farmer who rents his land to not spread FPR on his property. It is a horrible smell and he now has allergies he's never had before. He asked the Board to please do something.

Angie Boswell, 1120 Baish Road, asked the Board to please do something. She doesn't mind the regular manure, but this smell gets into your house, you can't go outside, and you can't use the pool. She added that their July 4th picnic plans were ruined because earlier in the week the farmer hauled this stuff out for 3 days straight.

Michele Brymesser, 1477 Leidigh Drive, shared her own personal opinion, not the opinion of Brymesser Farms, LLC. She is a wife and mother of dairy farmers, an educator and a compassionate friend. It is a hard time for farmers and milk prices are at an all-time low and yet the cost to produce quality milk products continue to rise. Century farmers are selling animals and closing their doors, generations of farm families are finding the outlook of the future to bleak to continue. Farmers are finding ways to earn their living in dire circumstances and sometimes it stinks, in more ways than one. She remembers first hearing of a local farm family selling their cows and thought if it could happen to them it could happen to us. This neighbor family has been in the news and it seems the smell of a product they spread on their fields is intolerable to some of their neighbors. Those criticizing claim the smell has ruined their lives and I've noticed the smell and it is bad. It's not illegal and this farm family is doing what they need to do amidst the heartache of today's dairy prices. There are petitions circulating and people talking about this family. Until you are the farmer in the farm boots, you can't understand how this family feels. I pray about the future of our farm every day and I pray our manure tanks will never hold anything but manure, but if the day comes that we need to find other ways to earn a living in dire circumstances I pray our neighbors simply reach out and say I'm sorry this is happening to you. We are far better as a Monroe community and our neighbors deserve better and until you walk a mile in their barn boots, I ask for your kindness and grace.

Kelly Carlson, 207 Clouser Road, is here due to the continual water issue on her property. Another house has been completed on Clouser Road. The builders had 10 days to provide a water management plan which they failed to do. So, our property continues to be flooded. Mr. Rogalski said the surveying in that area has been completed and nothing that was found is at a variance from data from the subdivision plans. The low spot on the Carlson's property is about 18 inches below the surrounding land, which is consistent with the pre-development plans before anything was built. He will continue to review the data and provide a formal recommendation to the Board which may provide opportunities for some remediation, but cost would be shared between the township and property owner. The survey did confirm what was suspected from the beginning that there are issues in that area that have been there for many, many years.

Kristen Lynn, counsel for Cold Springs Inn & Brewery, asked if Mr. Crowley's comments from last month's meeting were part of the record. Mr. Kehoe answered yes. Ms. Lynn asked how the township monitors odor complaints to determine if the farming activity occurring is in any violation. Mr. Rogalski said there is no monitor and no regulations that

provide tangible thresholds. Ms. Lynn asked if the township maintains copies of farm permits to know what they are complying with what they are to be doing. Mr. Castle said the state issues the permits and what can be applied. Mr. Kehoe added that the county requires a manure management plan. Ms. Lynn said this material is not manure, it's a food processing residue which is entirely different and a new beast. We are all trying to figure out a way to cope with this within reasonable means. Ms. Lynn asked if the township has any type of baseline for what a permissible odor is in the township. Mr. Rogalski said no. Ms. Lynn asked where the township goes from here. Mr. Castle said that a statement will be given. Mr. Kehoe said this will not be an overnight solution, but allow us to advance the matter to other agencies.

John Boswell, 1120 Baish Road, feels bad for the farmer having hard times, but that doesn't give them the right to ruin the quality of life for other residents and businesses.

Mike Washinger, 176 Clouser Road, stated the water from his property is not spilling onto anyone else's property. He has a dam, not a swale, at the front of his property and his front yard is unlivable since there is 2 feet of water there. Mr. Rogalski will provide with solutions from finding of the surveying that was done. He added that there isn't much fall and it is a very flat area.

Jason Ritzert, 217 Westview Drive, said he has not received a letter about his dog and he understands there is an investigation, but he doesn't want to receive a letter. The way the ordinance is written is the way it is being applied. He asked if there a way to revise the ordinance so that it can be applied the way it is intended. Mr. Rogalski said he just read the ordinance and he doesn't interpret the ordinance the way the previous speaker did. He understands the concern and does not go out looking for dogs urinating or defecating on the streets or right of ways. Mr. Castle suggested that Mr. Rogalski and Mr. Pykosh review the ordinance and make sure it's up to date. Mr. Rogalski added that there is a component to the MS4 permit that requires the township to add a pet waste ordinance in the future.

Jeremy Shelly, 1160 Kuhn Road, was shocked there was an ordinance for dogs, but not for farmers and what they spread.

Mr. Pykosh said that under the Right to Farm Act the state sets the regulations, not the local government, which prevents us from making rules for the farms. The Commonwealth of PA law limits nuisance ordinance under certain circumstances for the farms.

Christopher Garman, 163 Ken-lin Drive, has no issues with manure, but FPR is a problem. The two area apples and oranges, and not a bi-product from the farm. We aren't talking about manure, this is waste.

Mr. Pykosh said the Legislature created the Right to Farm Act, so they would have to make any amendment, the local governments can't. He said he will look into it further, but there is also case law that addresses this type of fertilizer. His opinion is that the Legislature is where residents will get the relief they are looking for, by law there is only so much the Supervisors could do.

Mr. Kehoe stated that we are not here to blame anyone. He feels this is a failed and outdated oversight process from the state, not evil lurking in the night. He had high admiration

for the family using the FPR that attended last month's meeting and try to address questions. It takes a lot of courage to do what is right and still be revenue generating. We all need to make a living. There is a problem with this process and we need to ask for help. The issue is not just Monroe Township or Dickinson Township, this is a regional issue that has evolved due to the outdated DEP regulations from the 1990's. This must be a profitable stream, but there has to be a loophole in the process. There must be regulations when the waste product leaves the facility, but how can anyone know the status of the product once it is dumped into an open pit and dispersed on farm fields. We all know how awful the smell is and that it doesn't go away, it has made people sick and we have heard about flooding issues and runoff. We don't know about the well water results, bacteria and impacts on food grown and livestock. There are a whole host of questions that could impact the health, safety and welfare of the residents. The state needs to become more aware of the issue, modernize regulations and oversee it.

Several residents asked the Board to find out when the FPR started in Monroe so they can protect themselves. Mr. Kehoe wouldn't comment on that matter, but did ask the solicitor research the one-year limit.

Mr. Kuhl reached out to Representative Keefer regarding this matter. Rep. Keefer said that Representative Gleim was taking the lead on this matter, so she was waiting to hear from her. Mr. Kuhl hasn't received any updates.

Mr. Castle added that this was a hard decision to do the right thing that will help the residents.

On the motion of Mr. Kehoe, and seconded by Mr. Castle, and unanimous vote of the Supervisors, it was duly RESOLVED to forward the portions of our November and December meeting minutes relating to the community response heard on the use of food processing waste to our County and State Representatives and the DEP, with a request to review and modernize the 1990's era regulations to properly address the health, safety, and welfare of people living around and working with this material and its effects on what is grown in this waste which eventually we consumed. Propose distribution list:

- **Our Representative Keefer of the 92nd Legislative District**
- **Representative Gleim of the 199th who covers Dickinson and Carlisle**
- **Kerri Fleming Section Chief at DEP who regulates FPR**
- **Cumberland County Commissioners**
- **Governor Tom Wolf**
- **Senator Michael Regan**
- **Department of Agriculture**
- **Capital Area Counsel of Government**
- **Farm Bureau**
- **Senator Elder Vogel Jr., Agriculture & Rural Affairs Chairman**

As a courtesy to our surrounding townships dealing with the same issues, also send a copy to the Township Managers of Dickinson, South Middleton and Carroll.

The Board also asked Mr. Pykosh to research the one-year rights preservation subject.

CONSENT AGENDA

1. Approval of Minutes –November 14, 2019 Regular Meeting
- November 14, 2019 Stormwater Fee Workshop
2. Roadmaster’s Report 11/1/19 – 11/30/19
3. Engineer/Zoning Officer’s Report 11/1/19 – 11/30/19
4. Approval of Bills (as prepared)

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

OLD BUSINESS

FIRE COMMITTEE PLANNING

Mr. Kehoe said the summary was decent and would be part of a letter. The sub-questions make it intimidating, but also adds context. The thought is to post this or ask individuals. Ms. Lowery said we could reach out to the previous committee member and a few new people have shown interest in serving on the committee.

Mr. Kuhl felt we should approach those that were on the previous committee and those who have shown interest. And also post to see if anyone else would be interested. He added that he was saddened when he went through the decisions for the previous committee, there were no written documents, just one recommendation with no detail. Ms. Lowery stated that there is a large folder with all of the information if Mr. Kuhl would like to go through it. She added that the committee was to look at one topic, which is what the decision was for. Mr. Kehoe agreed that it was one topic, but they did research some other items and there was heavy involvement from the fire company.

Justin Eberly, Assistant Emergency Management Coordinator, suggests that creating a more permanent public safety, emergency management, emergency services, fire, police, EMS, all-encompassing commission, so they can look into any issues in the realm. This would be an on-going committee of appointed individuals that would meet, at least twice per year, to investigate and provide a recommendation to the Supervisors based on issues that arise, such as budget, feasibility, needs, possible directions and decisions. He could provide sample models of this from other municipalities. Mr. Eberly suggested a Supervisor liaison, representative from each of the emergency service agencies, citizen representation. There are different ways we can set up the committees, if the Board thinks this would be valuable.

On the motion of Mr. Kehoe, and seconded by Mr. Kuhl, and by unanimous vote of the Supervisors, it was duly RESOLVED to table the Fire Committee Planning Discussion while more information on an Emergency Services Committee is submitted to the township

to allow the Board to review. Once review is complete the item will be added back onto the agenda.

BAMBOO ORDINANCE

Mr. Rogalski didn't have an update on this matter. The Board tabled the Bamboo Ordinance.

STORMWATER FEE STUDY UPDATE

Mark Pickering and Nancy Adams from GHD were present to follow up on the Stormwater Fee. He has looked into the question brought up about a tax versus a utility bill being claimed on taxes. The concept of a utility bill is easier to budget for apply those fees. No one want to hear about taxes and the money could get blended in the operations budget. His opinion is that a utility bill is more in line with what other municipalities are doing. Mr. Rogalski said that Holly ran numbers and the average amount per home based on a tax is \$150 per year, which is about \$40 more per year that what was originally presented. Residents may get a tax break if this is set up as a tax, but paying a utility bill would be less.

Mr. Pickering said the other question was how to treat non-profits, will be included in the fee or if they will not be part of the fee. Mr. Castle said that churches are part of the community and he doesn't see how they could be eliminated and his Pastor agreed. Mr. Kehoe added that the churches have impervious surfaces, so he falls back on the one's best practices of other communities and townships and agrees non-profits should be part of the fee. Mr. Kuhl agrees, but is concerned with the fees for the smaller organizations. He suggested considering breaks on sizes of non-profit groups. Ms. Adams added that larger non-profits may be eligible for credits. Mr. Kehoe said the concept of credits would be the public/private partnerships to perform some work that will need to be done.

Mr. Pickering also explained several scenarios and options on how to include farms in the stormwater fee. Mr. Kuhl is concerned that farmers may have to pay a large amount for this fee, while they are trying to survive. Mr. Kehoe said the large amounts provided were worst case scenarios and could be reduced with credits.

On the motion of Mr. Kehoe, and seconded by Mr. Kuhl, and by unanimous vote of the Supervisors, it was duly RESOLVED to establish the stormwater charges as a fee, not a tax.

On the motion of Mr. Castle, and seconded by Mr. Kehoe, and by unanimous vote of the Supervisors, it was duly RESOLVED to include non-profit properties in the stormwater program calculated with a multiplier with credits available.

On the motion of Mr. Kehoe, and seconded by Mr. Kuhl, and by unanimous vote of the Supervisors, it was duly RESOLVED to include farms under 20 acres as a single-family residence (SFR) and farms over 20 acres would be calculated with a multiplier, credits would be available.

On the motion of Mr. Kehoe, and seconded by Mr. Kuhl, and by unanimous vote of the Supervisors, it was duly RESOLVED to proceed with the stormwater program on a cash flow, not borrowing funds.

Mr. Pickering said they will finalize the reports and present accurate data. They can also look to schedule the next public meeting and provide a timeline. Mr. Rogalski said we are close to landing on a fee, then we can project what each non-SFR would be charged. Mr. Kehoe a proposal of incentives offered would be provided.

Mr. Pickering discussed briefly the appeals process and mentioned that North Middleton Township suggested exploring a regional appeals board.

PENN WASTE REQUEST FOR 2020 DISPOSAL RATE INCREASE

Mr. Kehoe stated that a letter was received from Penn Waste regarding an increase in disposal fees of \$5.00 per ton and they would like to pass this increase onto the residents by increasing the quarterly rate by \$1.36. Mr. Pykosh said the increase was okay if it is a straight pass through. Mr. Kehoe asked if the recycling items could be modified to help offset the cost. Mr. Pykosh said the contract would need to be rebid to do that.

On the motion of Mr. Kehoe, and seconded by Mr. Kuhl, and by unanimous vote of the Supervisors, it was duly RESOLVED to approve Penn Waste's request to increase resident rates by \$1.36 per quarter to cover the disposal fee.

FIRE COMPANY HVAC INVOICE

Mr. Kehoe said there was dialogue about the fire company coming to the meeting, which they refused. His position still stands that he doesn't support this. Mr. Kuhl said that Mr. Rogalski verified the HVAC unit had to be replaced, it could not be repaired. Mr. Castle added that the fire company didn't consult with the township to replace the unit. He doesn't like it, but it is our building. Hopefully the committee could help eliminate problems like this.

Mr. Kuhl said he would support the payment of the invoice, but would like a letter sent putting a procedure in place for issues like this, Mr. Castle agreed. Mr. Kehoe said something like this has been in place for many years. He remembers receiving a call from the fire company when the heater went out in the fire bay. Mr. Kuhl asked if there was a written agreement explaining this. Mr. Kehoe thinks the standard protocol and precedent that has been set over the years has defined this. Mr. Castle asked if there is anything in writing about the fire company notifying the township if something needs replaced. Ms. Lowery said the lease mentions essential and non-essential items. Mr. Kehoe suggested just sending a letter to reiterate that if a repair is needed the request needs to come to the township for approval prior to work being done.

On the motion of Mr. Kuhl, and seconded by Mr. Castle, and by majority vote of the Supervisors, it was duly RESOLVED to pay the HVAC bill for \$2,537.00 and send a letter that states the township must be notified prior to any repairs or replacement work being done. Mr. Kehoe voted opposed.

NEW BUSINESS

EMERGENCY MANAGEMENT RECOMMENDATION

Mr. Eberly, Assistant Emergency Management Coordinator, had sent out information about a Functional Needs Registry to the Board a few months ago and was looking for direction and if there was interest in moving forward. Mr. Kehoe would like to read it through before moving forward. Mr. Kuhl suggested having input at the next meeting. Mr. Eberly said he already has a matter that was tabled for next months meeting.

Mr. Eberly explained this is a voluntary reporting form for residents with functional needs or special needs that may need special accommodations during a disaster or emergency. We currently don't have this information on hand and there are residents in harms way.

The data could be paper files or a web form. He would like to explore best way to collect information, keep it secure and make sure its legally sound. There are privacy concerns, but with this being a self-reporting form that clears the way legally for most issues. Mr. Kuhl suggested electronic, secure copies, not paper forms that could be difficult to manage during a disaster. Mr. Kehoe suggested looking into a secure drop box account with an excel spreadsheet t maintain the information.

On the motion of Mr. Kehoe, and seconded by Mr. Kuhl, and by unanimous vote of the Supervisors, it was duly RESOLVED to advance the Functional Needs Registry to the solicitor for review.

AWARD MOWING CONTRACT FOR 2020

On the motion of Mr. Kuhl, and seconded by Mr. Castle, and by unanimous vote of the Supervisors, it was duly RESOLVED to award the 2020 mowing contract to Lawn Butler, who was the lowest bidder along with a two one-year extension options.

PURCHASE OF TRUCK

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 purchase of a Dodge 5500 for \$127,231, to replace the 2011 F-550.

MCNAUGHTON – GOODHART FARM – BOND RELEASE

Mr. Rogalski recommended release of the McNaughton – Goodhart Farm letter of credit, since all of the necessary work has been completed.

On the motion of Mr. Kehoe, and seconded by Mr. Kuhl, and by unanimous vote of the Supervisors, it was duly RESOLVED to release the bond in the amount of \$30,607.00 per Mr. Rogalski's recommendation.

TRINDLE STATION BOND REDUCTION REQUESTS

Mr. Rogalski advised that a review of Mr. Tamanini's request has been completed and he would recommend a reduction in the letter of credit for Phase 2, Section 3, 4, 8 & 9 for \$292,935.63. The new letter of credit should be established at \$339,053.41 for public improvements.

On the motion of Mr. Kuhl, and seconded by Mr. Kehoe, and by unanimous vote of the Supervisors, it was duly RESOLVED to reduce the letter of credit by \$292,935.63, as recommended in Pennoni's letter dated December 11, 2019. The new letter of credit should be established at \$339,053.41.

Mr. Rogalski advised that a review of Mr. Tamanini's request has been completed and he would recommend a reduction in the letter credit for Phase 2, Section 3, 4, 8 & 9 for \$194,320.00. The new letter of credit should be established at \$50,199.00 for sewer.

On the motion of Mr. Kehoe, and seconded by Mr. Kuhl, and by unanimous vote of the Supervisors, it was duly RESOLVED to reduce the letter of credit by \$194,320.00, as recommended in Pennoni's letter dated December 12, 2019. The new letter of credit should be established at \$50,199.00.

JM YOUNG & SONS PAYMENT REQUEST

Mr. Rogalski said the contractor is requesting payment for the work that has been done. This is a progression payment, not a final payment.

On the motion of Mr. Kuhl, and seconded by Mr. Kehoe, and by unanimous vote of the Supervisors, it was duly RESOLVED to approve the payment of \$16,095.28 to JM Young & Sons for the roof replacement on the rear maintenance building.

STAFF COMMENTS

Mr. Kuhl attended a meeting with Holy Spirit/Geisinger and was informed that from calls in Monroe Township there is \$11,720 of bad debt from the last 6 months. Mr. Kehoe said in context one ambulance call can cost \$3,000, so this may only be 1 or 2 situations. Mr. Kuhl added that it was for 17 cases in the past 6 months.

Mr. Kehoe stated that Mr. Garman, a Monroe Township resident, has supported for 31 years the regional wrestling organization and was inducted into the Cumberland Valley High School Athletic Hall of Fame. He started when his son was involved in wrestling and continues to score keep at CV events, team, sectional and district events.

On the motion of Mr. Castle, and seconded by Mr. Kehoe, and by unanimous vote of the Supervisors, it was duly RESOLVED to issue a Monroe Proud to Mr. Garman acknowledging his service to the community and the local wrestling organizations.

Mr. Kehoe wished everyone a Merry Christmas. It is a busy time, but we all need to remember what is important to us.

Mr. Castle asked everybody to remember our troops, police officers and first responders. He added that four police officers have been killed in the past five days.

Mr. Castle mentioned that the township has hosted a few LTAP classes, which is a great way for our employees to meet employees from other township and make contacts. Greg Hertzler has done a great job. Mr. Kehoe added that there was also a powerline safety seminar, which was used a few days later when there were down powerlines in White Rock.

Mr. Castle wished everyone a Merry Christmas and Happy New Year.

The trivia question was "Which Christmas movie has been played more than any other?"
Answer: It's a Wonderful Life.

The quote of the day was "Christmas is a season not only of rejoicing, but of reflection."
Winston Churchill.

ADJOURN

The meeting was adjourned at 9:35PM.

Respectfully submitted,

Karen M. Lowery,
Secretary/Treasurer

TO: Board of Supervisors
 FROM: Greg Hertzler, Roadmaster
 Date: 12-2-19
 SUBJECT: Roadmaster's Report

PROJECTS BEING WORKED ON

PROJECTS	NOTES	ESTIMATED COMPLETION DATE
Plow and salt roads		on going
Cut Brush		on going
Pick up salt brine maker	Township of Pine	12/10/2019
Go over painting contract	For firehouse	12/31/2019
Set up and tear down rental hall	Santa day	12/10/2019
Check road signs	Storm damage	12/3/2019
Clean up equipment	After plowing and salting	on going
Service Equipment		on going

PROJECTS COMPLETED

PROJECTS	NOTES	COMPLETION DATE
Number 23	To Five Star for repair	11/4/2019
Pre bid mowing meeting		11/6/2019
Finish sweeping roads		11/7/2019
Pick up trucks #2,#3,#23	LB Smith, MJR Equipment, Five Star	11/7/2019
MJR Equipment Salt brine demo		11/8/2019
Install Flashlights	In all trucks	11/13/2019
Bring Plows around for bigger trucks		11/13/2019
Clean inlets and water ditches	White Rock Leaves	11/14/2019
Install Snow fence		11/15/2019
Go look at Salt brine maker	Township of Pine from Municibid	11/18/2019
Ltap Class		11/19/2019
Install new porch lights	office building	11/19/2019
Drive snow routes		11/22/2019
Fix park bench	Behind salt shed	11/22/2019
Cut Brush		On Going
Service Equipment		On Going
Lawn mowing bids		11/26/2019
Hooked up salt brine tank		11/25/2019
Clean up storm damage	High winds, down trees	11/28/2019

Salt Roads 1 time

MEMORANDUM

TO: Monroe Township Board of Supervisors

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

DATE: December 2, 2019

SUBJECT: November Activity Report
File Reference No. MNTWP MTG19

The following activities were performed during the period between 11/6/19 and 12/2/19:

ENGINEER

1. Reviewed one stormwater management application.
2. Performed one bond release request field view.
3. Attended one Board of Supervisors meeting.
4. Coordinated final construction activities for maintenance building roof replacement contract.
5. Prepared right-of-entry letters for drainage survey on Clouser Road.

ZONING

1. Issued 2 Zoning Permits and 3 Building Permits for a total of \$51,000 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.

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. **BLOSSOM TERRANCE PAVING TO BE BID OVER THE WINTER AND SCHEDULED FOR SPRING 2020.**
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. **PROPERTY ACQUISITION COMPLETE, CONSTRUCTION SCHEDULED FOR SPRING 2020.**

cc: A-File
File