

January 6, 2020  
7:40 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

Bill Rudy, Engineer  
Mike Pykosh, Solicitor  
Karen Lowery, Secretary/Treasurer

### SPEAKERS FROM THE AUDIENCE

Barb Pearce, 171 Brindle Road, asked the Board to consider passing a resolution to support free and equal elections. She also provided a handout with some information about redistricting.

Rick Line, 381 Criswell Drive, present on behalf of the Dillsburg Area Authority asked if there is any update to his question about Fine Line Homes starting their development. The rates for Monroe Acres keep increasing and this development would help cap these rates. Mr. Kehoe thanked Mr. Line for representing Monroe on the Dillsburg Authority. He stated that Mr. Rogalski did have a conversation with Fine Line and they indicated they would be submitting a plan, but we have nothing official. Mr. Kuhl added that we have nothing in writing and no time frame was provided.

Mark Swartz, 1183 York Road, stated there have been 2 accidents on the curve in front of his home in 2019 where vehicles left the road and ended up on their neighbor's property and they are concerned for their personal safety. The main concern is with vehicles traveling south on Route 74. There used to be reflectors around the curve, but they have gotten knocked off over the years. He is reaching out to see what the process is to engage PennDOT into looking into the safety concerns on this curve. The Board agreed that Mr. Rogalski could visit the site and then reach out to our contacts at PennDOT and request the safety concerns be investigated.

Richard Beaty, 186 N. Loop Road, noticed the new electronic sign the Fire Company has installed and thought it was interesting. Mr. Kuhl said the sign was not funded by tax payer money.

### CONSENT AGENDA

1. Approval of Minutes –December 12, 2019 Regular Meeting
2. Roadmaster's Report 12/1/19 – 12/31/19
3. Engineer/Zoning Officer's Report 12/1/19 – 12/31/19
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

BAMBOO ORDINANCE

**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 Bamboo Ordinance.**

STORMWATER FEE STUDY UPDATE

Mr. Rudy said that a draft report was distributed to the Board today. It was suggested that another workshop be scheduled for January.

**On the motion of Mr. Kehoe, and seconded by Mr. Kuhl, and by unanimous vote of the Supervisors, it was duly RESOLVED to schedule a workshop sometime during the week of January 27<sup>th</sup> at 7 PM, once GHD's availability is confirmed.** The workshop date will be posted on the website, advertised in the Sentinel and put on the front sign once a date is determined.

EMERGENCY MANAGEMENT – FUNCTIONAL NEEDS REGISTRY

Mr. Kehoe stated that Mr. Gleeson reviewed the Functional Needs Registry information and provided some feedback regarding the secure storage and disclaimer. Mr. Eberly felt that electronic storage would be best for tracking and accessing the information, but he doesn't know the township's capabilities and if a web form can be done. Mr. Kehoe added that this is a good outline to work from and asked Mr. Eberly could breakdown the outline into specific steps with objectives to work on with the township to move forward with this process. Mr. Kuhl asked if Mr. Eberly has a preferred model that the township staff could look at. Mr. Eberly said that North Middleton Township and Silver Spring Township do have a Functional Needs Registry in place that we could look at. Mr. Kehoe asked the office staff to reach out to these townships to see how they collect and keep the data up to date and accessible. Mr. Kuhl would also like to find out who the web designer and contractor that helped with the forms. Mr. Kuhl suggested putting an article about the upcoming newsletter describing what we are working towards.

FPR FOLLOW UP

Mr. Kehoe said that a letter has been drafted, as discussed at the December meeting. His concern was the distribution list and how large it was. He felt we should focus on our local elected officials to use their position to work for Monroe Township and our concerns. Mr. Kuhl added that the press covered the previous meetings well and agreed to let our legislators legislate to help set the ground work. Mr. Castle said he would like to think sending the letter to each agency would be helpful, but he understands the concern.

**On the motion of Mr. Kuhl, and seconded by Mr. Kehoe, and by unanimous vote of the Supervisors it was duly RESOLVED to send version #3 of the letter after removing the PA Department of Agriculture, the PA Farm Bureau, the Agriculture & Rural Affairs Department and DEP from the distribution list.**

NEW BUSINESS

RESOLUTION 2020-04 AUDIT APPOINTMENT

**On the motion of Mr. Kehoe, and seconded by Mr. Kuhl, and by unanimous vote of the Supervisors, it was duly RESOLVED to adopt Resolution 2020-04 appointing Smith, Elliott, Kearns & Company, LLC as the auditors for fiscal year 2019.**

RESOLUTION 2020-05 DISPOSITION OF RECORDS

**On the motion of Mr. Kuhl, and seconded by Mr. Kehoe, and by unanimous vote of the Supervisors, it was duly RESOLVED to adopt Resolution 2020-05 for the disposition of specific municipal records.**

TAPPING FEE CALCULATION – NORTHERN DISTRICT

Mr. Kuhl read the recommendation from the Municipal Authority requesting to proceed with the tapping fee calculations for the Northern District at a cost of \$15,000. Mr. Rudy said the preliminary calculations show the tapping fee could be increased to a maximum amount of \$7,600. Mr. Kehoe asked if the calculations have to be done to set a fee and if we have to go to the maximum amount. He also questioned why we should spend the \$15,000 to calculate if we think we are going to the maximum amount. Mr. Rudy said the calculations have to be done to show how the fees are established and you don't have to increase the fees to the maximum amount, but his recommendation would be to use that maximum number.

**On the motion of Mr. Kuhl, and seconded by Mr. Kehoe, and by unanimous vote of the Supervisors, it was duly RESOLVED to proceed with the Tapping Fee Calculations for the Northern District with the cost not to exceed \$15,000.**

CLOUSER ROAD DRAINAGE ISSUES

Mr. Rudy referred to a memo Mr. Rogalski provided dated January 3, 2020, which provided history, field survey results, and recommendations along with a map of the area. The recommendations would be for the township to install a pipe under the road and the two property owners would need to complete work on their properties. Mr. Kehoe suggested an agreement being put in place with the property owners to make sure they do their part. Mr. Pykosh said an agreement could be drafted and would spell out maintenance items and be recorded so that future owners would be aware of the maintenance requirements.

**On the motion of Mr. Kehoe, and seconded by Mr. Kuhl, and by unanimous vote of the Supervisors, it was duly RESOLVED to direct Pennoni Associates to reach out to the**

**property owners to determine if they are supportive of performing the drainage recommendations, and then advise legal so an agreement can be drafted and reviewed.**

STAFF COMMENTS

Mr. Kehoe thanked Justin Eberly for volunteering for the Emergency Management Coordinator position. He understands that Mr. Eberly has a lot of ideas and tasks he would like to move forward with, but asked that he be patient with the Board, as it takes time to work through items. Mr. Eberly thanked the Supervisors for what they do. He understands the pace of local government, but added that the emergency plan in place is the worst he's ever seen.

Mr. Kehoe thanked the voters for supporting and re-electing him for another 6-year term as Supervisor.

Mr. Kuhl mentioned that Representative Keefer is hosting an open house on Thursday, January 9<sup>th</sup>. He added that the kick off meeting for the watershed will be held at the Cumberland County office on Allen Road on January 29<sup>th</sup>

Mr. Castle asked everybody to remember our troops, police officers and first responders. He also asked everyone to pray for Australia.

ADJOURN

**The meeting was adjourned at 8:50 PM.**

Respectfully submitted,

Karen M. Lowery,  
Secretary/Treasurer

TO: Board of Supervisors  
 FROM: Greg Hertzler, Roadmaster  
 DATE: 12-27-19  
 SUBJECT: Roadmaster's Report

## PROJECTS BEING WORKED ON

| PROJECTS                      | NOTES                      | ESTIMATED<br>COMPLETION DATE |
|-------------------------------|----------------------------|------------------------------|
| Plow and salt roads           |                            | On going                     |
| Clean up equipment            | After salting              | On going                     |
| Cut brush                     |                            | On going                     |
| Replace bench boards          | Broken boards fill in work | On going                     |
| Clean shop unwanted materials | Fill in work               | On going                     |
| Work on road projects         | Lists and bidding          | 1/31/2019                    |
| Work on painting contract     | Fire house                 | 1/31/2019                    |
| Order New Truck               |                            | 12/30/2019                   |

## PROJECTS COMPLETED

| PROJECTS                             | NOTES                                     | COMPLETION DATE |
|--------------------------------------|---|-----------------|
| Hook up brine tank                   | Hoses and pump                            | 11/26/2019      |
| Fix washouts                         | Leidigh park walking path and parking lot | 11/27/2019      |
| Met Greg R and Frank Taminini        | Trindle Station Punch list                | 12/3/2019       |
| Install suction boot                 | Street sweeper                            | 12/4/2019       |
| Camera sewer                         | Trindle Station                           | 12/5/2019       |
| #3 to MJR Equipment                  | Finish Brine System                       | 12/5/2019       |
| Pick up and Install New manhole lids | Trindle station lid was broken            | 12/6/2019       |
| Set up and tear down santa night     |   | 12/10/2019      |
| #3 to Rivers truck center            | Recall work                               | 12/9/2019       |
| Pick up salt brine maker             | Township of Pine                          | 12/10/2019      |
| Check signs                          | storm damage high winds                   | 12/11/2019      |
| Employee reviews                     |   | 12/11/2019      |
| Calibrate salt spreaders             |   | 12/13/2019      |
| Fix Washouts along roads             | Heisey rd, Baish rd                       | 12/16/2019      |
| Fix Case 75c                         | Washer tank replacement                   | 12/16/2019      |
| Check inlets                         | For clogs before heavy rain               | 12/17/2019      |
| Replace water rear wash bay          |   | 12/18/2019      |
| Inspect benches around parks         | Looking for broken or bad boards          | 12/19/2019      |
| Ltap class                           | Adam,John,Damon ,Lee                      | 12/20/2019      |
| Wash equipment                       | After salting                             | On going        |
| Service Equipment                    | All equipment was serviced                |                 |
| Salted Roads 3 times in December     | 2 times in White Rock 1 time whole Twp.   |                 |

## MEMORANDUM

**TO:** Monroe Township Board of Supervisors

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

**DATE:** December 30, 2019

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

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The following activities were performed during the period between 12/2/19 and 12/30/19:

### ENGINEER

1. Reviewed one stormwater management application.
2. Performed drainage survey on Clouser Road and met with one property owner to discuss results and proposed improvements.

### ZONING

1. Issued 1 Zoning Permit and 7 Building Permits for a total of \$1,531,000 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 3 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