

March 10, 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

Michael Pykosh, Solicitor
Greg Rogalski, Zoning Officer
Mark Bruening, Engineer
Karen Lowery, Admin. Assistant

SPEAKERS FROM THE AUDIENCE

Suzanne Sunday, 1284 High Street, said the Asset Management training was moved back 2 weeks due to the weather, but they are moving forward and have logged 80 volunteer hours so far. They have started with the Northern district and logged all of the manholes and now working on the pipe details.

Randy Jackson, 314 Monroe Street, mentioned that during the snow storm there was a tremendous amount of snow. He drove through other townships and felt that our road crew did a good job and worked hard to keep the roads open. He added that mailboxes took a hard hit during this snow, but he also understands that you have to hit the snow hard enough to move it. It's part of the game.

Mr. Kuhl added that the Supervisors donated funds to give each of the road crew members a gift certificate to a Monroe Township restaurant to show their appreciation.

Mr. Kehoe shared the information of how the fire company and road crew worked together during the storm to shovel and plow out residents for medical calls and the plow truck escorting the ambulance.

APPROVAL OF MINUTES

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 minutes of the February 11, 2016, regular meeting with minor editorial changes.

On the motion of Mr. Kuhl, and seconded by Mr. Castle, and by unanimous vote of the Supervisors, it was duly RESOLVED to table the minutes from February 9, 2016 and February 23, 2016 for the Edward Guido/Speranza Conditional Use Hearing and Continuance. All agreed to have the minutes done by a stenographer be the official record of the hearing.

ROADMASTER REPORT

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 Roadmaster's report.

Mr. Kehoe stated that the road inspection will be held on April 2, 2016 at 9:00 AM.

ZONING OFFICER'S REPORT

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 Zoning Officer's report.

UNFINISHED BUSINESS

TOWNSHIP MANAGER

Mr. Kehoe stated that there are no new updates. They have initial interviews and are looking to schedule second interviews and possibly vote on this at the April meeting.

The Board agreed to table this matter.

REVIEW SEWER ACTION PLAN

Mr. Pykosh provided an updated list of where delinquent accounts stand. He has filed 8 lawsuits and has gotten judgements on several of them. There are 4 hearings scheduled for tomorrow. Once a judgement has been given there is a 30 day appeal time period and then he can move forward with filing at the courthouse. He also reported that since December about \$10,000 has been collected.

Mr. Kuhl added that this is a last resort. Mr. Pykosh agreed and said that he has tried all other means of collection before going this route.

SMTMA PLANT UPGRADE

Mr. Bruening reviewed the billing period ending January 11th and February 8th and recommended approval. He added that the engineering portion of the project is over budget by \$94,015 and the change order availability is only \$109,749

Mr. Kehoe asked if the township still has money available. The answer was yes. He then asked that a status report be given in April showing the amount of money from the bond still available to cover the rest of the upgrade project.

Mr. Bruening stated that he forward the latest project schedule out to the Board. The completion of the project is to be June or July.

SALT SHED UPDATE

Mr. Bruening stated that the salt shed is done. We have received the final payment request in the amount of \$47,492.87. We have received the required maintenance bond.

Mr. Castle asked where we stand with the insurance company. Mr. Pykosh said that they have indicated they will pay the entire amount plus the engineering fees. He will need a copy of the payment check to provide to the insurance company.

VERIZON TOWER

Mr. Rogalski stated that he and Dennis Nailor have met with Scott Devlin from Verizon to look at the 2 identified relocation sites for the tower at Joe Carr field. One of the sites has a higher elevation and is away from the property line, but there could be some foundation issues. This site is in proximity to and parts are overlapping the walking path, main soccer field, and softball field. During this meeting they also revisited the location behind the fire house. There were several residents at a previous meeting concerned with the impact on adjacent properties and stated that they would be looking out their front windows at the tower. Mr. Rogalski didn't notice any windows in plain sight to him. The location at the Joe Carr fields would be in plain view from the front of at least a dozen homes and be a prominent view of traffic on 174. Mr. Rogalski stated that in his opinion he doesn't feel moving the tower would make it less intrusive to residents as a whole and that the interest of all needs to be considered.

Mr. Rogalski said that Scott Devlin had mentioned contractual/financial issues regarding some changes and he forwarded that to Mr. Pykosh.

Mr. Kehoe said that the Joe Carr location is at the edge of the soccer field, near the softball field, and next to the walking path. Is the location really at the top of the crest of the hill and not over the edge closer to the tree row? Mr. Rogalski said that the Zoning Ordinance requires towers to be set back a distance from the property line equal to the height of the tower.

Mr. Kuhl asked if Verizon is looking for a choice soon. Mr. Rogalski said that they didn't say that, but they would like to move forward with the project.

Mr. Kehoe said that there are at least 5 houses in direct line of site of the tower. And there would need to be trenching across our park and fields to get to power. Mr. Rogalski said part of the conversation with Scott was that we wouldn't want them to trench through the soccer field, so they would have to go around.

Mr. Bruening added the line of site of the tower right behind the living Monroe sign.

Mr. Kuhl said that we do not have good cell reception and something needs to be done. It's a detriment to the township safety wise and communication wise.

Mr. Rogalski added that the residents on Leib Road should be overlooked, as they are also in line sight of the tower if placed at the Joe Carr fields.

Mr. Kehoe stated that the Township and Verizon had the best of intentions to address the concerns of 3 or 4 people to consider the alternate site at the Joe Carr fields. It was generous of Verizon to consider, but it takes away a significant block of our largest and heaviest used park. It also puts a lot of public traffic in the area if the proposed cell tower site. We are planning on resurfacing walking paths, and makes the tower more noticeable to more homes compared to the original site behind the fire company.

Mr. Rogalski stated that in his opinion the tower should be put in the first location, which would have the least amount of impact in general.

Mr. Kehoe stated we have vetted the value of and need for the tower despite the location. Verizon is interested and willing to work. What is the optimal location? The second location doesn't seem to be feasible from an esthetic point of view and even a practicality point of view.

Mr. Kuhl mentioned that at the last workshop we would review an alternate site, so how do we communicate back to them? Mr. Kehoe said the information would be in the minutes or we could add information to the website that an alternate site was identified and concluded to be more detrimental to more residents and to the township overall than the initial site. Mr. Kuhl asked that a letter be sent to the residents who attended the workshop.

Mr. Castle stated that everyone likes progress, but no one wants to sacrifice. We live in a different era with modern technology.

On the motion of Mr. Castle, and seconded by Mr. Kehoe, and by unanimous vote of the Supervisors it was duly RESOLVED to move forward with Verizon

installing the tower at the original location behind the firehouse and move forward with the lease agreement.

PP&L UPDATE

Mr. Kuhl stated that the PP&L project is moving forward. They are to have selected a route by the end of March. PP&L is not willing to have a public meeting as requested, but they say they are willing to meet with elected officials to review the details and answer questions before they make the route selection. PP&L has also stated that the Supervisors will be notified before letters to out to residents. We will request that anyone working with PP&L register with the township because they will be going door to door. A lawyer will host a meeting to give a presentation regarding citizen's rights.

Mr. Kehoe added that he received a thank you from a Monroe resident who has been following this very closely and her parents have a farm in New Kingstown and they are relying information posted on our website and in our minutes as a source of information we are making available.

Mr. Pykosh added that he spoke with Representative Rothman of Silver Springs Township and made him aware of the situation.

SUBDIVISION AND LAND DEVELOPMENT ORDINANCE DRAFT

Mr. Pykosh provided a draft SALDO that addresses changes made to the Municipal Planning Code and addresses changes and additions the Planning Commission suggested. The Planning Commission has reviewed and forwarded the SALDO to the Supervisors for review for any additions. This was also just given to Mr. Rogalski. If needed additional changes could be made and then we could start the process of getting the ordinance amended. It would be sent to county and they would have 45 days to comment. During that time the Planning Commission could review if there were any additional changes, then it could be forwarded to a hearing and adoption.

Mr. Kuhl stated that he has reviewed the document. Mr. Kehoe would like to review this. He added that posting this online to show the changes is a good idea.

The Board agreed to table this matter until April, perform a review internally and post the summary document showing the changes on the website.

BOND REFINANCING PROJECT

Mr. Kuhl stated that in a nutshell there is a lot of debt. There are a lot of bonds and refinancing could be done in November. Some of the interest rates are low and some

will increase in the next few years. There are 2 financial professionals on the Municipal Authority Board and 1 on the Planning Commission that he would recommend be approved to look at and review the bonds, see what other options are out there and come to the Board with recommendations.

On the motion of Mr. Kehoe, and seconded by Mr. Castle, and by unanimous vote of the Supervisors to duly RESOLVED to direct the Municipal Authority to look at and review the bonds and alternate refinancing options.

SNOW EMERGENCY ORDINANCE

Mr. Kehoe stated that Mr. Castle brought this matter up last month regarding issues during a snow event.

Mr. Heckert said that the fire company didn't identify any issues that an ordinance would change in their opinion.

Mr. Kehoe stated that the road crew had a few concerns, such as parking in Churchtown.

Ms. Sunday said that most of Churchtown has alley access to the rear of the property, but they are private so they do not get plowed. She suggested that if parking in Churchtown would be restricted the Township would need to work with the residents to discuss the issues and work together to come up with solutions. There are 2 churches in town, but they are plowed by volunteers.

Mr. Rogalski said that Mechanicsburg Borough has been dealing with this same issue and then where residents would park.

Mr. Bruening added that a recent ordinance that was approved addressing sidewalks also addresses snow being plowed onto the road. There may be an enforcement issue.

On the motion of Mr. Castle, and seconded by Mr. Kuhl, and by unanimous vote of the Supervisors it was duly RESOLVED to table the Snow Emergency Ordinance indefinitely.

Mr. Kuhl asked that these concerns be mentioned in a newsletter prior to next winter to remind residents.

NEW BUSINESS

DILLSBURG AUTHORITY REPRESENTATIVE

Mr. Kuhl stated that there are 2 people interested in serving as a representative on the Dillsburg Authority Board, Michael Zang and Richard Line. Both have attended Dillsburg Authority meetings and Mr. Line has shown interest by attending municipal authority meetings. This would be for a 5 year term, but we ask that whoever is chosen to serve at least one year.

On the motion of Mr. Kuhl, and seconded by Mr. Castle, and by unanimous vote of the Supervisors it was duly RESOLVED to appoint Richard Line to serve as the Monroe Township Representative on the Dillsburg Authority for a 5 year term.

STORMWATER ISSUE AT 1070 YORK ROAD

Mr. Kehoe said that during the last heavy rain there was stormwater running off the commercial property across the street and the residents at 1070 York Road found themselves knee deep in cold water trying to clean out a storm drain. Mr. Bruening was directed to look into this matter again and provide recommendations.

Mr. Bruening stated the house at 1070 is on the downhill side, so it doesn't really affect the home. The main issue is the water ponding on the road in front of the church. He pulled the site plan that was approved and everything is pretty close. Mr. Bruening feels the 2 inlets that PennDot has along the right-of-way are inappropriate. They are type "M" inlets that will plug up with the amount leaves washing down with the rain water. Mr. Bruening spoke with Dan Storm, who is the maintenance supervisor for this area, and Mr. Storm feels that there is nothing else they can do.

Mr. Bruening also stated that the inlets on the church site are not functioning properly because they are not collecting the water that they are to collect and conveying it to the detention basin. The water is bypassing the inlets and running out the driveway. He feels the church needs to make some grading changes and do maintenance to get the water from the parking lots to the inlets, which will take it to the detention basin instead of out the driveway. Mr. Bruening will also continue to work with PennDot to try to get different inlets installed.

Mr. Kehoe said that just to clarify Mr. Bruening said the issue is across from 1070 and the water ponds on the road, but the water does also affect the home. Mrs. Weary stated that they get water in their kitchen. That is why they are standing in the middle of the road trying to clear the inlets. Mr. Weary said the work that PennDot did on the Dillsburg side of their home was great, but it is just not enough.

Glenn Smith, who attends this church, said that last year there was an issue with water coming down the driveway and they did clean up the upper area. He was there during the heavy rain event last week and said there wasn't as much coming down the driveway, but there was

water coming down between the 2 properties. He also said that a lot of the water is coming from above their property.

Mr. Bruening said that there are stone parking lots with a single inlet no capturing the water in the area. He feels is there was some regrading done it would help.

Mr. Bruening also said that he would like to try to continue to work with PennDot . PennDot is claiming there isn't enough right-of-way to install different inlets with a curb section on the back that will help to clear itself of a lot of debris.

Mr. Kehoe asked that since the water is coming off of someone else's property what is their responsibility to control it. Mr. Bruening said the inlets are the responsibility of PennDot. The inlets on the site are the churches and he would like to send them a letter to work with them and get this resolved.

Mr. Weary added that having that much water on the roadway is very dangerous, especially with how fast they drive on 74. Mr. Kuhl added that we could contact PennDot with the safety concern as well.

On the motion of Mr. Kuhl, and seconded by Mr. Castle, and by unanimous vote of the Supervisors it was duly RESOLVED to authorized the Mr. Bruening to offer our services to the Church and purse the PennDot more aggressively to resolve this problem.

DREW CLANCY – SERVICE PROJECT

Mr. Kehoe said that Drew Clancy has submitted a Service Project application.

Mr. Clancy would like to install a picnic area near the community gardens. He understands there are other projects planned by Troop 333 for this site. His goal is to make this project have a minimal impact on the grounds crew. The picnic area and beds would be shaved to be pretty flush with the other areas, so there is no need to push mow. He will be seeking donation from local businesses. The total cost of the project will be approximately \$1,250 and safety is a prime consideration.

Mr. Kehoe said that we have a master plan for that site and he feels concept is very good. Mr. Bruening said that he would be willing to donate his time to work with Mr. Clancy on this.

Mr. Kuhl would like to make sure that the road crew and Karen are on board with this plan as well. Mr. Castle said that Mr. Bruening has done several of these projects.

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 Service Project Application submitted by Drew Clancy.

HOME DEFENSE LECTURE

Mr. Kuhl has contacted Representative Regan in regard to hosting a home defense course at no charge to explain to residents when they can use deadly force and when they cannot if they are threatened in their home. Mr. Regan is available May 10th to host this lecture if the Board is interested. Mr. Kehoe said this is very generous of Mr. Regan and a good idea.

On the motion of Mr. Kehoe, and seconded by Mr. Castle, and by unanimous vote of the Supervisors it was duly RESOLVED to approve a Home Defense Lecture by Mr. Regan on May 10, 2016.

GREEN LIGHT GO PROGRAM

Mr. Kehoe stated that this is in regards to installing back up energy sources for the 2 signals in the township. The largest issue has been at the signal at Williams Grove Road and Lisburn Road. When there are power outages the road crew goes and increases their level of risk to put up temporary stop signs. There is technology to solve this problem and the discussion has come back to how we pay for this. There is a state Green Light Go program that can be utilized to install a back-up energy source, however the program is tied up in the state budget issues. Further research has been done showing that Liquid Fuels funds can be applied to this. He feels the road crews are sticking their necks out during all types of weather to keep others safe and we have been very fortunate that there hasn't been another tragedy. The original quote was \$16,000. The grant is a 50% match, but it is tied up right now.

Mr. Bruening add that the batteries in the back-up sources won't last forever, so they will eventually need to be replaced.

On the motion of Mr. Kuhl, and seconded by Mr. Castle, and by unanimous vote of the Supervisors it was duly RESOLVED to obtain updated prices to install a back-up energy source at the 2 signals in the township and also verify Liquid Fuels funds availability.

FIRE COMPANY – WAIVE PERMIT FEE

Mr. Rogalski said that the fire company would like to construct an accessory structure on the property. Given the fact that it is a commercial accessory structure there

are township fees and inspection fees. In the past the township has waived the permit fees for non-profit organizations, but with the fire company being an arm of the township they are requesting all fees be waived. The amount being waived would be approximately \$1,200, but inspections would still be needed.

Mr. Kuhl asked what would be stored in this building. Mr. Heckert said the boats and UTV. This will be a heating pole building for storage and they won't have to worry about anything freezing.

Mr. Kehoe asked if the security system was going to be extended to this building. Mr. Heckert said yes. If there are funds left from the grant the security will be paid from that, otherwise the fire company will use their general fund.

Mr. Kehoe said that the fire company owns structure being placed on township property. He assumes there is a lease agreement in place, but he wonders if there is something we need to do. Mr. Pykosh said the lease was done in 2006 and the lease provides for a 21 year renewal period. The lease states that if either party makes improvements to the property, it would stay with the property. There is also an attachment to the lease that shows the current shed that will be replaced by the new one. Mr. Pykosh asked if the current shed is on the township's insurance policy. Mr. Pykosh spoke with the insurance company who said that it would be less expensive if the township covered the shed on our policy. The fire company would cover the contents.

Mr. Pykosh shared the concern of the establishing a release of liens for use of subcontractors to cover all parties involved. Mr. Heckert said that the fire company is paying each contractor separately.

On the motion of Mr. Castle, and seconded by Mr. Kuhl, and by unanimous vote of the Supervisors it was duly RESOLVED to waive all fees for the Fire Company's new accessory structure and to work with Mr. Rogalski and Mr. Pykosh, if needed.

SEWER RULES AND REGULATIONS

Mr. Bruening submitted a final version of the updated Sewer Rules and Regulations. The Municipal Authority has provided their comments and have been provided copies.

Mr. Pykosh said that these Rules and Regulations can be passed by a Resolution. The changes could be put on the website for review.

The Board agreed to table this item until the next meeting and recommended putting the track change version on the website.

COMPREHENSIVE PLAN

Mr. Kuhl stated that the Planning Commission was looking into the Comprehensive Plan. They will request available information from the Cumberland County Planning Department and no money is being spent at this time. The Comp Plan should be reviewed every 10 years. Mr. Kuhl suggested that the Supervisors request the Planning Commission review the Comp Plan, any updates that would cost significant money be requested and then report their findings to the Board.

Mr. Kehoe asked if a steering committee made up of members of each Board would be beneficial. Mr. Kuhl stated that the County has written other Comp Plans at no cost. We can use County's input and resources to help us answer some questions like attracting industry, how do we protect our farmers, and where should we be in the future.

Mr. Rogalski suggested the Planning Commission and Municipal Authority review the Comp Plan and each Board list 5 issues they feel are worth reviewing. This would allow us to filter up some issues and give some direction. Mr. Bruening added that a lot of the Comp Plan is unchanged, so the focus should be on what has changed. Mr. Kuhl stated at this time the Planning Commission is brainstorming.

Mr. Kehoe was concerned with the workload on the office staff and the Boards. At this time the work would rely on the Planning Commission.

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 Planning Commission to review the Comprehensive Plan and report back with any thoughts or ideas to update.

BILLS

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 bills as prepared.

STAFF COMMENTS:

Mr. Bruening said the state will not change the guiderail at Creek Road and 74. He asked that this be added to the road inspection for review.

Mr. Kehoe asked Mr. Bruening if the retesting of manholes at Trindle Station has occurred. Mr. Bruening has not had this done yet.

Mr. Bruening mentioned the letter received from DEP regarding the Act 537 regarding the 2007 update. He has touched base with DEP and needs to respond to their letter by withdrawing the plan or tabling it indefinitely.

On the motion of Mr. Kuhl, and seconded by Mr. Kehoe, and by unanimous vote of the Supervisors it was duly RESOLVED to withdraw the Act 537 2007 update.

Mr. Kehoe stated that the office staff was made of 2 full-time and 1 part-time employees and for the last year we have had 1 full-time and 1 part-time employee. Holly Wood has maxed out her allowable hours as a part-time employee and the Board doesn't want to burn out the staff. Karen Lowery and Holly Wood have been carrying the office on less than 70 hours per week and Ms. Lowery has been covering all of the evening meetings. The Board has held off making any decisions about Mrs. Wood's hours because they planned on a manager being on board. Everyone can do a sprint, but we are at a year now and we can't afford to kill our staff. We are at a point to decide if we would like to convert Mrs. Wood from part-time to full-time.

Mr. Castle added that work is being taken home on the weekends. He also talked with Mrs. Wood and she is interest in moving to full-time. She handles the MS4 data, is very knowledgeable on the computer and very personable. Mr. Kehoe added that her annual reviews have been exemplary.

Mr. Kehoe stated that we would need to negotiate vacation time, sick time, longevity bonus and pay. Mr. Castle suggested Mr. Pykosh draft an offer letter along with the Human Resources Manual for Mrs. Wood.

Mr. Kuhl added that the general fund seems healthy enough to cover health insurance, disability, life insurance and pension.

On the motion of Mr. Kehoe, and seconded by Mr. Castle, and by unanimous vote of the Supervisors it was duly RESOLVED to approve converting Holly Wood to a full-time position pending her acceptance of the formal offer letter that will be prepared.

Mr. Kuhl added that we also need to determine if the office staff will work 35 or 40 hours per week. The Board discussed changing the lunch to ½ an hour or adding one late night per week. The Board agreed to talk with Ms. Lowery and Mrs. Wood and get their recommendation.

Suzanne Sunday added that she has been in the office a good amount recently with the Asset Management program and every time she needs something from Karen or Holly there has always been a smile on their faces, they have been very pleasant and helpful. At one time she asked Karen how things were going with being a person down and her comment was I love my job and that comes through loud and clear. We are so lucky to have those 2 in our office.

Mr. Kehoe mentioned information from County about wireless communication and drone ordinances. Mr. Rogalski suggested this may be above and beyond what we need. At this time we let it play out.

Mr. Kehoe mentioned that Governor Wolfe has requested disaster assistance from the Federal government. We have submitted our costs and required information to County, so we are in line with everyone else.

Mr. Kehoe added at the last meeting we approved the purchase of a truck. Mr. Cass Gibson offered information on a vendor he started using. We did reach out to the company, but it didn't work out at this time. We may take another look at this company with the next purchase when we have more time to manage it.

Mr. Kuhl added that the warranty on the truck is for 24 months for a standard vehicle, but if we can be qualified as an emergency vehicle the warranty may be for 60 months. Mr. Nailor is to check into this.

Mr. Castle asked everybody to remember our Troops, Police Officers and their families, it seems police officers are being murdered every day. He mentioned that the Easter Flower Sale will be held on March 25th and 26th. The trivia was – In which U.S. city did the first Bull Run take place? Answer – Dallas. The quote of the day was “This world of ours... must avoid becoming a community of dreadful fear and hate, and be, instead, a proud confederation of mutual trust and respect.” – Dwight D. Eisenhower. God Bless America.

ADJOURN

The meeting was adjourned at 9:50 PM.

Respectfully submitted,

Karen M. Lowery,
Administrative Secretary