

February 8, 2018
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, Chairman
Phil Kehoe, Vice Chairman
Carl Kuhl, Supervisor
Catalina Araiza, Manager

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

SPEAKERS FROM THE AUDIENCE

Barb Pearce, 171 Brindle Road, stated the PA Supreme Court has ordered the district maps for the 2018 election be redrawn. She then requested that the Supervisors consider signing a resolution calling for an independent citizen's commission to draw the next set to district line after the 2020 census.

CONSENT AGENDA

1. Approval of Minutes – January 2, 2018 Regular and Reorganization Meetings
2. Roadmaster's Report 1/1/18 – 2/1/18
3. Engineer/Zoning Officer's Report 1/1/18 – 2/1/18
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 the consent agenda items as listed.

UNFINISHED BUSINESS

REVIEW SEWER ACTION PLAN

Mr. Pykosh reported that \$9,920 has been collected since the last meeting and a majority of that was from a property selling. He added that the evaluations of the two properties that were discussed at the last meeting is underway and he hopes to have the information for the next meeting.

NEW BUSINESS

SINCLAIR ROAD/TRINDLE ROAD TRAFFIC SIGNAL AGREEMENT

Mr. Rogalski said that he recently spoke with Silver Spring Township and was informed that PennDot provided comments on the signal plan that they reviewed. He just received the revised signal plans yesterday and still needs to review them for any potential issues.

On the motion of Mr. Kuhl and seconded by Mr. Kehoe, and by unanimous vote of the Supervisors it was duly RESOLVED to table the Sinclair Road/Trindle Road Traffic Signal Agreement.

ROAD INSPECTION

Mr. Rogalski will be doing an internal road tour on March 6th with Mr. Nailor.

On the motion of Mr. Kuhl and seconded by Mr. Kehoe, and by unanimous vote of the Supervisors it was duly RESOLVED to set road inspection for Wednesday, April 18, 2018 at 9:00 AM.

SHEAFFER ROAD SIGHT DISTANCE

Mr. Rogalski stated that he has been in contact with the property owner who seems reasonably willing to work with the township regarding this matter. He would like to have the survey crew go out and stake the right-of-way at Sheaffer Road and also at Martin Road where there is also a sight distance issue. Both property owners have agreed to work with the township, but would like visual markers to see exactly what will be taking place.

On the motion of Mr. Kuhl, and seconded by Mr. Kehoe, and by unanimous vote of the Supervisors it was duly RESOLVED to approve having the survey crew stake the right-of-way at Sheaffer Road and Martin Road.

MS4 PLANNING TIMELINE

Mr. Rogalski provided a memo dated February 1, 2018 that breaks down a timeline for the MS4 planning. DEP plans were to be approved by March 31st, however it is unlikely this will happen. He recommended that the township should wait to move forward with the planning process until after the MS4 permit is approved by PennDot.

Mr. Kehoe asked if a presentation or handout could be provided to the Supervisors to review different funding structure options that are being used within this region. He would like to do what is in the best interest of the township. Mr. Rogalski said he would provide a memo with points and then they could get into the details.

RESOLUTION 2018-06 - DISPOSITION OF RECORDS

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 2018-16, which establishes disposition of Specific Municipal Records.

I&I EQUIPMENT – ADDITIONAL FUNDS

Mr. Rogalski explained that the Supervisors had previously approved \$20,000 for the I&I equipment. There was some additional confined space equipment that was not included in the plan. The total cost for the camera, flow meters and confined space equipment came to \$21,155.49. We should be ready to start using the equipment in March.

Mr. Kehoe asked if the confined space training and medical needs were included in this price. Mr. Rogalski said no. Mr. Kehoe asked how the equipment would be transported. Mr. Rogalski said the equipment would be manageable and purchasing a special case was discussed.

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 request of \$21,155.49 for I&I equipment.

STAFF COMMENTS

Mr. Kehoe stated that he has been talking with a Scout that would like to do his Eagle Scout Project at the Monroe Acres Park. He would have liked to attend the meeting, but was tied up with the Science Olympics at school. Mr. Tokle initially submitted his service project application in November 2017, but has revamped it and provided some more detail. He would like to perform a spring cleanup at the park, re-mulch the area, rebuild the picnic tables, install new swing seats and chains on the swing set, clean the basketball backboards and install a bulletin board. The bulletin board could be used for community purposes and the work would be done by Memorial Day.

Mr. Kuhl was supportive of the project, but mentioned that the township is getting ready to send out a questionnaire to the Monroe Acres residents to find out what they would like to have at the park. Also the basketball court is in rough shape. He wants the scout to understand that his efforts may be for not.

Mr. Kehoe said that Mr. Tokle wouldn't be adding anything new except for the bulletin board. He was just going to clean the backboards not purchase new ones and he would imagine the swings would stay.

Mr. Rogalski added that the bulletin board could also be used to post Ms4 notices as part of our public outreach requirements. He also said that according to the MS4 plan that was mentioned earlier, his guess is that work in that area wouldn't be done until 2021, so sprucing up the park would help and we still need to maintain the items that are there.

Mr. Castle said that people seem pleased with the park area, it's just deteriorated over the years. He suggested added this project information to the website so the residents are aware of the cleanup.

Mr. Kuhl asked if there was any criteria that needs to be met with replacing the swings. Mr. Rogalski said that this is just maintenance, so no. If we were relocating the swings then they

would need to meet compliance. Mr. Kehoe added that the township will need to approve what is done, such as requiring Mr. Tokle to purchase the swing equipment from a playground equipment company since this is for public use.

Mr. Castle said it is exciting to see the scout programs doing all of these projects and he is very pleased with these young individuals. Mr. Kehoe added that there are 5 troops doing projects in 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 support Logan Tokle's Service Project of cleaning up the Monroe Acres Park contingent upon the township overseeing the purchase of equipment and the scout understanding a review of what the residents want in the park will be considered.

Mr. Kuhl stated that he and Mr. Beck attended a meeting with PLGIT, regarding investing money in a government program. He would like to have a review by the professionals to determine if the township has options to participate in a program like this.

Mr. Beck said that in 2017 the township collected about \$8,000 of interest on 4 million dollars. He added there are several investment options with a lot of flexibility, you would need \$50,000 to start and there are also no penalties for withdrawing. He suggested starting with 1 million dollars, and at the current rate of 1.18% we would earn \$12,000 in interest. Ms. Araiza added that if the township would be interested in participating a resolution or ordinance would need passed. This would no obligate us to participate until we were ready.

Mr. Castle suggested contacting F&M Trust to see what options they may have available to us. This is a state program, which makes him a little nervous. He would also like to know what other municipalities are part of the program. It sounds good, but he would like more information.

Mr. Kehoe agreed that he would like to know more about PLGIT and understand exactly what they offer. He also thinks that getting PFM's thoughts on this matter would be beneficial. Ms. Araiza said that PLGIT would be willing to give a presentation.

Mr. Pykosh stated that the Supervisors were presented with a resignation letter from Ms. Araiza. She has a self-employment opportunity that she is going to pursue and last day will be February 23, 2018.

Ms. Araiza said it has been a pleasure working here. There have been challenges and she has gained a lot of experience.

Mr. Castle wished Ms. Araiza good luck and best of wishes. Mr. Kehoe agreed and added everyone can envy the chance to do your own thing. Mr. Kuhl added that he appreciates all of the work she has done.

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 resignation of Catalina Araiza effective February 23, 2018.

Mr. Castle announced that an executive session was held prior to the meeting to discuss personnel matters.

Mr. Castle asked everybody to remember our Troops, Police Officers and their families. The trivia question was “Which animal is featured on the Lamborghini car company’s logo?” Answer was Bull. The quote of the day was “If we ever forget that we are one nation under god, then we will be a nation gone under.” – Ronald Regan. God Bless America.

ADJOURN

The meeting was adjourned at 7:45 PM.

Respectfully submitted,

Karen Lowery
Secretary/Treasurer

TO: Board of Supervisors
 FROM: Dennis Nailor, Roadmaster
 DATE: Jan 29, 2017
 SUBJECT: Roadmaster's Report

PROJECTS BEING WORKED ON

<u>Project</u>	<u>Notes</u>	<u>Estimated Completion Date</u>
Winter Brush Cutting	trim trees weather permitting	3/31/18
Snow Removal	When Needed	4/1/18
Clean Equipment	after snow event, wash equipment	3/31/ 18
Sign Inventory	Check Rd Signs & Replace if Needed	1/31/18
Stumps Leidigh Dr	Dig out	2/28/18
Floors in Twp Building	Clean & wax	2/16/18
Lights in Back Building	Replace with New Ones	2/16/18

PROJECTS COMPLETED

<u>Project</u>	<u>Notes</u>	<u>Completion Date</u>
Swope, Horwick, Caboose	Sweep loose Stones	1/24/18
Salt & Anti-Skid	Restock Piles	1/24/18
Cut brush	Brindle, (Eppley to Clouser), Stoner Rd, Stoner Rd Ext, John -- Mar , Stumpstown Rd.	12/19/17
Picnic Tables at Parks	Rebuild New Boards &Paint	1/23/18
Several Snow Events	Plow, Cinder, Plow Drifts	
Empty & Clean Equipment & Make Repairs if Needed		

ROADS BRUSH CUTTING COMPLETE

Creek rd , Miller rd , Rhoda Blvd , Sheaffer rd , Lynes rd , Greenfeild dr , Heisey rd , Peffer rd ,

Oak Grove ct , Acron ct , Brindle rd (Eppley rd to W Lisburn rd) , Brindle Rd (Clouser to Eppley)

Stoner Rd, Stoner Rd Ext, John–Mar , Stumpstown Rd .

ROADS TO TRIM

Sinclair rd , Nixon dr , Lodge rd , Eppley rd ,

Tree on Spring rd , Leidgh Dr , (Jay Wickard's Property Dig Stumps Only)

OTHER NON PROJECT RELATED ITEMS

Pa 1 Calls

MEMORANDUM

TO: Monroe Township Board of Supervisors

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

DATE: February 2, 2018

SUBJECT: January Activity Report
File Reference No. MNTWP MTG18

The following activities were performed during the period between 12/21/17 and 2/2/18:

ENGINEER

1. Attended monthly Department of Public Works staff meeting.
2. Attended one meeting at Silver Spring Township to discuss the Sinclair Road Signalization project.
3. Reviewed one Improvement Guarantee estimate for Trundle Spring Development.
4. Held one meeting with PennDOT Municipal Services to obtain approval for Sinclair Road overlay project and assisted in preparation of bid documents. Bids are scheduled to be due on February 28, 2018.
5. Attended one field meeting to discuss the lining of the Kuhn Road drainage culvert as a pilot project and work associated with the Goodhart Subdivision on Brindle Road.
6. Prepared MS-4 Action Item memorandum for consideration.

ZONING

1. Issued 2 Zoning Permits and 2 Building Permits for a total of \$342,000 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 7 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. **PLANNING DOCUMENT DRAFTED AND ISSUED TO RECREATION BOARD FOR REVIEW. DRAFT SURVEY DEVELOPED.**
3. ACTION ITEM: Issue violation notice to resident on Sheaffer Road regarding sight distance impairment. **MET WITH PROPERTY OWNER ON DECEMBER 28, 2017 AND HE APPEARS WILLING TO COOPERATE. APPEARS PROPERTY OWNER HAS PERFORMED SOME TRIMMING OF VEGETATION. RECOMMEND THE TOWNSHIP AUTHORIZE FIELD SURVEY TO ESTABLISH THE LOCATION OF THE RIGHT-OF-WAY LINE.**
4. ACTION ITEMS: Complete field survey, conceptual design and right-of-way plats and legals to obtain additional right-of-way for roadway improvements at the Leidigh Drive curve adjacent to the Wickard property. **TREE REMOVAL WORK 90% COMPLETE. STUMP REMOVAL AND BANK GRADING SCHEDULED FOR LATE FEBRUARY/EARLY MARCH 2018.**
5. ACTION ITEM: Issue notice to Martin Road property owner for temporary access for bank removal. **PROPERTY OWNER HAS AGREED TO PERMIT TOWNSHIP TO ACCESS PROPERTY FOR BANK REMOVAL IN SPRING 2018. RECOMMEND THE TOWNSHIP AUTHORIZE FIELD SURVEY TO ESTABLISH THE LOCATION OF THE RIGHT-OF-WAY LINE AND LIMITS OF WORK.**

cc: A-File
File