

March 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

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

SPEAKERS FROM THE AUDIENCE

Devin Flickinger, Holy Spirit EMS, reported that year to date there have been 29 calls in the Mechanicsburg/Upper Allen Area and 10 in the York Area. On January 29<sup>th</sup> a second unit was placed into service in York County.

Bill Beck, 1270 Alma Lane, provided packets of information regarding PLGIT, which included endorsements and local clients.

REPRESENTATIVE DAWN KEEFER

Rep. Keefe announced that she is holding a town hall meeting at this location next week, March 15<sup>th</sup>. She has advertised this on her website and in her weekly newsletters. She added that the budget hearings have concluded. There has been a lot of back and forth and there is still a long way to go. Additionally, her office is open Monday – Friday from 9 AM to 4:30 PM.

Mr. Castle asked about the redistricting map. Rep. Keefe said it is moving forward the way it is. Monroe will be in the 10<sup>th</sup> District and moving from Rep. Barletta's area to Rep. Perry's area, but we are waiting on a final decision from the Supreme Court. She added that gerrymandering is not illegal and it's also not defined. Mr. Kehoe asked if there is a running tally of the costs of this matter. Rep. Keefe said she asked for that amount, but was not given a number.

Mr. Kehoe asked if there are any local level matters in other township's that we should be aware of or have on our radar. Rep. Keefe said that most issues are exclusive to the municipality, but the hot issue right now is school safety and security. She has been scheduling meetings with the school districts to see what they already have in place. The State Police will do a safety assessment of the schools, but there is a backlog at this time. Mr. Castle asked if there is any funding available to the schools to improve safety. Rep. Keefe said the Senator Regan has proposed funding of 180 million dollars to place a resource office in every school building. Rep. Keefe suggested moving funds for standardized testing to address safety issues.

Cass Gibson subscribes to the newsletter and mentioned a committee in charge of the Chesapeake Bay. Rep. Keefer referred to this as the Susquehanna River Basin Commission (SRBC) that covers areas of Maryland, Pennsylvania and New York. The SRBC does not affect farms, however they do deal with water authorities and charge an annual compliance fee. She added that the Auditor General is to perform an audit on the SRBC since they seem to be over reaching what they are doing and have a 40 million dollar surplus. Visit [www.RepKeefer.com](http://www.RepKeefer.com) for further information on this matter.

Mr. Kuhl asked if the issue State Police coverage for municipalities is still on the table. Rep. Keefer said the Governor is still in favor of charging municipalities for State Police coverage, but she does not support this. She feels that municipalities and their residents already pay for the service.

The Board thank Rep. Keefer for the updates and her work.

### CONSENT AGENDA

1. Approval of Minutes – February 8, 2018 Regular Meeting
2. Roadmaster’s Report 2/1/18 – 3/1/18
3. Engineer/Zoning Officer’s Report 2/1/18 – 3/1/18
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 \$6,600 has been collected since the last meeting, including two liens that were paid off. We are moving along with collections.

### NEW BUSINESS

#### TRINDLE STATION PH. 2, SEC. 7, LOTS 11-16 ESCROW RELEASE

Mr. Rogalski said that this section is complete and it would be appropriate to release the escrow funds. He added that moving forward he would like to consolidate the numerous bonds into one account. Mr. Tamanini supported the consolidation of funds.

**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 escrow funds in the amount of \$3,163.78 for Phase 2, Section 7, Lots 11-16.**

#### TRINDLE STATION PH. 2, SECTIONS 3, 4, 8 & 9 WAIVER REQUEST

Mr. Rogalski said this plan was approved in October with the condition that Mr. Tamanini reaffirm with the pipeline companies that the plan was still suitable. The pipeline company has changed their requirements regarding development in the area of the pipeline which effects the area of Evelyn Avenue. Mr. Tamanini would like to build two story homes in this area and has submitted waivers to narrow the roadway and right-of-way and eliminate the sidewalk in one area. Mr. Rogalski provided a memo that narrowing the road and right-of-way will still be acceptable by PennDot and not affect the Liquid Fuels funds the township receives to maintain roads. He added that the utilities will be placed in a private easement outside of the right-of-way. Evelyn Avenue will also require no parking signage to be installed on both sides of the road.

**On the motion of Mr. Kuhl and seconded by Mr. Kehoe, and by unanimous vote of the Supervisors it was duly RESOLVED to grant approval for waivers 602.10 and 609.1 per the Engineer's memo dated March 8, 2018 for Trindle Station Phase 2, Sections 3, 4, 8 and 9.**

RESOLUTION 2018-07 – RIGHT-TO-KNOW OFFICERS

Mr. Kehoe asked if we are able to increase fees for Right-to-Know requests as they have been costing the township and tax payers more and more. Mr. Pykosh said there are limits of what can be charged and we are at those levels.

**On the motion of Mr. Kehoe, and seconded by Mr. Kuhl, and by unanimous vote of the Supervisors it was duly RESOLVED to appoint Karen Lowery as the Right-to-Know Officer and Holly Wood as the Assistant Right-to-Know Officer.**

RESOLUTION 2018-08 – PENSION CHIEF ADMINISTRATIVE OFFICER

**On the motion of Mr. Kehoe, and seconded by Mr. Kuhl, and by unanimous vote of the Supervisors it was duly RESOLVED to appoint Karen Lowery as the Chief Administrative Officer for the Pension Plan.**

CUMBERLAND COUNTY TAX BUREAU REPRESENTATIVE

**On the motion of Mr. Kuhl, and seconded by Mr. Kehoe, and by unanimous vote of the Supervisors it was duly RESOLVED to appoint Karen Lowery and Holly Wood as the Representatives for the Cumberland County Tax Bureau.**

RESOLUTION 2018-09 - TAX CERTIFICATION

Ms. Weller explained the minimal increase to include a \$1.00 research fee and it would be much easier to charge that upfront instead of after the fact.

**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 2018-09, which establishes the tax certification fees and charges.**

## RECOMMENDATION OF SEWER CERTIFICATIONS DURING PROPERTY TRANSFER

Mr. Pykosh said at the Municipal Authority meeting there was discussion about how to limit inflow on laterals and Mr. Rudy provided example ordinances that allows a plumber to certify laterals during a property transfer.

Mr. Rogalski said this is a concept at this time and we would need to work through the details. This was on the agenda to get the Supervisors support before investing time in drafting an ordinance. If the Board agrees then we will work the Authority to draft and bring back a final draft.

Mr. Kuhl asked if the certification cost would be on the buyer or seller. Mr. Rogalski wasn't sure. He did add that significant costs could be possible for repairs. Mr. Kuhl said since there is the potential for significant outlay he would like to ask the Authority to look at ways to help people with the burden. Mr. Rogalski that one option would be lateral insurance, which would allow residents to manager their own risk.

Randy Jackson said the Dillsburg Area Authority is working on the same matter. DEP states it is unlawful for surface water or sump pump water to be put into the sewer system. DAA will be coming to municipalities they serve requesting an ordinance or resolution be passed allowing entry into homes to check for sump pumps.

**On the motion of Mr. Kuhl, and seconded by Mr. Kehoe, and by unanimous vote of the Supervisors it was duly RESOLVED to support the Municipal Authority moving forward with drafting an Ordinance to require lateral certification inspection when a property is transferred.**

## CV LITTLE LEAGE FUNDRAISING

Mr. Kehoe said that in 2015 CVLL had requested to use the township property to hold a yard sale as a fundraiser. He believes this would be the same concept. Mr. Castle said CVLL keeps youth busy, active and healthy so he would support this.

**On the motion of Mr. Kuhl, and seconded by Mr. Kehoe, and by unanimous vote of the Supervisors it was duly RESOLVED to approve CVLL using the township property and tables for a yard sale. Insurance coverage would also need to be provided.**

## SEWER WORK PLAN

Mr. Rogalski said the camera has been delivered and we are waiting on the flow meters. The plan would be to deploy the flow meters for 30 day intervals in specific areas during wet weather times. A map was provided showing the metering plan and these areas would be completed by the end of 2019. Televising the lines would occur at the same areas and would go

at a quicker pace. He would like to start this process in April and schedule regular televising, possibly one day per week and specifically after rain events.

Mr. Kuhl added that when issues are located could we GPS the manhole and locations. Mr. Rogalski said the DPW requested a GIS system to record information and he feels with would be a good way to track what has been done for everyone to see electronically. He feels it would be best to start with paper records to get everyone on track and figure out what works best. He added that the GIS system could also be expanded for street and sign tracking as well. The Board agreed to have Mr. Rogalski get a price for the GIS system, but not implement right away or have this hold up the process.

Mr. Kuhl suggested that the miles of pipe be provided to Ms. Lowery for cost allocation. The equipment just purchased was split 50/50 between north and south, but going forward this could be allocated differently. Mr. Kehoe and Mr. Castle said this could be considered in the future.

#### SINCLAIR ROAD PROJECT BID AWARD

Mr. Rogalski said five bids were received with the lowest qualified bid being from Pennsy Supply for \$213,655. He recommended the bid be awarded to Pennsy Supply. In his memo he stated that \$80,000 has been received from UGI and Tamanini will pay a certain portion, so the cost to the township will be approximately \$148,000. The time frame to have this project done will be late July to early August.

**On the motion of Mr. Kuhl, and seconded by Mr. Kehoe, and by unanimous vote of the Supervisors it was duly RESOLVED to award the bid for the Sinclair Road Project to Pennsy Supply in the amount of \$213,655.**

#### ASHCOMBE FARM 5K

**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 use of Township roads for the 5K event on September 29<sup>th</sup> contingent upon insurance being provided and complying with the information provided in their letter dated February 27, 2018.**

#### CONFINED SPACE VACCINATION

A memo was provided explaining the costs of getting the vaccinations for working with the sewer. Mr. Rogalski said this is the cost of doing sewer business. The township needs to offer this series of Hep B shots to the DPW, but we cannot mandate they get the shots. If someone chooses not to get the shots there will be a waiver form to be signed and kept on file.

**On the motion of Mr. Kehoe, and seconded by Mr. Kuhl, and by unanimous vote of the Supervisors it was duly RESOLVED to approve getting the shots from Concentra for \$1,897.50.**

STAFF COMMENTS

Mr. Rogalski said the Monroe Acres survey is in final form and would like to get the authorization to send out the survey. Mr. Kuhl asked if a return envelope would be included as this may help get a higher return rate.

**On the motion of Mr. Kuhl, and seconded by Mr. Kehoe, and by unanimous vote of the Supervisors it was duly RESOLVED to approve sending out the survey and to include a return envelope with postage.**

Mr. Pykosh had provided the Board with an engagement letter from Buchanan Ingersoll Rooney PC to serve as the township's bond council, if so inclined. He added that their price is considerably less than the previous firm and we may discontinue their services at any time. Mr. Kuhl said there is nothing currently required, but having bond council on hand would be beneficial along with our other resources. They offered a lot of positives, but this is the only group we met with. Mr. Kehoe agreed with Mr. Kuhl's comments and feels it would be reassuring to have back up for the office. Mr. Castle added that they would also look at grants for 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 retain Buchanan Ingersoll Rooney PC as special counsel and bond council.**

Mr. Kuhl mentioned that he met with Zach Williard from PFM to discuss investing in PLGIT. We would need to obtain advice elsewhere as Mr. Williard is tied into PLGIT. He is also meeting with F&M Trust, there are no issues just to go over options and mention the low interest rate return. Mr. Castle said that F&M Trust has been very good to the township over the years.

Mr. Kehoe mentioned that the recent weather and wind has damaged the flags and they need replaced.

Mr. Kehoe was contacted by CV Little League again about lights at Founders field. CVLL has put back \$40,000 for this project and would like to purchase the equipment and have CVLL install the equipment utilizing the parents help and professional contacts. Mr. Kehoe would like to see if the Board would be okay with CVLL contacting Mr. Rogalski to review the concept of the project to be sure both parties are on board. Mr. Kuhl asked if they have checked into grants. Mr. Kehoe said that could be discussed once we understand the project. Mr. Kuhl asked what percent of the members are Monroe residents. Mr. Kehoe said CVLL is mainly made

up of Monroe and Middlesex residents, but he doesn't know the percentage. Mr. Kuhl said that we could be setting a precedence for soccer wanting light also, but he is supportive of Mr. Rogalski talking with CVLL.

Mr. Kehoe said that the CVLL also spoke with him about the storage shed at Rollins. It is in need of repairs and possibly expansion. He asked CVLL to figure out what they are interested in doing and come to the Board with more information.

Mr. Castle asked for a moment of silence to remember the 17 students from Florida. He also asked everybody to remember our Troops, Police Officers and their families. The trivia question was "Which planet has the largest moon?" Answer was Jupiter. The quote of the day was "Freedom is never more than one generation away from extinction. We didn't pass it to our children in the bloodstream. It must be fought for, protected and handed on for them to do the same." – Ronald Regan. God Bless America.

ADJOURN

**The meeting was adjourned at 8:40 PM.**

Respectfully submitted,

Karen Lowery  
Secretary/Treasurer





TO: Board of Supervisors  
FROM: Dennis Nailor, Roadmaster  
DATE: February 28, 2018  
SUBJECT: Roadmaster's Report

## PROJECTS BEING WORKED ON

<u>Project</u>	<u>Notes</u>	<u>Est. 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	4/2/18
Sign Inventory	Check Rd Signs & Replace (if needed)	4/30/18
Stumps on Leidigh Dr.	Dig out	3/28/18
Pothole Patching	Repair broken areas	4/30/18
Salt & Anti-Skid	Restock Piles	3/30/18

## PROJECTS COMPLETED

<u>Project</u>	<u>Notes</u>	<u>Completion Date</u>
Cut brush		3/31/18
Snow Events	Plow, Cinder, Plow Drifts	When Needed
Floors in Office Area	Clean & wax	2/26/18
Lights in Back Building	Replace with New Ones	2/23/18
Lights on Truck #17	Fixed & Working at this Time	2/26/18
Spring Lane	2 Trees removed	2/26/18
Sinclair Road	Removed trees for paving	2/28 /18
Sinclair Road Project	Open bids	2/28/18

## ROADS BRUSH CUTTING COMPLETE

Creek Road, Miller Rd , Rhoda Blvd, Sheaffer Rd, Lynes Rd, Greenfield Dr, Heisey Rd, Peffer Rd, Oak Grove Ct, Acorn Ct, Brindle Rd (Eppley Rd to W. Lisburn Rd), Brindle Rd (Clouser to Eppley) Stoner Rd, Stoner Rd Ext, John – Mar Ct, Stumpstown Rd

## ROADS BRUSH CUTTING TO BE DONE

Sinclair Rd, Nixon Dr, Lodge Rd, Eppley Rd, Leidgh Dr, (Jay Wickard's Property Dig Stumps Only)

## OTHER NON PROJECT RELATED ITEMS

PA 1 Calls

Empty & Clean Equipment & Make Repair if needed

Received #4 Volvo truck back from J&J Truck Repair

it was there for engine repair

returned on 2 / 26 / 18

## MEMORANDUM

**TO:** Monroe Township Board of Supervisors

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

**DATE:** February 28, 2018

**SUBJECT:** February Activity Report  
File Reference No. MNTWP MTG18


---

The following activities were performed during the period between 2/2/18 and 2/28/18:

### ENGINEER

1. Attended monthly Department of Public Works staff meeting.
2. Attended one meeting with the Developer regarding the Trindle Spring Development.
3. Responded to bidder questions regarding Sinclair Road overlay project. Bids are scheduled to be due on February 28, 2018.
4. Delivered MS-4 annual training to Township Employees.

### ZONING

1. Issued 3 Zoning Permits and 3 Building Permits for a total of \$390,000 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 5 meetings with residents during those periods.
- 
- A large black triangle is located in the bottom right corner of the page, pointing upwards and to the left.

---

---

**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 DEVELOPED AND READY FOR DISTRIBUTION PENDING BOARD AUTHORIZATION.**
3. ACTION ITEM: Issue violation notice to resident on Sheaffer Road regarding sight distance impairment. **FIELD SURVEY TO ESTABLISH THE LOCATION OF THE RIGHT-OF-WAY LINE SCHEDULED FOR EARLY MARCH 2018.**
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 COMPLETE. STUMP REMOVAL AND BANK GRADING SCHEDULED FOR 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. FIELD SURVEY TO ESTABLISH THE LOCATION OF THE RIGHT-OF-WAY LINE SCHEDULED FOR EARLY MARCH 2018.**

cc: A-File  
File