

November 9, 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, III, Chairman
Phil Kehoe, Vice Chairman
Carl Kuhl, Supervisor

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

An Agriculture Security Hearing for Donald and Marian Deckman was held.

SPEAKERS FROM THE AUDIENCE

Werner Schmidt, 779 Dogwood Terrace, asked for an update on the township manager. The Board said the position is open, but on a hold pattern at this time. The focus right now is to find a new employee for the roads department.

Mr. Schmidt questioned why draft minutes are no longer published and would like to request they be made available. The Board said that the agenda overview will be offered again, but the minutes will not be available until they are approved.

Nancy Hornberger, 19 Clouser Road, asked if there are any plans to start a composting/leave recycling area or would it be possible to use Mechanicsburg composting site. Mr. Rogalski will check into this matter and see if some type of agreement can be worked out.

CONSENT AGENDA

1. Approval of Minutes – October 11, 2018 Regular Meeting
2. Roadmaster's Report 10/1/18 – 11/1/18
3. Engineer/Zoning Officer's Report 10/1/18 – 11/1/18
4. Set 2019 Meeting Dates
5. Approve Humane Society Agreement for 2019
6. Approval of Bills (as prepared)

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 consent agenda items as listed.

OLD BUSINESS

TRINDLE STATION PARK PLAN

Mr. Tamanini had previously presented a plan to install a park in the final sections of the development, which would help to draw families to the development and township.

Mr. Pykosh reviewed the agreement and wanted to verify a few items 1.) \$7,500 already paid to the township along with fees for the future lots would equal the amount of the park, 2.) Mr. Tamanini would waiver rights to any previous funds paid to the township, 3.) The park would need to be installed within 3 years, after the park was installed it would be dedicated to the homeowners association and they would be responsible for all maintenance and to insure. Mr. Tamanini agreed with this statements. Mr. Pykosh stated that he also had a few additions to add to the agreement.

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 park concept contingent upon the solicitor being satisfied with the terms of the written agreement.

WATCH CHILDREN SIGNS – BAISH ROAD AND MONORE ACRES

Mr. Rogalski said the signs would cost between \$130 and \$170 each. He would recommend 4 signs on Baish Road and 4-6 signs in Monroe Acres. The question is the effectiveness of the signs.

On the motion of Mr. Kehoe, and seconded by Mr. Kuhl, and by unanimous vote of the Supervisors it was duly RESOLVED to be proactive and install Watch Children signs at Monroe Acres and on Baish Road, along with Bus Stop Ahead signs on Baish Road.

2019 TENTATIVE BUDGET

The tentative budget questions were discussed by the Supervisors as follows:

General Fund:

- The manager position was left open and funds were set aside if the Board decides to fill the position. The Board clarified filling the open DPW position is the highest priority
- Wage increases were budgeted at 3%
- The Comprehensive Plan will be put on hold until the EIP Phase 1 has been completed.
- Funds were set aside to replace a stormwater pipe in White Rock

Sewer North Fund:

- The quarterly rate will remain at \$235.00
- \$50,000 will be budgeted to pay down the 2016 bank loan

Northern Capacity Fund:

- \$50,000 will be budgeted to pay down the 2016 bank loan

Sewer South Fund:

- The quarterly rate will remain at \$350.00
- The Maintenance./Repair line item will be increase from \$85,000 to \$100,000

Fire Service Requests: (Jon Kugler, Monroe Fire Department Vice President, was present to answer any questions)

- Paid driver payroll donation will be increased by 3% (\$1,080) (General Fund)
- Budget \$14,000 for radio replacements (General Fund)
- Painting the Firehouse – Not approved for 2019 Capital Projects
- Fire Tax millage increase of 7% was approved

Capital Projects Fund:

- Budget \$12,000 for computer server replacement
- Budget \$200,000 for rear garage roof replacement

Township Equipment Fund:

- Budget \$10,000 to fix rust issues on the 2009 loader and prolong the life

Recreation Subdivision Fund:

- Budget \$28,000 to oil and chip the Joe Carr parking lot

Miscellaneous Items

- Approve transferring \$200,000 from the General Fund Reserves to Capital Projects Fund by Resolution in December for the garage roof replacement
- Approve increase in rental hall fees to \$75 for residents

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 2019 Tentative Budget based on the changes that were agreed upon.

NEW BUSINESS

EDWARD GUIDO FINAL SUBDIVISION PLAN

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 Edward Guido Final Subdivision Plan single waiver as listed on the Engineer's comments dated November 6, 2018.

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 Edward Guido Final Subdivision Plan contingent upon the Engineer's comments of November 6, 2018 being satisfied.

GREG HERTZLER PAY INCREASE

Mr. Kehoe said that Mr. Hertzler is working as the Roadmaster in training and will take on the position January 1, 2019. Mr. Hertzler has already been working on a road plan for 2019, snow plowing plan for 2019, and attending an MS4 conferences and the regular work. Plus he earned his Road Scholar 2 certification.

On the motion of Mr. Castle, and seconded by Mr. Kehoe, and by unanimous vote of the Supervisors it was duly RESOLVED to increase Greg Hertzler's hourly wage to \$26.00.

TRINDLE STATION PHASE 2, SECTIONS 1 AND 6 BOND REDUCTION

Mr. Rogalski recommended releasing the bond in the amount of \$40,122.50 for Section 2, Phase 1. He also recommended a maintenance bond be established for \$5,471.25 for 18 months for the Sinclair Road widening work.

Mr. Rogalski recommended a bond reduction in the amount of \$27,098.40, so the updated bond should be for \$90,637.13

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 recommended bond release of \$40,112.50, the bond reduction of \$27,098.40 and to establish a maintenance bond for \$5,471.25 per Mr. Rogalski's letters dated October 15, 2018.

2019 OIL & CHIP AND LINE PAINTING BIDS

On the motion of Mr. Kehoe, and second by Mr. Kuhl, and by unanimous vote of the Supervisors it was duly RESOLVED to authorize bidding the oil & chip and line painting items listed on the November 2, 2018 memo.

RESOLUTION 2018-10 ACT 44 PROCUREMENT OF PROFESSIONAL SERVICES

Mr. Pykosh explained that this was recommended by the pension auditors and would be for any professional contracts related to the pension plan.

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 2018-10, for the procurement of professional services contracts for the pension plan.

LAWN BUTLER – MOWING CONTRACT

On the motion of Mr. Castle, and seconded by Mr. Kuhl, and by unanimous vote of the Supervisors it was duly RESOLVED to renew the mowing contract with Lawn Butler for 2019 at a cost of \$30,800.

SINCLAIR PARK PHASE 2 SEWER DEDICATION AND BOND RELEASE

Mr. Rogalski said that Sinclair Park, Phase 2 would like to dedicate the sewer lines to the township. There are a few items listed in the November 6, 2018 letter that need to be addressed. Along with the dedication it is recommended that the sewer bond of \$129,107 be released and a maintenance bond of \$19,366.50 be established.

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 sewer line dedication, release the sewer bond of \$129,107.00 and establish a maintenance bond of \$19,366.50 per the Sewer Engineer's letter dated November 6, 2018.

STAFF COMMENTS

Mr. Kuhl mentioned a Municipal Authority roundtable regarding MS4 information. He will be attending. He was also asked to join a County emergency preparedness planning group. He is interested in participating and would like to make sure railroads are included in the plan.

Mr. Kehoe mentioned that very few job applications have been received and he would like Greg Hertzler to make a snow plowing plan in the interim if we are a person short a full-time person.

Mr. Kehoe said that his son, Mikhail, completed his Eagle Scout Project a few months ago with designing and planting the shrubs around the front and side of the office building. He recently completed his board of review and is officially an Eagle Scout.

Mr. Castle asked everyone to remember our Troops, Police Officers and First Responders. He also asked for a moment of silence for the victims of the California shootings. He wished everyone a Happy Thanksgiving. The trivia question was "Approximately how many turkeys are eaten each year on Thanksgiving in the United States?" Answer was 280 million.

Quote of the Day: "Be thankful for what you have; you'll end up having more. If you concentrate on what you don't have, you will never have enough." – Oprah Winfrey. God Bless America.

ADJOURN

The meeting was adjourned at 10:45 PM.

Respectfully submitted,

Karen Lowery
Secretary/Treasurer

TO: Board of Supervisors
 FROM: Dennis Nailor, Roadmaster
 DATE: October 30, 2018
 SUBJECT: Roadmaster's Report

PROJECTS BEING WORKED ON

PROJECTS	NOTES	ESTIMATED COMPLETION DATE
Trim or Remove Pine Tree	RT 174 & Lutztown Rd intersection	11/30/2018
Sweep roads	After oil and chip 3rd Time	11/15/2018
Service Equipment		11/30/2018
Put Spreaders & Plows on Trucks		11/26/2018
Camera sewer lines	White Rock (on going)	11/30/2018
Winterize Concession Stand	Joe Carr	11/9/2018
Flow Meters	Check Flow Meters	11/30/2018
Haul Anti skid	Get ready for winter	11/30/2018
Patch bottom of Kuhn Road	Patch cracked up spots before winter	11/30/2018
Brush cutting	Start yearly brush cutting	11/30/2018

PROJECTS COMPLETED

PROJECTS	NOTES	COMPLETION DATE
Camera sewer lines	White Rock (on going)	10/30/2018
Inlet box repair	Zimmerman Rd	10/12/2018
Replace tree in Joe Carr park	Dead tree at park	10/18/2018
Mow Rds	3rd time	10/16/2018
Culvert pipe replaced	Kuhn Rd	10/30/2018
Line Painting	Twp Rds	10/10/2018
Trim brush	In front of signs and sight distance	10/5/2018
Oil & chip Rds	Twp Rds	10/1/2018
Dust oil berms	Sinclair Rd	10/1/2018
Sinclair Rd & Tamanani Way	Repair Bump from Paving	10/29/2018
Salt for Rds	Took Delivery of 2018-19 supply	10/26/2018
Quotes for 2019 budget	Pipe replacement	10/15/2018

MEMORANDUM

TO: Monroe Township Board of Supervisors

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

DATE: November 1, 2018

SUBJECT: October Activity Report
File Reference No. MNTWP MTG18

The following activities were performed during the period between 10/2/18 and 11/1/18:

ENGINEER

1. Provided construction observation for Sinclair Park, Phase 2 for road and sewer construction.
2. Reviewed one revised minor subdivision plan and one Conditional Use request.
3. Assisted road crew with evaluations of storm sewers in White Rock Acres, and pipe replacement on Kuhn Road.

ZONING

1. Issued 2 Zoning Permits and 4 Building Permits for a total of \$67,000 in new construction.
2. Responded to phone calls and attended two meetings 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.
4. Coordination with SEO regarding potential well contamination issue on Ken-Lin Drive and use of existing Ag structures for wedding venues.

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.

cc: A-File
File