

January 2, 2018
7:00 PM

The reorganization meeting of the Monroe Township Board of Supervisors was called to order by 2017 Chairman, Mr. Kehoe.

ATTENDANCE

Phil Kehoe, Chairman	Michael Pykosh, Solicitor
A.W. Castle, III, Vice-Chairman	Karen Lowery, Secretary
Carl Kuhl, Supervisor	Catalina Araiza, Manager
	Greg Rogalski, Engineer

The meeting was turned over to Mr. Pykosh.

ELECT:

On the motion of Mr. Kuhl, and seconded by Mr. Kehoe, and by unanimous vote of all Supervisors it was duly RESOLVED to select A.W. Castle as Chairman of the Board of Supervisors for the year 2018.

On the motion of Mr. Castle and seconded by Mr. Kehoe, and by vote of the Supervisors it was duly RESOLVED to select Phil Kehoe as Vice Chairman of the Board of Supervisors for the year 2018. Mr. Kuhl did not vote.

On the motion of Mr. Castle, and seconded by Mr. Kuhl, and by unanimous vote of the Supervisors it was duly RESOLVED to appoint Catalina Araiza as the Township Manager for 2018.

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 Administrative Assistant / Secretary/Treasurer for 2018.

On the motion of Mr. Kuhl, and seconded by Mr. Kehoe, and by unanimous vote of the Supervisors it was duly RESOLVED to appoint Greg Rogalski of Pennoni Associates as Zoning Officer and Codes Enforcement for 2018.

On the motion of Mr. Kehoe, and seconded by Mr. Kuhl, and by unanimous vote of the Supervisors it was duly RESOLVED to appoint Robert Hollabaugh of Pennoni Associates as Building Codes Inspector for 2018.

On the motion of Mr. Kuhl, and seconded by Mr. Kehoe, and by unanimous vote of the Supervisors it was duly RESOLVED to appoint Dennis Nailor as Roadmaster for 2018.

On the motion of Mr. Castle, and seconded by Mr. Kuhl, and by unanimous vote of the Supervisors it was duly RESOLVED to appoint John Stamy as Assistant Roadmaster for 2018.

On the motion of Mr. Kehoe, and seconded by Mr. Kuhl, and by unanimous vote of the Supervisors it was duly RESOLVED to appoint the Michael Pykosh of the firm of Dethlefs-Pykosh Law Group, LLC as Solicitor for 2018.

On the motion of Mr. Kuhl, and seconded by Mr. Kehoe, and by unanimous vote of the Supervisors it was duly RESOLVED to appoint Greg Rogalski of the firm of Pennoni Associates as civil engineer for 2018.

On the motion of Mr. Kuhl, and seconded by Mr. Kehoe, and by unanimous vote of the Supervisors it was duly RESOLVED to appoint Tim Wargo of the firm of Hoover Engineering as Sewage Enforcement Officer for 2018.

On the motion of Mr. Kehoe, and seconded by Mr. Kuhl, and by unanimous vote of the Supervisors it was duly RESOLVED to appoint Chris Hoover of the firm of Hoover Engineering as alternate SEO for 2018.

On the motion of Mr. Kehoe, and seconded by Mr. Kuhl, and by unanimous vote of the Supervisors it was duly RESOLVED to appoint Gary Morrow as the 2nd alternate SEO for 2018 .

On the motion of Mr. Kuhl, and seconded by Mr. Kehoe, and by unanimous vote of the Supervisors it was duly RESOLVED to appoint Bill Rudy of Pennoni Associates as Sewer Engineer for 2018.

On the motion of Mr. Kuhl, and seconded by Mr. Kehoe, and by unanimous vote of the Supervisors it was duly RESOLVED to select F&M as depository for 2018.

On the motion of Mr. Kehoe, and seconded by Mr. Kuhl, and by unanimous vote of the Supervisors it was duly RESOLVED to have Greg Rogalski of Pennoni Associate issue driveway permits and do inspections for 2018.

On the motion of Mr. Kuhl, and seconded by Mr. Kehoe, and by unanimous vote of the Supervisors it was duly RESOLVED to have Greg Rogalski of Pennoni Associates issue highway occupancy permits and do inspections for 2018.

On the motion of Mr. Kuhl, and seconded by Mr. Kehoe, and by unanimous vote of the Supervisors it was duly RESOLVED to have Jeff Wilbur continue with the maintenance for the southern sewer district for 2018.

On the motion of Mr. Kehoe, and seconded by Mr. Kuhl, and by unanimous vote of the Supervisors it was duly RESOLVED to appoint Cumberland County Tax Bureau to collect the Earned Income Tax and Local Services Tax; and to appoint Catalina Araiza as Representative to the Board, Richard Beaty as the 1st Alternate and Mike Dieffenbach as the 2nd Alternate.

On the motion of Mr. Kehoe and seconded by Mr. Kuhl, and by unanimous vote of the Supervisors it was duly RESOLVED to appoint Carl Kuhl as Delegate to the Capital Region Council of Governments and Mike Pykosh as Alternate.

SET:

Mr. Kuhl asked if the managers pay rate would be addressed as had been discussed when she was hired. He said it was below average due to lack of experience. Mr. Kehoe said that her rate had been addressed already with a higher than average increase. He thought in the new year she would get the same percentage increase as others. Mr. Castle agreed.

Mr. Kuhl thought increases would be based off of performance reviews instead of everyone getting the same rate increase. He didn't feel this was fair for those you gave extra effort or performed better than average. Mr. Castle said that this year he would like to use a 2% raise for all. The performance reviews need to be tweaked and then next year we can go to a performance based raise. Mr. Kuhl supported this.

On the motion of Mr. Kehoe, and seconded by Mr. Kuhl, and by unanimous vote of the Supervisors it was duly RESOLVED to set the Township Managers annual salary at \$61,200, which is a 2% increase.

On the motion of Mr. Kehoe, and seconded by Mr. Kuhl, and by unanimous vote of the Supervisors it was duly RESOLVED to set the Administrative Assistant / Secretary/Treasurer hourly wage at \$22.44, which is a 2% increase.

On the motion of Mr. Kehoe, and seconded by Mr. Kuhl, and by unanimous vote of the Supervisors it was duly RESOLVED to set the Administrative Assistant hourly wage at \$19.36, which is a 2% plus \$1.00 increase.

On the motion of Mr. Kuhl, and seconded by Mr. Kehoe, and by unanimous vote of the Supervisors it was duly RESOLVED to set the Roadmaster hourly wage at \$28.24/hr.

On the motion of Mr. Kuhl, and seconded by Mr. Kehoe, and by unanimous vote of the Supervisors it was duly RESOLVED to set the Assistant Roadmaster hourly wage at \$25.12/hr.

On the motion of Mr. Kuhl, and seconded by Mr. Kehoe, and by unanimous vote of the Supervisors it was duly RESOLVED to set the laborer, operator, truck driver hourly wage at \$23.03/hr. for Lee.

On the motion of Mr. Kehoe, and seconded by Mr. Kuhl, and by unanimous vote of the Supervisors it was duly RESOLVED to set the laborer, operator, truck driver hourly wage at \$23.03/hr. for Greg.

On the motion of Mr. Kuhl, and seconded by Mr. Kehoe, and by unanimous vote of the Supervisors it was duly RESOLVED to set the laborer, operator, truck driver hourly wage at \$20.97/hr. for Adam.

On the motion of Mr. Kuhl, and seconded by Mr. Kehoe, and by unanimous vote of the Supervisors it was duly RESOLVED to set the Grounds/occasional road help hourly wage at \$12.00/hr, but at this time this position is vacant.

On the motion of Mr. Kehoe, and seconded by Mr. Kuhl, and by unanimous vote of the Supervisors it was duly RESOLVED to set the rate for the Zoning Hearing Board attorney at \$90.00 per hour. This represents no increase.

On the motion of Mr. Kehoe, and seconded by Mr. Kuhl, and by unanimous vote of the Supervisors it was duly RESOLVED to set the Zoning Hearing Board members hearing rate at \$28.50. This represents no increase.

On the motion of Mr. Kuhl, and seconded by Mr. Kehoe, and by unanimous vote of the Supervisors it was duly RESOLVED to set the Solicitor rate for 2018 for Michael Pykosh at \$100.00 per hour. This represents no increase.

On the motion of Mr. Kehoe, and seconded by Mr. Kuhl, and by unanimous vote of the Supervisors it was duly RESOLVED to set the hourly rates for the Engineer as follows for 2018 : Township Engineer hourly - \$132.50; Project Professional - \$112.00; Staff Professional - \$97.00; Associate Professional - \$92.00; Graduate Professional - \$81.50; Technician I - \$71.50; Technical II - \$85.00; Field Technician - \$69.50; 2 Person Survey Crew - \$150.00; Project Assistant - \$50.00; Mileage - \$.545/mile.

On the motion of Mr. Kehoe, and seconded by Mr. Kuhl, and by unanimous vote of the Supervisors it was duly RESOLVED to set the hourly rates for the Zoning Officer, Codes, and Building Inspector as follows for 2018: Zoning & Code Enforcement Monthly Retainer - \$3,000.00; Building Code official - \$90.00; Mileage - \$.545/mile.

On the motion of Mr. Kehoe, and seconded by Mr. Kuhl, and by unanimous vote of the Supervisors it was duly RESOLVED to set the rates for Jeff Wilbur to provide maintenance services for the southern sewer district as follows: Inspections \$198; Clean wet well baskets every 2 weeks \$370; Service grinder system \$78/hr per man; service grinder system after hours, weekends or holidays \$117.00/hr per man. This represents no increase.

On the motion of Mr. Kehoe, and seconded by Mr. Kuhl, and by unanimous vote of the Supervisors it was duly RESOLVED to set mileage reimbursement rate at \$.545/mile.

On the motion of Mr. Kehoe, and seconded by Mr. Kuhl, and by unanimous vote of the Supervisors it was duly RESOLVED to set the holidays as follows:

New Year's Day	General Election
President's Day	Veteran's Day
Good Friday	Thanksgiving
Primary Election	Day after Thanksgiving
Memorial Day	Christmas
Independence Day	Last working day before Christmas
Labor Day	Last working day before New Year's - Close at noon

On the motion of Mr. Kuhl, and seconded by Mr. Kehoe, and by unanimous vote of the Supervisors it was duly RESOLVED to set the treasurer's bond at 1.5 million coverage with

Selective Insurance, through Kocman Insurance agency, at a cost of \$1,000.

On the motion of Mr. Kehoe, and seconded by Mr. Kuhl, and by unanimous vote of the Supervisors it was duly RESOLVED to set the manager's bond at 1.5 million coverage with Selective Insurance, through Kocman Insurance agency, at a cost of \$1,000.

On the motion of Mr. Kehoe, and seconded by Mr. Kuhl, and by unanimous vote of the Supervisors it was duly RESOLVED to set the administrative assistant's bond at 750,000 coverage with Selective Insurance, through Kocman Insurance agency, at a cost of \$625.

On the motion of Mr. Kehoe, and seconded by Mr. Kuhl, and by unanimous vote of the Supervisors it was duly RESOLVED to set the employee co-pay for health insurance rate at 5%.

SELECT:

On the motion of Mr. Kuhl, and seconded by Mr. Kehoe, and by unanimous vote of the Supervisors present it was duly RESOLVED to appoint Scott Schminky as Emergency Management Coordinator.

On the motion of Mr. Kehoe, and seconded by Mr. Kuhl, and by unanimous vote of the Supervisors present it was duly RESOLVED to appoint Scott Durnin as Assistant Emergency Management Coordinator.

On the motion of Mr. Kuhl, and seconded by Mr. Kehoe, and by unanimous vote of the Supervisors it was duly RESOLVED to appoint Sharon Nelson to a 5 year term on the Planning Commission.

On the motion of Mr. Kehoe, and seconded by Mr. Kuhl, and by unanimous vote of the Supervisors it was duly RESOLVED to appoint Donna Ricketts to a 5 year term on the Recreation Board.

On the motion of Mr. Kuhl, and seconded by Mr. Kehoe, and by unanimous vote of the Supervisors it was duly RESOLVED to appoint Rich Moore to a 3 year term on the Zoning Hearing Board.

On the motion of Mr. Kuhl, and seconded by Mr. Kehoe, and by unanimous vote of the Supervisors it was duly RESOLVED to appoint Cass Gibson to a 2 year term as the Zoning Hearing Board Alternate.

On the motion of Mr. Kuhl, and seconded by Mr. Kehoe, and by vote of the Supervisors it was duly RESOLVED to appoint Bill Beck to a 5 year term on the Municipal Authority.

On the motion of Mr. Kuhl, and seconded by Mr. Kehoe, and by unanimous vote of the Supervisors it was duly RESOLVED to appoint Jeremy Zeigler as the Fire Marshal.

On the motion of Mr. Kehoe, and seconded by Mr. Kuhl, and by unanimous vote of the Supervisors it was duly RESOLVED to appoint Mike Mixell as the Assistant Fire Marshal.

On the motion of Mr. Kehoe, and seconded by Mr. Kuhl , and by unanimous vote of the Supervisors it was duly RESOLVED to appoint Steve Spahr to a 5 year term on the Uniform Construction Code Appeals Board.

On the motion of Mr. Kuhl, and seconded by Mr. Kehoe, and by unanimous vote of the Supervisors it was duly RESOLVED to appoint Richard Beaty to serve as Chairman of the Vacancy Board .

On the motion of Mr. Kuhl, and seconded by Mr. Castle, and by vote of the Supervisors it was duly RESOLVED to appoint Randy Jackson to serve as a representative on the Dillsburg Area Authority for a 5 year term. Mr. Kehoe opposed.

RESOLUTIONS SETTING FEES:

Resolution 2018 - 02

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 2018-02, the General Fee Schedule.

Resolution 2018-03

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 2018-03, the Uniform Construction Code fee schedule.

Resolution 2018-04

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 2018-04, the Sewage Enforcement fee schedule.

ADJOURN

The Reorganization meeting was concluded at 7:26 PM.

Respectfully submitted,

Karen M. Lowery
Secretary/Treasurer