

January 4, 2016
7:00 PM

The reorganization meeting of the Monroe Township Board of Supervisors was called to order by 2015 Chairman, Mr. Kehoe.

ATTENDANCE

Phil Kehoe, Chairman
A.W. Castle, III, Vice-Chairman
Carl Kuhl, Supervisor

Michael Pykosh, Solicitor
Karen Lowery
Greg Rogalski, Zoning
Mark Bruening, Engineer

Mr. Kehoe welcomed Mr. Kuhl as the newly elected supervisor replacing Sam Simmons. He then turned the meeting over to the solicitor.

ELECT:

On the motion of Mr. Castle, and seconded by Mr. Kuhl, and by unanimous vote of all Supervisors it was duly RESOLVED to select Mr. Philip Kehoe as Chairman of the Board of Supervisors for the year 2016.

On the motion of Mr. Kuhl and seconded by Mr. Kehoe, and by unanimous vote of the Supervisors it was duly RESOLVED to select Mr. Bill Castle as Vice Chairman of the Board of Supervisors for the year 2016.

On the motion of Mr. Kuhl, and seconded by Mr. Castle, and by unanimous vote of the Supervisors it was duly RESOLVED to appoint Karen Lowery as Administrative Assistant / Secretary/Treasurer for 2016.

On the motion of Mr. Castle, and seconded by Mr. Kuhl, 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 2016.

On the motion of Mr. Castle, 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 2016.

On the motion of Mr. Castle, and seconded by Mr. Kuhl, and by unanimous vote of the Supervisors it was duly RESOLVED to appoint Dennis Nailor as Roadmaster for 2016.

On the motion of Mr. Kuhl, and seconded by Mr. Castle, and by unanimous vote of the Supervisors it was duly RESOLVED to appoint Kent Kerstetter as 1st Assistant Roadmaster for 2016.

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 2nd Assistant Roadmaster for 2016.

On the motion of Mr. Castle, 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 2016.

On the motion of Mr. Castle, and seconded by Mr. Kuhl, and by unanimous vote of the Supervisors it was duly RESOLVED to appoint Mark Bruening of the firm of Barton & Loguidice as civil engineer for 2016.

On the motion of Mr. Kuhl, and seconded by Mr. Castle, 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 2016.

On the motion of Mr. Castle, 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 2016.

On the motion of Mr. Castle, 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 2016.

On the motion of Mr. Kuhl, and seconded by Mr. Castle, and by unanimous vote of the Supervisors it was duly RESOLVED to appoint Mark Bruening of the firm of Barton & Loguidice as Sewer Engineer for 2016.

On the motion of Mr. Castle, and seconded by Mr. Kuhl, and by unanimous vote of the Supervisors it was duly RESOLVED to select F&M as depository for 2016.

On the motion of Mr. Kuhl, and seconded by Mr. Castle, 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 2016.

On the motion of Mr. Castle, and seconded by Mr. Kuhl, 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 2016.

On the motion of Mr. Kuhl, and seconded by Mr. Castle, 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 2016.

On the motion of Mr. Castle, 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 Richard Beaty as Representative to the Board and Mike Dieffenbach as the Alternate.

On the motion of Mr. Castle, and seconded by Mr. Kehoe, 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. Kehoe stated the Board has looked at the PSATS wage survey. His suggestion would be to keep the position hourly until we hire a manager and organize ourselves. Karen has been working 40 hours per week plus meetings since mid-2015. Mr. Castle agreed with reviewing the situation once a manger is in place. Mr. Kuhl asked if this was based on a 40 hour work week. Mr. Kehoe explained that full-time for the office is 35 hours per week and road crew is 40 hours per week.

On the motion of Mr. Castle, 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 \$21.50, with a minimum of 35 hours per week.

On the motion of Mr. Kuhl, and seconded by Mr. Castle, and by unanimous vote of the Supervisors it was duly RESOLVED to leave the Assistant Secretary position vacant.

On the motion of Mr. Castle, and seconded by Mr. Kuhl, and by unanimous vote of the Supervisors it was duly RESOLVED to set the Roadmaster hourly wage at \$27.36/hr, which is a 1.75% increase.

On the motion of Mr. Castle, and seconded by Mr. Kuhl, and by unanimous vote of the Supervisors it was duly RESOLVED to set the 1st Assistant Roadmaster hourly wage at \$25.30/hr, which is a 1.75% increase.

On the motion of Mr. Castle, and seconded by Mr. Kuhl, and by unanimous vote of the Supervisors it was duly RESOLVED to set the 2nd Assistant Roadmaster hourly wage at \$23.05/hr, which is a 1.75% increase.

On the motion of Mr. Castle, and seconded by Mr. Kuhl, and by unanimous vote of the Supervisors it was duly RESOLVED to set the laborers, operators, truck drivers hourly wage at \$22.01/hr. for Lee and Greg, which is a 1.75% increase.

On the motion of Mr. Castle, and seconded by Mr. Kuhl, 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.

Mr. Kehoe stated that Holly Wood has been doing an outstanding job. Holly and Karen have been doing the lion share of work and Holly has been maxing out her allowable hours. The Board has again referred to the PSATS wage survey and an adjustment needs to be made.

On the motion of Mr. Castle, and seconded by Mr. Kuhl, and by unanimous vote of the Supervisors it was duly RESOLVED to set the part time office clerk hourly wage at \$15.00.

On the motion of Mr. Castle, 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. Kuhl, and seconded by Mr. Castle, and by unanimous vote of the Supervisors it was duly RESOLVED to set the Zoning Hearing Board members hearing rate at \$28.00.

On the motion of Mr. Kuhl, and seconded by Mr. Castle, and by unanimous vote of the Supervisors it was duly RESOLVED to set the Solicitor rate for 2016 for Michael Pykosh at \$100.00 per hour. This represents no increase.

On the motion of Mr. Castle, 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 2016 : Township Engineer hourly - \$124.40; Project Manager - \$105.40; Engineer (all disciplines) - \$99.30; Project Environmental Scientist - \$99.30; Senior GIS Analysis - \$99.30; Planner - \$94.30; Technician/Draftsperson - \$67.90; Construction Inspector - \$66.50; Clerical - \$43.30; Mileage - \$.54/mile. Extraordinary expenses are billed at cost + 10%. This represents a 3% increase, except for mileage.

On the motion of Mr. Kuhl, and seconded by Mr. Castle, 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 2016: Certified Building Code official - \$85.75; Zoning Officer - \$105.00; Assistant Zoning Officer - \$87.50; Clerical - \$49.00; and Mileage - \$.54/mile, which is an increase in rates. Mr. Rogalski explained they have been denied rate increases for a few years and due to health insurance rate increases.

On the motion of Mr. Castle, 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 \$188; Clean wet well baskets every 2 weeks \$370; Service grinder system \$73/hr per man; service grinder system after hours, weekends or holidays \$115.50/hr per man. This represents no increase.

On the motion of Mr. Kehoe, and seconded by Mr. Simmons, and by unanimous vote of the Supervisors it was duly RESOLVED to set mileage reimbursement for employees at \$.54/mile.

On the motion of Mr. Kehoe, and seconded by Mr. Simmons, 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. Castle, and seconded by Mr. Kuhl, 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. Kuhl, and seconded by Mr. Castle, and by unanimous vote of the Supervisors it was duly RESOLVED to retain the health insurance employee co-pay at 5% for 2016. It was mentioned that this will be reviewed for next year since the health insurance costs have been increasing.

SELECT:

On the motion of Mr. Castle, and seconded by Mr. Kuhl, 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. Castle, 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.

Mr. Kuhl met 2 individuals who expressed interest in getting involved with the township and serving on a Board. Mr. Page has many qualifications, is willing to put the time in and he lives on W. Lisburn Road. Mr. Kehoe was impressed with Mr. Page. He stated that Mr. Paulus knows the area and is very busy with his new business and volunteering.

On the motion of Mr. Kuhl, and seconded by Mr. Castle, and by unanimous vote of the Supervisors it was duly RESOLVED to appoint Gary Page to a 5 year term 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 appoint Kathy Densham to a 5 year term on the Recreation Board.

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

On the motion of Mr. Castle, and seconded by Mr. Kuhl, 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. Castle, and seconded by Mr. Kuhl, and by unanimous vote of the Supervisors it was duly RESOLVED to appoint Suzanne Sunday to a 5 year term on the Municipal Authority.

Mr. Kehoe stated that Doug Stouffer has stepped down from the Authority Board, which leaves a 2 year term open. The Board has met with Bill Beck who lives on Alma Lane and is in the Southern District.

On the motion of Mr. Castle, and seconded by Mr. Kuhl, and by unanimous vote of the Supervisors it was duly RESOLVED to appoint Bill Beck to a 2 year term on the Municipal Authority.

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

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

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

Mr. Kehoe stated that the Monroe Township representative on the Dillsburg Authority Board is currently vacant. Mr. Kuhl has an individual he would like to approach. This matter was tabled.

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 Castle to the Agricultural Security Committee.

RESOLUTIONS SETTING FEES:

Resolution 2016 - 02

On the motion of Mr. Kuhl, and seconded by Mr. Castle, and by unanimous vote of the Supervisors it was duly RESOLVED to adopt Resolution 2015-02, the General Fee Schedule.

Resolution 2016-03

On the motion of Mr. Castle, and seconded by Mr. Kuhl, and by unanimous vote of the Supervisors it was duly RESOLVED to adopt Resolution 2016-03, the Uniform Construction Code fee schedule.

Resolution 2016-04

On the motion of Mr. Kuhl, and seconded by Mr. Castle, and by unanimous vote of the Supervisors it was duly RESOLVED to adopt Resolution 2016-04, the Sewage Enforcement fee schedule.

ADJOURN

The Reorganization meeting was concluded at 7:50 PM.

Respectfully submitted,
Karen M. Lowery
Administrative Assistant