

September 13, 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  
Bill Rudy, Engineer  
Karen Lowery, Secretary/Treasurer

SPEAKERS FROM THE AUDIENCE - None

CONSENT AGENDA

1. Approval of Minutes – August 9, 2018 Regular Meeting
2. Roadmaster’s Report 8/1/18 – 9/1/18
3. Engineer/Zoning Officer’s Report 8/1/18 – 9/1/18
4. Approval of Bills (as prepared)

Mr. Kehoe had a question on the road report regarding the shoulder work on Leidigh Drive. Mr. Castle said he had mentioned this to Mr. Nailor and to get stone in the drop off.

**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.**

NEW BUSINESS

PATRICK CERRELLI – EAGLE SCOUT PROJECT

Mr. Cerrelli gathered additional information from the Penn State York Extension office regarding bat boxes, plus he provided a budget and blueprints for the project. He would like to build and place 5 bat boxes on the tree line by the walking path at Joe Carr recreation area. He questioned whether the Board would prefer the boxes to be screwed into the trees or attached with a strap. And he asked if the township would fund his project.

Mr. Kuhl would like Mr. Cerrelli to pick the trees that will be used for the project and then he can meet with a member of the DPW to get approval. It was agreed that the bat boxes should be screwed to the tree, as the traps will rot away and could also girdle the tree. Mr. Kehoe added that the township could approve the project, but wanted Mr. Cerrelli to make sure the project would be enough to fulfill the Eagle Scout requirements. The only concern from the

Board was if the bats will bother those using the walking path. It was agreed that if there is a problem the township could then relocate the boxes.

**On the motion of Mr. Kehoe, and seconded by Mr. Kuhl, and by unanimous vote of the Supervisors it was duly RESOLVED to approve Patrick Cerrelli's Eagle Scout Project of 5 bat boxes at the Joe Carr tree line in accordance with the additional information provided and locations being determined. The Board did not approve funding, as Mr. Cerrelli is to do fund raising as part of the project.**

#### TRAFFIC SIGNAL – SINCLAIR ROAD/TRINDLE ROAD

Mr. Rudy requested approval from the Board to approach the property owners on the south side to discuss obtaining additional right-of-way. He added that a cost estimate was provided, but it included the work being done on Bare Road, which should be removed. The expected cost for Monroe should be around \$300,000.

Mr. Kehoe understands the need for right-of-way, but wants to make sure we are thinking ahead 25+ years for growth and future usage of the road. He would like to do the project correctly with forethought.

Mr. Pykosh added that the agreement needs to be worked out and an intermunicipal ordinance will need to be done, but felt it was okay to approach the property owners for additional right-of-way.

Mr. Kuhl wanted to confirm that there are no turn lanes on Sinclair. Mr. Rudy agreed.

**On the motion of Mr. Kehoe, and seconded by Mr. Kuhl, and by unanimous vote of the Supervisors it was duly RESOLVED to approve approaching the property owners to discuss the plan and acquire additional right-of-way, once Pennoni and Mr. Pykosh have reviewed the plan.**

#### SPENDING POLICY

Mr. Castle stated a draft spending policy was provided. Mr. Kehoe suggested adding an approval documentation process for the Supervisor and auditors, a note that if an item exceed the budget limit the Supervisors would make the determination, if subcontractors are use the Supervisors need to approve it, and the office should be pre-approved for up to \$500; \$501-\$2,500 approved by Supervisors through email; and over \$2,500 must be approved at a meeting.

**On the motion of Mr. Kehoe, and second by Mr. Kuhl, and by unanimous vote of the Supervisors it was duly RESOLVED to approve the Spending Policy with the changes that were discussed.**

MINIMUM MUNICIPAL OBLIGATION (MMO) FOR PENSION

**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 Minimum Municipal Obligation (MMO) for the 2019 budget at \$55,562.38.**

ECKERT STORMWATER WAIVER REQUEST

Mr. Rudy explained that the Eckert's would like to build a garage with a small basin, but couldn't meet three of the required items, so they are requesting waivers for those items. He added that Mr. Rogalski has reviewed the waivers and are okay with them.

**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 Eckert's three waiver requests: Section 402.5 requiring one foot of freeboard on the emergency spillway; Section 402.6.B requiring top of berm width of five feet; and Section 402.6.H requiring adjacent floor elevations to be two feet above 100 year storm elevation.**

TILLMAN SUBDIVISION – LOT ADD ON

Caleb Reiber, Surveyor, was present. He explained that family members own the adjacent properties and the one driveway is partially on the other property, which has not been a problem. Now one of the family members is looking to sell their property and they would like to move the property line to include the driveway, so that it does not have to be moved.

Mr. Rudy said that Mr. Rogalski had reviewed the plan and provided comments dated September 4, 2018 and the Planning Commission recommended approval at their September 5<sup>th</sup> meeting.

**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 Tillman subdivision plan contingent upon Mr. Rogalski's comments dated September 4, 2018 being addressed.**

SEWER CAMERA UPGRADE

Mr. Rudy explained that when we originally looked at the cameras we were told that a 220' reel could be pushed easily, but after working with the camera the DPW feels comfortable that they could push the camera beyond that. It would also allow for less set ups and allow better use of time.

Mr. Castle also spoke with Mr. Stamy and feels we have gotten good success with the camera. Mr. Kuhl asked if the quality of the camera, light and software was okay. Mr. Rudy replied all is good. Mr. Kehoe added that work is getting done on the sewer and we are moving forward.

**On the motion of Mr. Kuhl, and seconded by Mr. Kehoe, and by unanimous vote of the Supervisors it was duly RESOLVED to approve trading the 200' camera reel for a 330' camera reel for \$1,800.**

TENNIS COURT REPAIR AND REPAINT

**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 Breneman Company to repair and repaint the tennis courts and add one pickle ball court with a quote of \$13,450.00.**

MS4 FUNDING AND STORMWATER AUTHORITY DISCUSSION

Mr. Rudy said that Mr. Rogalski would like to set up a workshop to discuss what is needed.

The Board tabled this matter until Mr. Rogalski provided a few dates in November/December.

DRAFT BUDGET

The Board will discuss this at next month's meeting after having some time to review the budget, ask questions and answer questions.

ROADMASTER DISCUSSION

Mr. Castle stated that Dennis Nailor, Roadmaster, has given a notice of retirement effective January 1, 2019. He has provided 38 years of service to Monroe Township and the residents.

Mr. Castle add that the person who is hired to replace Mr. Nailor shadow him to get a feel for the work he does and how things are handled. He added that spoke with the Assistant Roadmaster, John Stamy, who had no desire to move up to Roadmaster. The Board has all observed the employees who all have their own fields of expertise, but we need to look for someone who has the overall picture of what we need to do and how to plan work. Mr. Castle suggested Ms. Lowery send out the most recent job description for laborer for the Board to review.

There was some discussion by the Board regarding Mr. Nailor's retirement date of December 31, 2018 or January 1, 2019 and how that would affect him earning an additional 12 days of sick time.

**On the motion of Mr. Castle, and seconded by Mr. Kuhl, and by majority vote of the Supervisors it was duly RESOLVED to accept Mr. Nailor's notice of retirement effective January 1, 2019.** Mr. Kehoe agrees to accept the notice of retirement, however he is not in favor of the additional 12 sick days that are earned as of January 1<sup>st</sup>. He means no ill will, he just

doesn't want any unintended consequences from his last day of work being 12/31/18 and 1/1/19, which is a holiday anyway.

Mr. Castle said that he has been checking in almost daily to make sure things are going okay and to see if the staff needs anything. Since Mr. Stamy is not interested in the position, he would recommend that Greg Hertzler be the new Roadmaster. He has shown professionalism in gathering bids and has gone to several classes for further education. Mr. Kehoe added that Mr. Hertzler has put himself out there with the Road Scholar program through LTAP. He has invested in himself and Monroe has seen the dividends. Mr. Hertzler and Mr. Stamy work well together and have been working at planning and scheduling work, with this position Mr. Hertzler will be able to test out some of the classes he's taken.

Mr. Kuhl suggested a review after a 6 month probationary period to see how he's working with the others and if he is doing well in the position. Mr. Castle added that the probationary period could be used also to make sure Mr. Hertzler is comfortable in the position and the Board is happy with his performance, and if not he would have the opportunity to go back to his former position. Mr. Kehoe agreed that it is a good idea. He added that no salary adjustment has been determined at this time. And moving Mr. Hertzler would give him the opportunity to be involved with hiring a new person to work and grow with the organization.

**On the motion of Mr. Castle, and seconded by Mr. Kehoe, and by unanimous vote of the Supervisors it was duly RESOLVED to promote Greg Hertzler as the Roadmaster with a 6 month probationary period beginning January 1, 2019.**

Mr. Castle will come in tomorrow to talk to everyone and let Mr. Nailor know that Mr. Hertzler will start to shadow him and learn everything he can until the end of the year. Mr. Kehoe asked that in October while looking at the budget the salary adjustment be looked at.

Mr. Kuhl asked if we are going to look for a new hire to fill the vacant position or are we comfortable with 4 people. Mr. Castle said we will be advertising. Mr. Kehoe said we will need to jump when we find the right candidate, but it will be a several month process. Mr. Castle said the starting salary would need to be determined.

#### STAFF COMMENTS

Mr. Kuhl asked if we are going to sit on the EIP draft or move forward with a presentation. Mr. Kehoe said he has been trying to get through the draft, but it has been a challenge. Mr. Kuhl doesn't want the report to get too stale. We need to give input and listen to the presentation, but we don't have to act upon the recommendations. Mr. Kehoe would like everyone comments received before we go to the presentation.

Mr. Kehoe recently read the SMTMA minutes regarding the work being done on Forge Road and Rt. 74 and the condition of the roads. SMTMA is working with the contractor to clean up and get the road in better condition.

Mr. Kehoe mentioned the request for a Children at Play sign in Monroe Acres. Mr. Rogalski responded to the homeowner, but the final decision is up to the Supervisors. Mr. Kehoe would like Mr. Rogalski to provide a recommendation on placement of signs and the cost.

Mr. Kehoe mentioned the Pumpkin Fest is coming up and they need someone to run the hayride. He proposed that if someone from Department of Public Works would be interested in working they would get paid overtime for the event.

**On the motion of Mr. Kuhl, and seconded by Mr. Kehoe, and by unanimous vote of the Supervisors it was duly RESOLVED to approve paying overtime for the Pumpkin Fest.**

Mr. Kehoe stated that a letter was received from DEP regarding an overload at the Mechanicsburg pump station. He said this could be foreshadowing of the age of the Northern system and things to come our way. It may be a sign to plan accordingly.

Mr. Castle mentioned that Mr. Beaty brought to our attention that the state is looking at collecting the EIT tax and Mr. Castle is not in favor of this. Mr. Kehoe added that he also spoke with Mr. Beaty and there is no action needed at this time. The only thing we could do would be send a letter of opposition to Representative Keefer, which Mr. Beaty offered to draft. The Board agreed they would like Mr. Beaty to draft a letter of opposition.

Mr. Castle mentioned that Foster Berkheimer, a lifelong township resident and former Planning Commission member for 23 years passed away on September 3, 2018. He was very community oriented and involved with several organizations. Mr. Castle would like to present Foster's wife with a Monroe Proud Certificate on his behalf. Mr. Kuhl added that a brick could be added to the walkway to honor him.

Mr. Castle asked everyone to remember our Troops, Police Officers and First Responders. He asked to keep those affected by Hurricane Florence in their thoughts. The trivia question was "Which wedding anniversary is traditionally referred to as the golden anniversary?" Answer was 50 years. Quote of the Day: "One person can make a difference, and everyone should try." – John F. Kennedy. God Bless America.

## ADJOURN

**The meeting was adjourned at 8:37 PM.**

Respectfully submitted,

Karen Lowery  
Secretary/Treasurer

Done TO: Board of Supervisors  
 FROM: Dennis Nailor, Roadmaster  
 DATE: Sept 5, 2018  
 SUBJECT: Roadmaster's Report

## PROJECTS BEING WORKED ON

<u>Project</u>	<u>Notes</u>	<u>Est. Completion Date</u>
Parking Lot Post	Replace Broken ones	9/21/18
Brush trimming	Trim Around Signs	9/27/18
Sewer Camera	Laurel to Pump Station	9/31/18
Picture Inlet Boxes	Development in MS4 Area	9/30/18
Leidigh Dr	Widening Around S Turn	9/30/18
Kuhn Rd Pipe	Replace Culvert Pipe	9/17/18
Inlet Box Covers	For Oil&Chip Rds	9/14/18
Oil & Chip Rds	Check for Repatching	9/07/18
Est for 2019 Rd work		9/07/18
New Truck	Specifications	9/07/18

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## PROJECTS COMPLETED

<u>Project</u>	<u>Notes</u>	<u>Completion Day</u>
Pothole Patching	Repair Broken areas	8/13/18
Mow Rds	2nd Time	8/21/18
Clean Inlet Boxes	MS4 Area	8/13/18
York Rd & Martin Rd	Tapper Bank (sight)	8/27&28/18
Sheaffer Rd	Widen Intersection	8/29/18
Rec Land	Respray Weeds	8/24/18
Culvert Pipes	Make List for Replacing	8/23/18
Prep RR Crossing Light (York Rd)	Clean &Paint	8/23/18
Kuhn Rd	Saw Cut for Pipe	8/22/18
Light Poles Bases	Sanded & Repainted	8/28/18

## ROADS BRUSH CUTTING TO BE DONE

Sinclair Rd, Nixon Dr, Lodge Rd, Eppley Rd,

## OTHER NON PROJECT RELATED ITEMS

PA 1 Calls

Empty & Clean Equipment & Make Repair if need

Check Trash at Parks Once A Week



**MEMORANDUM**

**TO:** Monroe Township Board of Supervisors

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

**DATE:** September 6, 2018

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

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The following activities were performed during the period between 7/29/18 and 9/6/18:

**ENGINEER**

1. Attended monthly Department of Public Works staff meeting.
2. Provided construction observation for Sinclair Park, Phase 2 for curb installation and road construction.
3. Coordinated with Pennsy Supply for the overlay of Sinclair Road, establishing limits of work and a September 13 start date.
4. Held one meeting with the developer, engineer and Silver Spring Township regarding the status of the Trindle & Sinclair Road Traffic Signal.
5. Reviewed one minor subdivision plan, one preliminary subdivision plan, one final subdivision plan and one conditional use application.
6. Attended one Planning Commission meeting.

**ZONING**

1. Issued 8 Zoning Permits and 15 Building Permits for a total of \$3,017,000 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 8 meetings with residents during those periods.
4. Coordination with SEO regarding potential contamination issue on Ken-Lin Drive.

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**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: Issue notice to Martin Road property owner for temporary access for bank removal. **WORK COMPLETE**

cc: A-File  
File

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