

September 12, 2019  
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  
Philip Kehoe, Vice Chairman  
Carl Kuhl, Supervisor

Michael Pykosh, Solicitor  
Chris Gleeson, Solicitor  
Greg Rogalski, Engineer  
Karen Lowery, Secretary/Treasurer  
Holly Wood, Administrative Assistant

Mr. Castle asked for a moment of silence in remembrance of September 11th.

Mr. Castle mentioned that Mr. Rogalski recently returned from a deployment in Florida with Task Force 1 due to hurricane Dorian.

#### SPEAKERS FROM THE AUDIENCE

Doug Shields, Yellow Breeches EMS, was present and informed the Board that on August 4<sup>th</sup> there a call to the residence of Russell Ludlow at 1308 Indian Peg Road for chest pain. Mr. Ludlow suffered a cardiac arrest and had to be brought back through heroic measures. Mr. Shields presented Citations and Save Pins to those involved with the save: James Hoerner and Michele Kindig from Yellow Breeches EMS and David C. Wood from Cumberland Goodwill EMS. Mr. Shields thanked the Board for their continued support of Yellow Breeches EMS. Mr. Ludlow was also present and added that two miracles happened on August 4<sup>th</sup>, first that they saved his life, and second they found 1308 Indian Peg. Mr. Castle added that a Monroe Proud Certificate should also be given to the EMT's and Paramedic for their outstanding service.

Werner Schmidt – 779 Dogwood Terrace, said he is pleased to see that his concern with the manhole sticking up has been taken care of. He added that there is a dip in the pavement that should be addressed in the area of 1287 Kuhn. He added that at the last meeting GHD provided options for the stormwater fee. Only a portion of the township is in the MS4 area, but the costs will be spread among all properties within the township. He feels that the entire township should be created as one district to pay the stormwater fees. He also suggested that the sewer areas should look at moving toward one district, it's the fair thing to do. Mr. Kehoe said the goal of the township is to do what is sustainable and be financially stable.

Mr. Schmidt also mentioned that near the Appalachian Trail people have been parking along Kuhn Road, which is going to damage the new berm that was recently installed. He suggested posting no parking signs from the lower portion of Kuhn to the existing signs near Asper. The Appalachian Trail should expand and improve their existing parking area. Mr. Kehoe added that he was going to bring this up under staff comments because he is also concerned.

Randy Carlson, 207 Clouser Road, is concerned with the new construction along Clouser Road and the existing runoff. There isn't enough retention area to keep the water on the west side of the road, plus there is a culvert pipe that drains water unto his property. A quarter of his field is unusable. Mrs. Carlson added that properties have been regarded and now drain toward their property, plus the septic systems are above ground, which adds more runoff.

Mr. Rogalski said that this is an existing condition prior to any homes being built and water has always laid in that area, plus it has been a very wet season. He would like to meet and explain the history and what he is aware of. He can't remedy the low spot and there is no where to take the water. Mr. Carlson asked why a culvert was installed. Mr. Rogalski wasn't the engineer when that plan came through, so he can't answer that. Mr. Kuhl added that he has walked on Clouser Road for the past 30 years and there have always been many spots where water lays.

### CONSENT AGENDA

1. Approval of Minutes – August 8, 2019 Regular Meeting and August 29, 2019 Budget Workshop
2. Roadmaster's Report 8/1/19 – 8/31/19
3. Engineer/Zoning Officer's Report 8/1/19 – 8/31/19
4. Approval of Bills (as prepared)

Mr. Kehoe recommended removing specific addresses listed in a portion of the audience comments from the August 8<sup>th</sup> meeting since they are being looked at.

**On the motion of Mr. Castle, and seconded by Mr. Kuhl, and by unanimous vote of the Supervisors, it was duly RESOLVED to approve Consent Agenda items as listed, with the modification to the Audience portion of the minutes from August 8, 2019.**

### OLD BUSINESS

FIRE COMMITTEE PLANNING - Tabled

### BAMBOO ORDINANCE

Mr. Rogalski stated he had sent out options regarding the bamboo issues. The Board needs to decide what direction they would like to move in – no new bamboo or root barriers or setback rules, so that he can prepare a draft policy. Mr. Kehoe asked if the existing ordinance addresses encroachment issues with any type of plant or tree. Mr. Rogalski the ordinance does not cover encroachment. Mr. Castle would like to ban the planting of any new bamboo. Mr. Kuhl doesn't want it to encroach on others and he would prefer to use physical barriers vs. pesticides. Mr. Kehoe suggested the Board members review the documents Mr. Rogalski had sent out and circle words or clauses that are most appealing and then Mr. Rogalski can work from that to create a policy.

### STORMWATER FEE STUDY UPDATE

Mr. Rogalski met with GHD after last months meeting to help provide clarity moving forward. GHD is going to work on three funding scenarios that include the entire township

giving options for fees of residential property, farms, and non-residential properties. The Board will need to decide how fees will be assessed for farms.

Mr. Kuhl said that in the next permit the MS4 area could change and we may need to reduce nitrates which would be a big impact on farms. Mr. Kehoe added that the rules could change in the future, so we need to determine the funding structure. Mr. Rogalski said that we need to plan to pay for the future, as this mandate is not going to end.

Mr. Rogalski would like to know if the Board is interested in having a stakeholder meeting to publicly discuss the stormwater fee and get input. This would be a public meeting ran by GHD to present the information. Letters would be sent out to non-residential properties inviting them to the meeting.

Mr. Rogalski met with the roadmaster to discuss additional work that includes 3 36" pipes, 17 other pipes, 12 inlets, 2 large culvert structures and equipment, which would add an additional \$740,000 over a 5-year period. The work will be done by combination of the DPW and a contractor, but the more that can be done in house, the more cost effective. Mr. Kehoe added that the roadmaster is planning forward for the entire township and not being so reactive.

## NEW BUSINESS

### ORDINANCE 2019-03

Mr. Pykosh stated that the proposed Ordinance to regulate sump pumps entering into the sewer system was advertised in the Sentinel on August 21, 2019 and posted at the township building on August 19 and on the website on August 20, 2019, as required.

Mr. Pykosh asked for comments from the audience.

Mr. Schmidt asked if the homeowner provides the certificate of compliance or if an outside firm has to be involved. Mr. Gleeson explained a 3<sup>rd</sup> party would not be involved. The certificate would be done with change of ownership and would be signed by the buyer, sell and real estate agents. If there would be concern, Mr. Rogalski could investigate.

**On the motion of Mr. Kuhl, and seconded by Mr. Kehoe, and by unanimous vote of the Supervisors, it was duly RESOLVED to adopt Ordinance 2019-03, regulating and eliminating sanitary sewer connections of prohibited waters and requiring a certification of all properties at time of title transfer.**

### 2019 MS4 UPDATE

Mr. Rogalski stated that Mrs. Wood handles the administrative portion of the MS4 process and as part of the requirements we must annually open a portion of a meeting to the public. As the memo shows, there are 6 categories that must be satisfied: public education, public participation, illicit discharge & elimination, post-construction stormwater management in new and re-development activities, and pollution prevention/good housekeeping.

Mr. Rogalski asked for comments/questions from the audience and Board.

Mr. Kehoe said the MS4 program is an unfunded mandate that has a significant influence on the township. It would be premature to give out an idea of what the fee will be at this time.

Deb Sunday asked if MS4 works with the stormwater. Mr. Rogalski said it is the same thing, just the technical name. Ms. Sunday added that Lower Paxton is charging \$34/quarter.

Dick Beaty added that Upper Allen is charging \$16.50/quarter and non-profits are paying based on the amount of impervious surface.

#### AUDITOR SERVICES FOR 2019 – INTENTION TO APPOINT

Mr. Kehoe explained that a quote was to be obtained from Smith Elliott Kearns for a 3-year commitment. The prices are: 2019 \$14,100; 2020 \$14,500; and 2021 \$14,900. If we would choose a 1-year agreement the price would be \$14,500. He added the price for 2018 was \$13,900.

**On a motion by Mr. Kehoe, and seconded by Mr. Kuhl, and by unanimous vote of the Supervisors, it was duly RESOLVED to accept the 3-year commitment from Smith Elliott Kearns for 2019, 2020 and 2021.**

#### TRICK OR TREAT

**On the motion of Mr. Kuhl, and seconded by Mr. Kehoe, and by unanimous vote of the Supervisors, it was duly RESOLVED to set Trick or Treat for Thursday, October 31, 2019 from 6 PM to 8 PM.**

#### MINIMUM MUNICIPLA OBLIGATION (MMO)

Mr. Kehoe explained that annually the township must report the contribution amount for the upcoming year at a full 15% even though the township pays 7.5% and the state contributes 7.5%.

**On a motion by Mr. Kehoe, and seconded by Mr. Kuhl, and by of the unanimous vote of the Supervisors, it was duly RESOLVED accept the 2020 Minimum Municipal Obligation in the amount of \$54,914.20.**

#### RESOLUTION 2019-09 UPDATE EMERGENCY OPERATION PLAN

**On the motion of Mr. Castle, and seconded by Mr. Kehoe, and by unanimous vote of the Supervisors, it was duly RESOLVED to adopt Resolution 2019-09, Updating Monroe Township Emergency Operation Plan.**

#### RESOLUTION 2019-10 PENNDOT BUSINESS PARTNER DELEGATE

Mr. Rogalski explained that Monroe needs to become a PennDOT business partner since we will be listed on the PennDOT application for the traffic signal at Trindle and Sinclair Roads.

**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 2019-10, delegating a signature authority to become a PennDOT business partner.**

RESOLUTION 2019-11 CDL DRUG & ALCOHOL TESTING POLICY

Mr. Kehoe explained the staff attended a CDL training class that recommended establishing a Drug & Alcohol Policy, which would cover pre-employment testing, random testing, probable cause testing, and post-accident testing. It also establishes a procedure that must be followed if there is a positive test before the employee can return to work.

**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 2019-11, establishing a CDL Drug and Alcohol Testing Personnel Policy.**

2020 DRAFT BUDGET REVIEW

The draft budget questions were discussed as follows:

General Fund

- The manager position was left open and funds were set aside if the Board would decide to fill the position.
- Ambulance donations will be divided, \$12,000 for Holy Spirit EMS and \$5,500 for Yellow Breeches EMS.

Northern Sewer Fund

- \$100,000 will be budgeted to pay down the 2016 bank loan with the user fee remaining the same.

Northern Capacity Fund

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

Capital Projects Fund

- \$20,000 will be budgeted to paint the fire house
- The Board agreed to increase the transfer amount from the General Fund to the Capital Projects Fund for future projects

Southern Capacity Fund

- The existing \$70,000 balance is to be set aside the next 2 years to plan for reducing debt, barring any unforeseen capital expenses. The 3<sup>rd</sup> year and beyond will require funds to be transferred from the Sewer South Fund.

Fire Service Tax/General Fund (Mark Farrell and Christopher Wilkening were present)

- Currently the Townships General Fund makes a payroll contribution to the fire company for the paid driver. It has been suggested that the amount for wages be included in the fire tax instead of coming from the general fund. This would clarify where funds for the fire company come from and be more transparent to the residents. Note: The Fire Companies workers comp will still be paid from the General Fund.

**On the motion of Mr. Kuhl, and seconded by Mr. Kehoe, and by unanimous vote of the Supervisors, it was duly RESOLVED to approve including the money for the paid driver in the fire tax rate and no longer from the general fund.**

- The Fire Company is requesting an additional \$15,400 to add a paid driver on the weekend since they don't have many drivers available. The Fire Company currently receives a donation from the Townships General Fund of \$37,080 per year toward the weekday driver.

Mr. Castle feels like we are going down a slippery slope. The main push for the paid driver during the week was due to the elementary school, but the school is not open on the weekends.

Mr. Kuhl said he has been attending meetings regarding fire companies and they are losing volunteers. We are slowly heading toward paid fire services. We are between a rock and a hard place if there are no volunteers to drive.

Mr. Kehoe asked when do we get to the point where we aren't able to afford this. The request is beyond the rate of inflation. He added he is not against the fire company, but he has a tough time with paid drivers. He also added he isn't saying anything improper has been done, he just wants to determine the best way for the township to support the fire company.

Mr. Farrell said the fire company is very conservative and the operating budget has been consistent. They make their plans according to what is needed for the township. The apparatus replacement schedule has increased to 10 years.

Mr. Kehoe mentioned the Board has been talking about creating a committee to look at the fire company matters and help determine size, configuration and optimizing volunteers. Mr. Farrell said a committee is not needed; the fire company feels that sitting down with the Supervisors each year to talk through the budget would be more beneficial. They currently have 5 volunteer drivers, three work weekends and one has kids in several sports. They are requesting the weekend driver to sustain the same level of service the residents are used to.

**On the motion of Mr. Kehoe, and seconded by Mr. Kuhl, and by unanimous vote of the Supervisors, it was duly RESOLVED to include the paid driver wages as part of the Fire Services Tax in the amount of \$37,080, which includes no increase for a weekend driver for 2020.**

- The Fire Company is requesting \$10,000 toward radio replacement. The township gave \$14,000 to the fire company in 2018 toward the radios and \$14,000 was allocated for radios in 2019, but 2019 money has not been used to date. Is the \$10,000 request an additional amount? Or in place of the amount allocated in 2019?

Mr. Farrell said that 2020 would be the final phase of the radio replacement. He was not sure if this was an additional request or in lieu of the 2019 amount, he will check into this.

- The Fire Company is requesting a 12% millage increase to meet their operating budget request.

This matter was tabled. Mr. Castle and Mr. Kuhl would like to schedule a meeting with the fire company prior to the October meeting. Mr. Kehoe said he will attend if it works with his schedule.

Mr. Rogalski added that the Liquid Fuels Fund won't keep up with road maintenance. Monroe has very good roads, but additional funds may need to be added to keep up with that standard in the future.

#### STAFF COMMENTS

Mr. Rogalski stated that there are 2 right-of-ways for the traffic signal that need to be purchased. Monroe would need to pay the residents and then the developer will reimburse us per the agreement that is in place.

**On the motion of Mr. Kehoe, and seconded by Mr. Kuhl, and by unanimous vote of the Supervisors, it was duly RESOLVED to approve payments for right-of-ways: \$4,000 to Zehring and \$3,427.**

Mr. Kehoe stated that he and Mr. Rudy attending a meeting requested by SMTMA. Mr. Rudy will be providing notes from the meeting. SMTMA would like increased transparency with Monroe, to include the extent of issues we are aware of and how long it may take to fix the issues. They would like to see the I&I issues under control. SMTMA also shared they will not approve any more planning modules until Monroe is under the allowable daily flow. They did state that individual homes will be able to be connected since they really have no impact on the flows. Mr. Kehoe added that South Middleton Township supports some type of regional authority to bring the separate authorities together.

Mr. Kehoe mentioned the parking at the Appalachian Trail on Kuhn Road. He asked that we follow up to see if there is any response to the letter that was sent. Mr. Kuhl asked for a copy of the letter.

Mr. Kehoe stated that he would like to see a plan to move the flashing warning signals at Lisburn Road and Boiling Springs Road in 2020. He added that he would also like to see some type of solar LED lights on the stop signs at Locust Point Road and Boiling Springs Road. Both of these would help to improve visibility.

Mr. Kehoe mentioned that the Monroe Mariners made a donation of \$100 to the township using the baseball field.

Mr. Kehoe asked for an update on the Verizon cell tower and if it is active. Mr. Rogalski will reach out to see where things are at.

Mr. Kuhl mentioned that he will be attending the next rails to trails meeting since Sharon Nelson is unable to attend.

Mr. Castle asked everybody to remember our troops, police officers and first responders.

The trivia question was "Who holds the record for the most victories in a row on the professional golf tour?" Answer: Byron Nelson

The quote of the day was "Believe you can and you're half way there." Theodore Roosevelt.

Mr. Castle added that the DPW would like to look into replacing the 2011 F-550 in 2020. The truck has had continual issues and we have spent over \$15,000 in repairs, plus when loaded with salt and cinder the truck is overweight. The DPW would like to check prices on truck the next size up, so we aren't overweight. Originally, the DPW was interested in purchasing a mini excavator and trailer in 2020, but would postpone this plan until 2021 if they could look into a new truck.

**On the motion of Mr. Castle, and seconded by Mr. Kuhl, and by unanimous vote of the Supervisors, it was duly RESOLVED to have the DPW obtain prices for a truck to replace the 2011 F-550.**

ADJOURN

**The meeting was adjourned at 11:05PM.**

Respectfully submitted,

Karen M. Lowery,  
Secretary/Treasurer



TO: Board of Supervisors  
 FROM: Greg Hertzler, Roadmaster  
 DATE: 9-3-19  
 SUBJECT: Roadmaster's Report

## PROJECTS BEING WORKED ON

PROJECTS	NOTES	ESTIMATED COMPLETION DATE
Mow Roads		9/13/2019
Spray signs	Weed Control	9/30/2019
Clean Out Inlets	MS4 Area And Rest Of Twp.	9/30/2019
Pave Eppley Rd.	Where Sink Hole Was	9/30/2019
Pave Blossom Terr.	Where Under Drain Was Installed	9/30/2019
Ditch Stought Rd.		9/30/2019
Ditch Criswell Dr.		9/30/2019
Clouser Rd. And Hauck Rd.	Fix Wash Out At Intersection With R4's	9/13/2019
Haul Stones To Landfill	MS4 Sweepings And Inlet Cleanings	9/30/2019
Camera Sewer	White Rock	On Going

## PROJECTS COMPLETED

PROJECTS	NOTES	COMPLETION DATE
Met With MJR Equipment	Go Over New Salt Spreader On #3	7/29/2019
Dig Out Sink Hole	Eppley Road	7/30/2019
MS4 Inspections		8/1/2019
Get Flowable Fill Delivered	Eppley Rd. Sink Hole	7/31/2019
Unload Concrete Blocks	Eppley Rd. Bank Job	8/2/2019
Hauled R3 Rocks	Eppley Rd. Bank Job	8/5/2019
Eppley Rd.	Bank Job	8/6/2019
Move Mailbox Kuhn Rd	Had To Move Due To Widening Job	8/7/2019
Lower Manhole	Kuhn Road	8/8/2019
Worked On #23 and #24		8/8/2019
Took Delivery Of Gator		8/9/2019
Leidigh Turn	Milling Job	8/12/2019
Kuhn Rd	Milling Job	8/12/2019
Install Salt Brine Tank Pad		8/13/2019
Clean Out Salt Brine Tank		8/13/2019
Fix Stop Sign	After Accident	8/14/2019

Set Salt Brine Tank		8/14/2019
Cut Brush	Eppley Rd.	8/15/2019
Cut Brush	York Rd. Pump Station	8/15/2019
Sweep Roads	After Storm Damage	8/16/2019
Clean Up Gutshall Rd.	After Storm Damage Clean Out Ditches	8/16/2019
Fix Wash Out Kuhn	After Heavy Rain	8/19/2019
Sweep Roads	After Oil And Chip	8/20/2019
Fix Sink Hole	Wertz Development	8/20/2019
Herbicide Test	Adam	8/21/2019
Mow Intersections	Sight Distance	8/21/2019
Sprayed Parks	Monroe Acres	8/21/2019
Service #24	Change oil rear motor	8/22/2019
Change Out Signs	Vandalism ( Spray Painted Signs)	8/23/2019
Took Slide To Monroe Acres	New Slide Installed	8/23/2019
Paint Lines Joe Carr	Parking Spaces	8/26/2019
Camera Sewer	White Rock	8/28/2019
Met Bill Rudy	White Rock Sewer Project	8/28/2019
Patch Roads	Fix Holes In Blacktop	8/29/2019
Blossom Terr.	Install Under Drain In Road Way	8/30/2019

**MEMORANDUM**

**TO:** Monroe Township Board of Supervisors

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

**DATE:** August 31, 2019

**SUBJECT:** August Activity Report  
File Reference No. MNTWP MTG19

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The following activities were performed during the period between 7/31/19 and 8/31/19:

**ENGINEER**

1. Reviewed one stormwater management application.
2. Performed field observation of paving installation at The Porches of Allenberry and Trindle Station projects.
3. Attended one meeting with the solicitor to discuss right-of-way traffic signal installation at Trindle & Sinclair, and associated intergovernmental agreement with Silver Spring Township
4. Reviewed status of Blossom Terrance construction and proposed paving restoration.
5. Attended one Board of Supervisors meeting.

**ZONING**

1. Issued 5 Zoning Permits and 8 Building Permits for a total of \$500,000 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 6 meetings with residents during those periods.
4. Issued four (4) citations for illegal use on York Road.

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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: Establish a road maintenance capital planning document, which identifies future maintenance work for budgeting purposes. **CAPITAL PLANNING DOCUMENT DRAFT HAS BEEN PREPARED AND REVIEWED WITH THE BOARD AT THE ANNUAL ROAD INSPECTION. KUHN ROAD PROJECT HAS BEEN COMPLETED. BLOSSOM TERRANCE PAVING TO BE BID OVER THE WINTER AND SCHEDULED FOR SPRING 2020.**
4. ACTION ITEM: Make contact with property owners at the intersection of Trindle Road and Sinclair Road to obtain additional right-of-way for the signalization project. **INTERGOVERNMENTAL AGREEMENT IN PLACE AND PROPERTY ACQUISITION UNDERWAY.**
5. ACTION ITEM: Proceed with the replacement of the slide at the Monroe Acres Park **SLIDE HAS BEEN INSTALLED.**

cc: A-File  
File