

November 9, 2017  
7:00 PM

The regular meeting of the Monroe Township Board of Supervisors was called to order by Chairman Kehoe. The Pledge of Allegiance was said by all.

#### ATTENDANCE

Phil Kehoe, Chairman

Michael Pykosh, Solicitor

Greg Rogalski, Engineer

Carl Kuhl, Supervisor

Karen Lowery, Secretary/Treasurer

Mr. Kehoe asked for a moment of silence for the heartbreaking tragedy in Texas.

#### SPEAKERS FROM THE AUDIENCE

Michael Zang, 205 Widders Drive, stated that there have been flooding issues at the Monroe Acres playground ever since he moved there in 1980. He added that the flooding has worsened since the sewer was installed because there had been a swale for the water, but it is gone. Additionally, PennDot modified the drain when Williams Grove Road was paved and the farmer's field across Williams Grove Road contributes to the issue. Mr. Zang mentioned the MS4 mailing that was sent out a few weeks ago and he got online to review the pollutant reduction plan which explains there are plans to do some type of work at the playground between 2019 and 2022 and also lists a cost. He asked the Supervisors to come out during a heavy rain to see the issues first hand. He added that the farmer should be asked to do something since they are creating the problem. Why should public funds and public property be used to fix the problem caused by a private issue? He also questioned if there would be discussions with the residents about the plans for the Monroe Acres playground.

Mr. Kehoe stated he and Mr. Zang previously spoke and he shared some of Mr. Zang's concerns with Mr. Rogalski. He added that Mr. Rogalski was not aware of the swale removal, but it is now on the radar to be validated. He said that the MS4 plan is a 5 year plan and the goal is to improve the Monroe Acres Playground.

Mr. Rogalski said that he would like to meet in the field with Mr. Zang to look at the area and explained that the township is obligated to deal with the water runoff. He would like to start at Lisburn Road and go through the yards to complete an investigation of the entire area. He added that the plan is not anywhere near the implementation phase. We are currently looking to the Recreation Board for input.

Barb Pearce, 171 Brindle Road, is requesting consideration of a resolution concerning redistricting in PA. This is the first level of government for her to petition. She provided a handout to each supervisor with her concerns and request.

## CONSENT AGENDA

1. Approval of Minutes – October 12, 2017 Regular Meeting (with edits)
2. Roadmaster's Report 10/1/17 – 11/1/17
3. Engineer/Zoning Officer's Report 10/1/17 – 11/1/17
4. Set 2018 Meeting Dates
5. Re-affirm Approval of Konter Plan
6. Approval of Bills (as prepared)

Mr. Kuhl stated that the road report has dates on all of the projects. He is also very pleased with the Brindle Road tree removal. Mr. Kehoe was concerned that there are only 3 projects listed that are being worked on. Mr. Rogalski said this would be addressed at their meeting on Tuesday. Mr. Kuhl feels the report is beneficial for the citizens.

Mr. Kehoe asked if there was an update for the Sheaffer Road sight distance issue. Mr. Rogalski said the enforcement notice was sent certified, however he has not received the card back showing it was signed for. If it is not received, he will figure out another way to make sure the notification is delivered.

Mr. Kehoe added that the property owner at Martin Road has granted access for the bank to be removed. This is fantastic!

**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.**

## UNFINISHED BUSINESS

### REVIEW SEWER ACTION PLAN

Mr. Pykosh reported that \$8,500 has been collected since the last meeting. One of the larger accounts paid in full. And the property with the largest delinquent balance is listed for a Sheriff's Sale in December. He added that the outstanding accounts are in a payment plan or they have active suits against them.

### OLD STONE HOUSE ROAD /ROUTE 74 DISCUSSION

Mr. Rogalski said that all of the roads in the intersection are state owned, so he suggested forwarding the concerns to Jason Bewley at PennDot for their review.

## NEW BUSINESS

### 2018 TENTATIVE BUDGET

Mr. Kehoe said that a workshop was held and the Supervisors have reviewed the budget and we are ready to move forward with the 2018 tentative budget totaling \$4,574,570. Once approved, the budget will be open for public review for 20 days and then can be approved at the next meeting. If there are any major changes then we would need to re-advertise.

Mr. Kuhl shared two concerns, the first being that the Northern rate needs to be finalized. The second is that the mobile home park on Trindle Road had a rate change mid-year, which wasn't part of the budget. Ms. Araiza has suggested that PEL will look at the rates for the north and south and will provide several recommendations as part of their analysis. Mr. Kehoe added that the analysis is part of the EIP process that will take a good bit of next year. Mr. Kuhl said that there is no change at this time, but if the recommendation came back and the vote was supportive of change we could do that mid-year and not wait for the next budget. Mr. Kehoe stated that he doesn't have enough information to agree to that. He would like to allow PEL to perform their analysis, as this is the first extended look at the organization to ever be done. He added that Mr. Kuhl is focused on a \_\_\_\_\_<sup>1</sup> rate reduction that may have been arbitrarily calculated. It has been identified that the township lacks anything related to a 10 year capital plan and there are structural short-comings that we finally have a chance to address. He does not want to focus on just one aspect of the township.

Mr. Kuhl stated that he feels this is the people's money, not the townships. The Municipal Authority independently made a recommendation that the rates for 2018 be reduced. They are a good, hard working group that is working for the best interest of the township, not just the northern district. He feels it would be inappropriate to short change them.

Ms. Araiza stated that she spoke with Mr. Eckerd who is on the Municipal Authority Board and he agreed that having PEL look at the rates as a part of their overall analysis was a good path to take. Mr. Kehoe added that the Authority understands the unique opportunity that we have with the EIP program.

Mr. Kuhl is willing to support a motion to approve the tentative budget and allowing the EIP review, but if the recommendation supports a rate reduction then he would like that to be looked at whether it be mid-year, and not wait for the next budget year. Mr. Kehoe added that we are going into a \$57,000 study that will benefit the township as a whole.

Mr. Kehoe made a motion to approve the 2018 tentative budget as published, however the motion died due to no second.

Mr. Kuhl wants the motion to agree that when the EIP analysis recommendations are provided that Supervisors will listen to what is said and accept those recommendations. Mr. Kehoe said that yes we will listen to what the EIP analysis states, as we are paying \$57,000 to have this done, however the timing of this is completely unknown. We have an opportunity to look at the township in its entirety and then make plans based on true, accurate information.

<sup>1</sup> The record and tape show 40% was stated. During the motion to approve the minutes Mr. Kuhl said it should be 4%. This matter will be addressed and clarified at the January meeting.

Mr. Kehoe is not comfortable even talking about this matter without Mr. Castle being present. Mr. Kuhl asked if we should wait until Mr. Castle is in attendance.

Mr. Kehoe made a motion to table the 2018 tentative budget. Mr. Kuhl asked Ms. Araiza when the budget needs to be done and she replied now as we are on a very tight schedule for the budget. Ms. Araiza added that PEL will do a good job and there is no doubt that we will receive many good recommendations and the Municipal Authority will be very involved.

**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 2018 tentative budget with the openness that the Supervisors will listen the EIP group that may at some point in time provide recommendations that may impact the budget some point in the future.**

#### RESOLUTION 2017-17 ROAD DEDICATION DATES

Mr. Rogalski said that there is an existing resolution, but the dates are contradictory so this new resolution is clearly list the dates.

**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 2017-17 establishing an annual termination date for the acceptance of dedication.**

#### 2018 HUMANE SOCIETY

Mr. Kehoe said that this is an annual agreement the township takes part in to help with domesticated stray animals.

**On the motion of Mr. Kuhl, seconded by Mr. Kehoe, and by unanimous vote of the Supervisors it was duly RESOLVED to accept the 2018 Municipal Domestic Animal Protective Services Agreement with the Harrisburg Humane Society.**

#### SINCLAIR ROAD PAVING PROJECT – AUTHORIZATION TO PREPARE PROJECT

Mr. Rogalski explained that typically the road projects are bid in the April/May time period. He would like to bid the Sinclair Road project in early 2018 to lock in better pricing and allow this to reset the annual schedule moving forward. UGI installed a gas main down Sinclair Road, which left the road in bad shape. UGI has made an \$80,000 settlement with Monroe Township to assist with the road repairs and paving and the rest will come from Liquid Fuels funds. He would also like to make some safety improvements to the road since this is a collector road. The paving work will be coordinated with the widening work at Trindle Station that the developer is to do and the signal project at Trindle Road. Mr. Rogalski would like to establish the scope of work and prepare the documents, which would come back to the Supervisors for final approval.

Mr. Kehoe thanked Mr. Rogalski for working on this large project and updating the construction schedule.

Mr. Kuhl asked if in the future there would be modifications to the amount required by contractors, such as UGI. Mr. Rogalski said the bond amounts would be clearer in the future to protect the township.

**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 Engineer to create a scope of work and prepare the documents for the Sinclair Road paving project.**

Mr. Gibson asked when the traffic signal would be done. Mr. Rogalski said that the plan has been submitted to PennDot along with Silver Spring, but the review process could take 6 month. His best guess would be later in the 2018 construction season.

#### 2017 MS4 UPDATE

Mr. Kehoe stated that Holly Wood provided a memo summarizing items that have been completed in 2017 to satisfy the MS4 program, including public education, public participation, Illicit Discharge Detection & Elimination, Construction Site Stormwater Runoff Controls, Post-Construction Stormwater Management in New and Re-Developments and Pollution Prevention /Good Housekeeping for Municipal Operations.

Mr. Rogalski said that part of the township's obligation each year is to open up the meeting for residents to comment on the MS4 plan or ask questions. He added that Mrs. Wood does an outstanding job tracking the requirements and assisting with the reports.

Mr. Kehoe said that the budget increases every year for MS4. Pennoni has provided a 5 year plan along with estimated costs of half a million dollars to maintain compliance during the next 5 years. He added that this is another unfunded mandate.

Mr. Gibson mentioned that farm runoff is an issue and asked if farmers could use applications to allow the water in versus running off. Mr. Rogalski said this would help with the water quality, but not the flooding. Getting the water into the ground is the goal, but the challenge is not creating sinkholes.

Mr. Rogalski add that there has been ongoing work at the Speedway for enforcement items and we have been working with the land owners to meet requirements. In some locations the private land owners get a credit to work together with the municipality.

Julie Weller said that her family farms in the mid-west and the US Department of Agriculture Conservation reimbursed her family in the 1980's for doing work to reduce runoff.

Mr. Zang added that Oak Grove is beginning to handle some water issues.

Mr. Kuhl asked what we need to do next. Mr. Rogalski said that in 2018 we need to implement the PRP and seriously discuss how the township is going to pay for the MS4 work. A public workshop could be held to figure out the options available. Mr. Kehoe added that as the population grows so does the opportunity to plan.

#### STAFF COMMENTS

Mr. Rogalski stated that the Mt. Zion Cemetery is requesting to have a Hidden Driveway sign installed. He has looked into this with PennDot and there is a form that needs to be completed and the township will be responsible for the installation and maintenance of the signs. Ms. Sunday added that coming from Boiling Springs is the worst, but having a sign for both directions would be helpful. Mr. Kuhl asked the cost of the signs. Mr. Rogalski thought around \$200 each. The Board agreed to proceed with the Hidden Driveway signs for the cemetery entrance.

Ms. Araiza said that PEL has received all documents requested to start the EIP review. They are looking to schedule a meeting and interviews in early December.

Mr. Kehoe said that Mr. Castle was elected for a 5<sup>th</sup> term, as he is working on completing his 24<sup>th</sup> year as a Supervisor. Greg Rausch, from Middlesex Township, was elected as the new school board member. And Julie Weller was elected as the new tax collector. He thanked Ms. Weller for stepping up to fill this position. He added that Ms. Weller is planning on having an office at the township building.

Mr. Kehoe asked for an update on the new website that has been being worked on. Ms. Araiza said that training will be held next week.

Mr. Kehoe stated that the Pumpkin Fest was held and was a success.

Mr. Kehoe asked for thoughts and prayers for those in Texas and across the country.

Mr. Kuhl added that there is no tax increase.

#### ADJOURN

**The meeting was adjourned at 8:20 PM.**

Respectfully submitted,

Karen Lowery  
Secretary/Treasurer

TO: Board of Supervisors  
 FROM: Dennis Nailor, Roadmaster  
 DATE: Nov 1 2017  
 SUBJECT: Roadmaster's Report

## PROJECTS BEING WORKED ON

<u>Project</u>	<u>Notes</u>	<u>Estimated Completion Date</u>
Winter Brush Cutting	trim trees weather permitting	3/31/18
Service Equipment	change oil & grease equipment	11/30/17
Garden plots	Clean off & Rototill For Spring	11/17/17

## PROJECTS COMPLETED

<u>Project</u>	<u>Notes</u>	<u>Completion Date</u>
Tile Markers	Replacing & Painting	10/23/17
Leidigh Dr & Lutztown Rd WO # 2017 32	Drainage Swale	10/27/17
Snow Fence	put up for winter	10/25/17
W Lisburn & Brindle Rd	Remove Pine trees	10/19/17
WO # 2017 29	Grind Stumps	10/20/17
Tree in Creek WO # 2017 27	Remove tree from Creek	10/9/17
Remove Pine tree WO # 2017 30	Churchtown Blocking school light	10/24/17
Manhole Repair WO # 2017 31	Melt material around manhole	10/18/17



1215 Manor Drive  
Suite 100  
Mechanicsburg, PA 17055  
T: 717-975-6481  
F: 717-975-6480

www.pennoni.com

## MEMORANDUM

**TO:** Monroe Township Board of Supervisors

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

**DATE:** November 2, 2017

**SUBJECT:** October Activity Report  
File Reference No. MNTP MT17

---

The following activities were performed during the period between 10/3/17 and 11/2/17:

### ENGINEER

1. Reviewed one revised Final Subdivision Plan.
2. Performed a 24-hour traffic count at the intersection of Sinclair Road and Trindle Road and turning movement count at Bare Road and W. Trindle Road.
3. Attended monthly Department of Public Works staff meeting.

### ZONING

1. Issued 4 Zoning Permits and 12 Building Permits for a total of \$998,000 in new construction.
2. Responded to phone calls and attended one meeting 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 3 meetings with residents during those periods.
4. Reviewed one complaint regarding abandoned vehicles.
5. Attended one Zoning Hearing Board meeting for a special exception for an addition at the former Cold Springs Inn.

### CAPITAL PLANNING

The following action items identified for 2017:

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 RESPONDED POSITIVELY AND MEETING PENDING.**

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. **PLANNING DOCUMENT DRAFTED AND ISSUED TO RECREATION BOARD FOR REVIEW.**
3. **ACTION ITEM:** Issue violation notice to resident on Sheaffer Road regarding sight distance impairment. **NOTIFICATION ISSUED, NO RESPONSE TO DATE FROM OWNER. OFFICIAL ENFORCEMENT NOTICE ISSUED 10/6/17 WITH NO FORMAL RESPONSE TO DATE. APPEARS PROPERTY OWNER HAS PERFORMED SOME TRIMMING OF VEGETATION.**
4. **ACTION ITEM:** Issue notice to W. Lisburn Road property owner for temporary access for tree removal. **WORK COMPLETE**
5. **ACTION ITEMS:** Complete field survey, conceptual design and right-of-way plats and legals to obtain additional right-of-way for roadway improvements at the Leidigh Drive curve adjacent to the Wickard property. **FINAL LEGAL DESCRIPTIONS AND ROW PLATS HAVE BEEN EXECUTED. TREE REMOVAL WORK SCHEDULED FOR NOVEMBER/DECEMBER 2017.**
6. **ACTION ITEM:** Evaluate the placement of "Dangerous Intersection" warning signs at the intersection of York Road and Leidigh Drive/Old Stone House Road. **INTERSECTION DETERMINED TO BE UNDER PENNDOT CONTROL – NOTIFICATION MADE TO PENNDOT**
7. **ACTION ITEM:** Issue notice to Martin Road property owner for temporary access for bank removal. **PROPERTY OWNER HAS AGREED TO PERMIT TOWNSHIP TO ACCESS PROPERTY FOR BANK REMOVAL IN SPRING 2018.**

cc: A-File  
File