

June 8, 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  
A.W. Castle, Vice Chairman  
Carl Kuhl, Supervisor  
Catalina Araiza, Manager

Michael Pykosh, Solicitor  
Greg Rogalski, Engineer/Zoning Officer  
Karen Lowery, Secretary/Treasurer

SPEAKERS FROM THE AUDIENCE

Barb Pearce, was present on behalf of Fair Districts PA and are requesting local governments to support a resolution adopted by Cumberland County to urge the Commonwealth's General Assembly to amend the PA Constitution to provide redistricting every 10 years.

Mr. Kuhl and Mr. Kehoe stated that we have reviewed this matter through the COG.

CONSENT AGENDA

Mr. Kehoe stated that the May 31, 2017 Special meeting minutes need to have the one motion updated after being clarified by listening to the audio tape.

**On the motion of Mr. Kuhl, and seconded by Mr. Castle, and by unanimous vote of the Supervisors it was duly RESOLVED to amend the motion to read (change in italics):**

**On the motion of Mr. Kuhl, and seconded by Mr. Castle, and by unanimous vote of the Supervisors it was duly RESOLVED to proceed with working with South Middleton on the Developer's Agreement in a good faith effort with the intention of working on the larger program of a more *efficient and effective integrated structure between Monroe Township and South Middleton regarding the sewer system.***

Mr. Kehoe added that there was also another discussion that needed to be clarified in regards to the rate for Allenberry residents.

**On the motion of Mr. Kuhl, and seconded by Mr. Castle, and by unanimous vote of the Supervisors it was duly RESOLVED to amend the minutes by adding the following sentence to page 3,**

paragraph 5 to read (change in italics): Sharon Brandt asked if the draft agreement would supply water and sewer directly to Allenberry and give them a lower rate. Mr. Kehoe explained the agreement would be just for Allenberry and the agreement or contract is still being worked on and rates are being negotiated. The larger picture is working toward the discussion of SMTMA taking over the Southern Sewer district. *A proper larger arrangement would allow SMTMA to take over the southern sewer district which would lead to repair and improvement to the system along with the distribution of the debt to a larger rate payer base and would at some time in the future lower the rates.*

1. Approval of Minutes – May 18, 2017 Regular Meeting  
- May 31, 2017 Special Meeting – as amended
2. Roadmaster’s Report 5/12/17 – 6/8/17
3. Engineer/Zoning Officer’s Report 5/12/17 – 6/8/17
4. Reaffirm the ACH Bank Account Approval
5. Approval of Bills (as prepared)

**On the motion of Mr. Castle, and seconded by Mr. Kuhl, 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 said that approximately \$6,000 has been collected since the last meeting. Most accounts are in a payment plan and we are moving forward. A bank foreclosure has been placed against the largest delinquent account, so he advised to let it runs its course and we will get paid.

NEW BUSINESS

JAY SMYSER – EAGLE SCOUT PROJECT

Mr. Smyser from 1248 York Road and part of Troop 170 from Mt. Holly Springs was present to explain his Eagle Scout project of painting the playground equipment. He asked what type of paint was needed and exactly what work needed done. Mr. Kehoe said that the playground at Founders would be the main focus as this project would help to extend the life of the equipment until a recreation plan can be worked out to upgrade the most heavily used park. He added that other park areas could be included if the project needed thickened.

**On the motion of Mr. Castle, and seconded by Mr. Kuhl, and by unanimous vote of the Supervisors it was duly RESOLVED to approve Jay Smyser's Eagle Scout Project of painting playground equipment.**

AMBULANCE COVERAGE – DILLSBURG AREA

Paul Christophel from Holy Spirit EMS was present. First he thanked the Board for the recent contribution, which helps to offset costs. He then explained that Citizen's Hose currently provides ambulance coverage to the Williams Grove area. Last year some of the EMT staff left Citizen's Hose, so the covered municipalities were looking to see what their options were. An educational session was held providing options of what the municipalities could do. One option is that Holy Spirit EMS could provide the ALS and BLS services, which would replace Citizen's Hose. Two of the fire companies are in a merger which should be finalized this summer and have attended the last few sessions. If Holy Spirit EMS is going to take over the coverage these areas the target date would be November 1<sup>st</sup> to give them time to get employees and equipment. As part of this deal Holy Spirit would purchase the equipment from Citizen's Hose. Five of eight municipalities have taken action or signed a memorandum of understanding to proceed with Holy Spirit EMS coverage, they are Dillsburg Borough, Wellsville Borough, Franklinton Borough, Warrington Township and Franklin Township. Carol Township presented Monday at the workshop and it is on their agenda for next Monday. Washington Township will have a presentation on June 19<sup>th</sup> and Monroe is the other that hasn't decided.

Mr. Kehoe stated the proposal is for Holy Spirit EMS to take over everything that Citizen's Hose is currently doing if all of the townships sign up. We are a hybrid since we have coverage by Holy Spirit service that works on an annual contribution and what has been proposed now is a pay per call structure, however, since Monroe is already in we have an option. Mr. Christophel said Monroe can choose either option. He added that he is willing to work with the fire company to get this option set up.

Mr. Castle stated that the coverage area is pretty large and wanted to know how many ambulances there are. Mr. Christophel said there are 2 in Mechanicsburg, 2 in Upper Allen, 1 in Dillsburg and 1 in Rossville that are staffed.

Mr. Castle asked if there are any staffing problems. Mr. Christophel said that most companies are having problem nationwide. About 2 years ago some initiatives were put in place and they are now nearly fully staffed.

Mr. Kuhl said he would like to review the numbers, make sure the fire company is on board and work with their input. Mr. Castle agreed to talk with the fire company. Mr. Kehoe agreed. The Board will check with the fire company and discuss this at the July meeting.

**On the motion of Mr. Castle, and seconded by Mr. Kuhl, and by unanimous vote of the Supervisors it was duly RESOLVED to table this until the July meeting.**

## AWARD ROAD WORK BIDS

The Board reviewed the memo with the bid amount that came in below the amount that was estimated. Mr. Rogalski said some of the remaining funds could be used for the tree/sight distance issues that have been discussed.

Mr. Kehoe asked if widening the shoulder of the road was included in the project. Mr. Rogalski and Mr. Nailor did a field visit and determined there is available right-of-way, however, it varies on both sides of the roadway. The target bike path is 4' wide on one side of the road. Mr. Rogalski did have a traffic safety person from his office take a look at Creek Road and he felt that a shoulder was put in they would still ride on the road. He suggested there were other safety measures that would be more beneficial along that route.

**On the motion of Mr. Kuhl, and seconded by Mr. Castle, and by unanimous vote of the Supervisors it was duly RESOLVED to accept the road bids as provided in the memo from Mr. Nailor dated June 6, 2017.**

## MONROE ACRES RECREATION PLAN OUTLINE

Mr. Rogalski provided a handout for the Recreation Board to review to determine what we have and what is needed. In the end they would be able to provide a recommendation of what is needed.

Mr. Kehoe asked if there is a metric that is used to determine the radius of influence a park would have on a surrounding area. Mr. Rogalski said there was a joint effort done years ago that he could look at.

Mr. Kuhl mentioned the MS4 issues that would need to be included over the next 5 years.

**On the motion of Mr. Castle, and seconded by Mr. Kuhl, and by unanimous vote of the Supervisors it was duly RESOLVED to pass this Recreational Plan Outline to the Recreation Board to consider and work on with township office over the next 12 months.**

## ON-LOT SEWAGE PUMPING REGULATIONS

Mr. Kehoe stated that recently a request was received from a resident regarding adjacent townships pumping regulations. On the surface it looked like there would be lower costs than what Monroe has in place. Upon review by our Sewage Enforcement Officer and Solicitor it wasn't as lucrative as it first appeared. The solicitor provided a summary that laid out the case that there is nothing Monroe Township is in a position to do. The township manager was requested to work with the solicitor to formulate a response to this request.

Mr. Kuhl had been contacted by some residents regarding the matter. He reviewed the numbers and didn't think it made much sense.

**On the motion of Mr. Kuhl, and seconded by Mr. Castle, and by unanimous vote of the Supervisors it was duly RESOLVED to request the township manager work with the solicitor to provide a response.**

BOILING SPRINGS TRAFFIC

Mr. Rogalski explained has been a speed complaint on Route 174 between Route 74 and the township line. The resident had contacted Penn Dot for a speed study and received a response that a request for a speed study needed to come from the township. He added that he has talked with a member of the Penn Dot traffic unit who stated that requests like this are received quite frequently without substantial evidence to back up the request and the requests are usually acted upon. A letter can be sent making the request or the letter could be sent with an engineering study that the township would have to pay for. He added that a lot of speed issues are related to perception and the speed isn't what people think they are. If the speed study is done it may not warrant a change.

Mr. Kuhl asked what the probability of success would be with or without a study. Mr. Rogalski felt the success would be low based on the conversations he has had.

Mr. Kehoe asked what type of road Route 174 is. Mr. Rogalski said it is an urban collector road. Mr. Kehoe said that type of road is to be a major flow of traffic. He feels that Monroe has learned a little trying to work on speed control in neighborhood developments where people were perceived to be going too fast so a speed study was done with the desired conclusion being to lower the speed limit on the road because that will keep people from going too fast. This perception was not accurate and this was even in a neighborhood. In a very good hearted attempt to appease as many people as possible we created a lot of confusion and spent a lot of money. Now here we are on a state road where volume is increasing and commercial traffic is increasing. He doesn't believe that going through with the speed study to lower the speed limit will solve the problem.

Mr. Rogalski stated that in the response to the resident Penn Dot will be reviewing some stuff with Allenberry to ensure safety and mobility along Route 174. The only thing that changes speed is geometric changes or enforcement. A speed study could come to the conclusion that a higher speed is warranted.

Mr. Castle said that Penn Dot is not in favor of the speed study. He said that enforcement controls speed. He feels that the passing zone should be removed and police coverage should be requested monthly. Ms. Araiza said the request has been made and they are been patrolling.

**On the motion of Mr. Castle, and seconded by Mr. Kuhl, and by vote of the Supervisors it was duly RESOLVED to send a letter to Penn Dot to request a speed study be performed on Route 174 between Route 74 and the township line. Mr. Kehoe abstained from voting.**

## PENNONI MS4 PRESENTATION

Mr. Rogalski gave a presentation regarding the Chesapeake Bay Pollutant Reduction Plan (MS4). A copy of the presentation is attached.

Mr. Rogalski stated that we have to provide a 5 year pollutant reduction plan in September 2017 along with having a public comment time period, so he provided a schedule of the items that need to be addressed. He added that in some of the areas we will need to work with the homeowners because we don't own land where the work needs to be done. In the areas of the West Shore Evangelical Free Church and Williams Grove Speedway we can work together with their existing systems to meet the reductions.

Mr. Rogalski has calculated that the cost of the work to meet the pollutant reduction plan between 2018 and 2022 will be \$435,073. This included engineering and contingencies. Mr. Kehoe asked if liquid fuels funds could be used for any work that needs to be done in the roadway. Mr. Rogalski wasn't sure about that.

Mr. Rogalski said that taxes can be increased to cover the expense or a fee can be assessed to cover the expense, it is up to the township which route they would like to proceed. Mr. Kehoe added that the tax option eliminates the non-profit properties from paying, that is why a lot of areas are going to a fee schedule to assess an amount. Mr. Kehoe understands that a lot of townships come up with a conceptual plan for the entire township, so that they know what the impact would be if the MS4 was needed in the whole township and then use that as a basis for a long term plan.

Mr. Rogalski at the next meeting the funding structure will need to be discussed along with the general concept and then we will be able to put the plan out for comment.

Mr. Kehoe added that we may want to create a task group or work committee. He added that we need to plan for the future, lessen the impact and start saving.

## STAFF COMMENTS

Mr. Rogalski stated that they have completed the Leidigh Drive survey.

Mr. Kuhl stated that the electronic recycling is running behind as they try to work out final details. They are hoping to be up and running by late June/ early July. The center will be open 2 mornings a week and every other Saturday and it will cost \$0.50 per pound.

Mr. Kehoe stated that the Municipal Authority is a person down. He has talked with Andrew Clancy who has an engineering background and has worked with planning long term projects. Ms. Sunday said that he was interested in volunteering with the asset management program, but it didn't work out. Mr. Miller said his background seemed fitting.

**On the motion of Mr. Castle, and seconded by Mr. Kuhl, and by unanimous vote of the Supervisors it was duly RESOLVED to appoint Andrew Clancy to the Municipal Authority Board to complete the vacant position which expires at the end of 2018.**

Mr. Kehoe announced that we have been contacted by someone interested in serving on the Recreation Board. She is going to attend the next Recreation Board meeting and get back to us. He added that another option to keep in mind would be to consider having a direct link with the Monroe Elementary PTO on our board. The current PTO president thought this was a great idea and will discuss this more as she is available. Mr. Castle thought this was a good idea. Mr. Kuhl added that it would help keep us in tune with the youth.

**On the motion of Mr. Castle, and seconded by Mr. Kuhl, and by unanimous vote of the Supervisors it was duly RESOLVED to send a letter of invite to the Monroe Elementary PTO to see if they are willing to participate with the Recreation Board.**

Mr. Kehoe asked if there was any update on the tax collector transition. Ms. Araiza said communications are happening and she has requested information, but doesn't have an update yet.

Mr. Castle announced that Community Day is being looked at and shortening the event is being discussed since getting enough volunteers to help run the event is becoming difficult.

Mr. Castle's trivia question was "On December 14, 2008, George W. Bush ducked when an Iraqi journalist threw what at his head?" Answer was a shoe. The quote of the day was "Anyone who does anything to help a child in his life is a hero to me." – Fred Rogers. God Bless America.

ADJOURN

**The meeting was adjourned at 8:55 PM.**

Respectfully submitted,

Karen Lowery  
Secretary/Treasurer

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

**PROJECTS BEING WORKED ON:**

<u>Project</u>	<u>Notes</u>	<u>Estimated Completion Date</u>
Brush Cutting	On-going may change Depending on workload	June 1, 2017
Patch Pot Holes		June 31, 2017
Spreading Tanbark	Around Benches & Flower Beds	June 9 , 2017
Leidgh Field ( baseball Diamond )	Drag 2X a month	Ongoing
Community Day	Prepare & Load Items on Trailors	June 13 , 2017
Open Road Bids		June 6 ,2017
Trim shrubs		May 30, 2017
Office building	Hallways need waxed	June 25 , 2017



## Projects Completed

<u>Project</u>	<u>Notes</u>	<u>Completion Date</u>
All Parks Spraying	Weed Control	May 22 , 2017
Road Mowing	Grass & Weeds	May 31, 2017
Compost Bin	10ft x 10ft	May 12 , 2017

## **Projects Recommended:**

<u>Project</u>	<u>Notes</u>	<u>Completion Date</u>
Joe Carr Field Backstop	Quotes attached	Action needed
Joe Carr Field outfield Fence	Memo attached	Action needed

**MONROE TOWNSHIP  
CUMBERLAND COUNTY**

<u>WORK ORDER #</u>	<u>PROJECT</u>	<u>PROJECT TYPE</u>	<u>START DATE</u>	<u>END DATE</u>	<u>BUDGET</u>	<u>COST</u>	<u>STATUS</u>
2017-1	Township Playground Repairs	PARKS/REC	2/6/2017	1/0/1900	4,267.70	4,852.04	COMPLETE
2017-2	Manhole lid repair at intersection of Trindle Road and Konhaus Road	ROAD WORK	3/30/2017	3/30/2017	0.00	540.40	COMPLETE
2017-3	Brush Cutting	ROAD WORK	1/10/2017	6/1/2017	0.00	0.00	OPEN
2017-4	Patching Pot Holes	ROAD WORK	4/17/2017	6/31/2017	0.00	0.00	OPEN
2017-5	Sweeping roads and intersections	ROAD WORK	4/27/2017	5/30/2017	0.00	0.00	COMPLETE
2017-6	Spring Cleanup	MAINTENANCE	4/3/2017	4/5/2017	0.00	0.00	COMPLETE
2017-7	Backstop Joe Carr Field	PARKS/REC	2/27/2017	6/1/2017	5,420.04	0.00	OPEN
2017-8	Homerun fence Joe Carr Field	PARKS/REC	2/27/2017	6/1/2017	5,962.01	0.00	OPEN
2017-9	Bench and tree maintenance	PARKS/REC	3/2/2017	6/1/2017	0.00	0.00	OPEN
2017-10	Road Inspection	ROAD WORK	3/28/2017	4/6/2017	0.00	225.72	COMPLETE
2017-11	Leidigh Fields (trash)	MAINTENANCE	4/3/2017	10/30/2017	0.00	0.00	COMPLETE
2016-12	Leidigh Field (baseball diamond)	PARKS/REC	4/15/2017	6/1/2017	0.00	0.00	OPEN

**MONROE TOWNSHIP  
CUMBERLAND COUNTY**

2017-13	Leidigh Park (spraying)	PARKS/REC	4/17/2017	9/29/2017	424.57	0.00	0.00	OPEN
2017-14	Basket Ball Court Monroe Acres - 50'x44'	PARKS/REC	4/5/2017	6/30/2017	0.00	0.00	0.00	OPEN
2017-15	Office Floors (WAX)	MAINTENANCE	4/11/2017	4/13/2017	1,219.72	0.00	0.00	OPEN
2017-16	compost bin	PARKS/REC	5/9/2017	5/23/2017	0.00	0.00	0.00	COMPLETE
2017-17	Creek Rd. & York Rd.	ROAD WORK	5/9/2017	5/9/2017	0.00	0.00	0.00	COMPLETE

## MEMORANDUM

**TO:** Monroe Township Board of Supervisors

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

**DATE:** June 1, 2017

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


---

The following activities were performed during the period between 5/10/17 and 6/1/17:

### ENGINEER

1. Attended three meetings with Special Council regarding SMTMA Sewer Agreement revisions associated with the Allenberry project.
2. Met with the developer regarding paving in the Trindle Station Subdivision.
3. Attended one Conditional Use hearing for the Breeches at Allenberry.
4. Continued development of MS-4 Pollutant Reduction Plan.
5. Attended one meeting with members of the Department of Public Works to discuss workload and capital project planning.
6. Reviewed proposed I&I Program with Authority Engineer to coordinate capital planning and proposed DPW involvement.
7. Reviewed speed limit issues on Boiling Spring Road.

### ZONING

1. Issued 4 Zoning Permits and 7 Building Permits for a total of \$487,000 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 6 meetings with residents during those periods.
  4. Reviewed three complaints regarding accumulation of trash and debris.
- 
- A dark green triangle is located in the bottom right corner of the page, pointing upwards and to the left.

---

---

**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 PENDING**
2. ACTION ITEM: Written notification should be made to the property owners along Clouser Road that trees within the road right-of-way will be removed as part of any future road improvement project. **NOTIFICATION PENDING**
3. 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. **COORDINATION WITH REC BOARD REQUIRED**
4. ACTION ITEM: Issue violation notice to resident on Sheaffer Road regarding sight distance impairment. **NOTIFICATION PENDING**
5. ACTION ITEM: Issue notice to W. Lisburn Road property owner for temporary access for tree and bank removal. **NOTIFICATION PENDING**
6. ACTION ITEM: Complete newsletter article regarding damage to homeowner improvements to the public right-of-way by snow removal equipment and property owner responsibility for drainage swale maintenance, particularly in White Rock Acres. **SCHEDULED FOR NEXT NEWSLETTER CYCLE**
7. 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. Field survey and preliminary engineering costs for this effort is estimated to be \$5,000 - \$6,000. **FIELD SURVEY SCHEDULED FOR 6/2/17**
8. ACTION ITEM: Evaluate the placement of "Dangerous Intersection" warning signs at the intersection of York Road and Leidigh Drive/Old Stone House Road. **UNDER REVIEW**
9. ACTION ITEM: Formalize agreement with UGI Utilities for the payment of \$80,000 toward the resurfacing of Sinclair Road. **COMPLETED INITIAL CORRESPONDENCE WITH UGI**

cc: A-File  
File