

February 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  
A.W. Castle, III, Vice Chairman  
Carl Kuhl, Supervisor  
Catalina Araiza, Manager

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

Mr. Kehoe announced that an executive session was held to discuss potential litigation.

SPEAKERS FROM THE AUDIENCE

Devin Flickinger, from Holy Spirit thanked the Supervisors for their support. And he reported that there were 356 calls in 2016 and 30 calls in January 2017.

Randy Jackson, 314 Monroe Street, said that there seemed to be some confusion at the Municipal Authority meeting regarding paying off the Northern portion of the 2010 bond that had been approved at the November 19, 2016 meeting. He would like to know where this stands.

Mr. Kehoe stated that he had questions about paying off a portion of the bond with the unknown expenses that may be coming. He questioned what the lowest cost for Monroe Township would be, paying of a portion of the bond or borrowing new money, if needed. PFM ran a financial analysis on this and the results were just received, but he hasn't had time to review them. He wants to do what is best for Monroe Township.

Mr. Jackson stated that the money being discussed is Northern money and the lawsuit with SMTMA is in the Southern district. He added that he will hire an attorney on Monday to have an injunction passed to pay off the bond. He stated that Mr. Kehoe was in violation of Robert's Rules of Order. Mr. Jackson added that the wants the Northern rate payers treated right.

Mr. Kuhl said that the has reviewed the analysis done by PFM and it seems that a new loan would be more cost effective and indicates paying off the bond would be the right thing.

Cass Gibson, Ryegate Road, suggested looking to see if county or state tax credits would be available to install snow fences and save some time on labor for plowing.

Ron Eckerd, 312 Monroe Street, understands the concern with wanting to hold the pot of money for future lawsuit concerns and its okay to have that, but he doesn't feel that is okay to

have the Northern District pay \$2,300 a month of interest. Mr. Kehoe added that he was looking at what would be the lowest cost to pay without raising rates.

### CONSENT AGENDA

1. Approval of Minutes – January 3, 2017 Regular Meeting & Reorganization Meeting  
- February 2, 2017 Special Meeting (minor editorial changes)
2. Roadmaster's Report 12/24/16 – 2/1/17
3. Engineer/Zoning Officer's Report 12/24/16 – 2/1/17
4. Approval of Bills (as prepared)

**On the motion of Mr. Kuhl, and seconded by Mr. Castle, 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 \$4,000 has been collected since the last meeting. He is moving forward with collections of the other accounts. Two of the larger accounts have proposed a payment plans that he is going to review with the Municipal Authority Board and then the Supervisors. One has contacted him with a possible payment plan, he is still working on the details. And he is working on having on accounts 4 liens consolidated into one lien.

Mr. Pykosh added that he has filed 4 lawsuits for properties that haven't connected in the Dillsburg Area. One is working on connecting. One is in foreclosure and one hasn't responded, so he file a default judgement. The last one wasn't able to be served, but they recently found a new address for the owner and are going to try serving again.

#### SMTMA PLANT UPGRADE

Mr. Rogalski reported that he reviewed the January invoice and recommends payment of \$13,136.37. He added that the project is pretty much complete and retainage has been released to the 3<sup>rd</sup> contractor. There may be a lull in invoices.

Mr. Kuhl asked about the status of the additional projects we were told about. Mr. Rogalski said they will be starting those soon, he doesn't have a comprehensive total yet but should in the next month or two. Mr. Kuhl added that Monroe's portion should be less than 13% since the water treatment is also there. Mr. Rogalski understand that the water treatment will pay 60% and sewer will pay 40%. Monroe will pay 13% of that 40%.

Mr. Kehoe asked how the transition is going. Mr. Rogalski said it is going well. They are working on preparing the Chapter 94 reports.

## TRINDLE STATION RECREATION AGREEMENT

Mr. Tamanini provided a concept plan for a recreation area. The residents and homeowners association are very enthusiastic about the plan. Mr. Tamanini would like to add the park area to support the new and existing families. The park would be natural and low maintenance. There wouldn't be any off street parking because there are sidewalks and a walking trail would be installed to allow accessibility.

Mr. Kehoe stated that the board previously agreed to have the Engineer/Zoning Officer and Solicitor review the proposal. Mr. Rogalski and Mr. Pykosh have done that and provided memos.

Mr. Kuhl questioned what would happen if the HOA disappeared at some point. He was told that as part of the HOA agreement if the HOA would disband then an independent management company would handle it.

Mr. Kehoe said the conceptually this is a good idea, but his concern is with ownership and who pays for what. This is atypical for Monroe. The road crew does basic mowing, basic landscape tasks and then 10,000 other things. Mr. Castle added that we don't have a parks department.

Mr. Tamanini said that they are not offering for the township to own the land. The HOA would own the land and maintain the walking trail.

Mr. Kehoe added that Mr. Tamanini is looking for contribution made for the recreation fee to be refunded. Mr. Tamanini believes this would help the township meet their obligation of providing recreational space. He has paid in \$112,500 and is asking for \$75,000 to be returned for the park, but this could be negotiated.

Mr. Pykosh stated that he provided a 4 page memo with concerns that should be addressed.

**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 Recreation Plan for Trindle Station contingent upon Mr. Pykosh and Mr. Rogalski working through the details to provide an acceptable agreement and feedback to the Supervisors.**

Mr. Castle said this would be beautiful for the area. Mr. Kuhl added that he is supportive of the plan once basic concerns are addressed.

## NEW BUSINESS

DREW CLANCY – EAGLE SCOUT PROJECT

Mr. Clancy stated that he is part of Troop 168 and is looking to complete his Eagle Scout Project. He had originally proposed a picnic area near the gardens, but has thought about it and would like to have the picnic area a little further away from the gardens. He proposed to add a picnic area in the tree line between the garden area and the soccer field so that it can be utilized by both parties. He would be cleaning up the tree line area, installing to 6’ picnic tables and mulching the area. He would like to start the project in April or May. He asked if the township could possibly donate the mulch, if not he would solicit donations. Mr. Rogalski provided Mr. Clancy with phone number for the Mechanicsburg composting facility. He added that they may donate the mulch.

Mr. Kehoe stated that he liked the idea of putting the picnic area in a naturally shaded area.

Mr. Kuhl asked if there would be a trash can. Mr. Clancy was hoping the township would supply that.

**On the motion of Mr. Castle, and seconded by Mr. Kuhl, and by unanimous vote of the Supervisors it was duly RESOLVED to approved Mr. Clancy’s plan to install a picnic area in the tree line between the gardens and the soccer field contingent upon the office staff and road crew agreeing to the design. The township will contribute the mulch, if needed, and the trash can.**

Mr. Clancy asked if his proposal met the needs of the township. Mr. Kehoe said that it does meet the needs and installing a picnic grove area is a novel idea.

BOND ESTABLISHMENT – HOLLY WOOD

**On the motion of Mr. Castle, and seconded by Mr. Kuhl, and by unanimous vote of the Supervisors it was duly RESOLVED to have Holly Wood bonded at \$750,000 at an annual cost of \$625.00.**

WILLIAM BAKER SUBDIVISION PLAN

Mr. Diffenbaugh stated that this is subdivision for one 10 acre lot on Martin Road for Mr. Baker’s daughter. There would be private well and septic and he requested 3 waivers.

Mr. Rogalski stated that this plan was started before the transition and he met with Mr. Diffenbaugh to review. The Planning Commission previously recommended approval and he is in support of the plan.

**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 3 waivers as requested and listed in Mr. Rogalski’s letter dated January 26, 2017.**

**On the motion of Mr. Kuhl, and seconded by Mr. Castle, and by unanimous vote of the Supervisors it was duly RESOLVED to approve the William Baker Subdivision plan contingent upon the engineer’s comments dated January 26, 2017 being satisfied.**

## JAMES ADAMS SUBDIVISION PLAN WITHDRAW

Mr. Diffenbaugh stated that Mr. Adams would like to withdraw the subdivision plan since he has sold one of the properties.

Mr. Pykosh asked Mr. Diffenbaugh if he has authorization from his client to withdraw the plan. Mr. Diffenbaugh said the request to withdraw the plan was at his client's direction.

**On the motion of Mr. Castle, and seconded by Mr. Kuhl, and by unanimous vote of the Supervisors it was duly RESOLVED to accept the request to withdraw the James Adams Subdivision plan.**

## WEBSITE PROPOSAL

Mr. Kehoe stated that the website is outdated and needs to be updated. Quotes have been obtained and the recommendation is to have the website redesigned by a new vendor. The new website would provide communication tools, such as social media, email notifications and the ability to push out emergency notifications. The recommended proposal was from Revise at a cost of \$8,000, which was budgeted for, and it would take 15 to 17 weeks to implement the upgrade.

Mr. Castle said this is long overdue and would be a benefit to all.

Mr. Kuhl said this would allow us to provide clearer information to residents who sign up for alerts. This is a good company with a good track record.

Mr. Kehoe asked Ms. Araiza if she checked into the ownership of the site. Ms. Araiza said the township would own the content and design of the website.

**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 the website re-design by Revise at a cost of \$8,034, along with the annual support of \$1,800 for 5 years.**

## EARLY INTERVENTION PROGRAM

Ms. Araiza explained that this would be for a grant through DCED to perform a 3-5 year financial analysis for the entire municipality, then set goals and implementation. It has been suggested that this be done before the comprehensive plan update.

Mr. Kehoe added that the county did this financial analysis 5 years ago to identify any issues in advance. Ms. Araiza added that Silver Spring Township also did this.

Mr. Kehoe stated the cost of the analysis is \$60,000 to \$75,000 with a 50% matching grant. The Township's portion would be \$37,500. He added that this was not budgeted for, but approximately \$15,000 was set aside for the comprehensive plan. The general fund would have to cover the remaining portion.

Mr. Kuhl that he fully supports this plan based on the current concern with finances. There hasn't been much growth and this would be a valuable asset to tackle concerns. This would give us a sense of how we are doing and guidance for the future. Mr. Castle agreed.

**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 2017-10 and proceed with the EIP Financial Analysis, not to exceed \$37,500.**

#### LAWN CARE BID

Mr. Kehoe stated that this thought process started last year. The road crew spends approximately 8 weeks per year on lawn maintenance and this would allow for better use of their time. A scope of work has been prepared and reviewed to be put out for bid to compare to the in house costs. He added that with the time that would be freed up and the liquid fuels account increases the township would have an opportunity to improve the roadways.

Mr. Castle thinks this is an excellent idea. We have many talented employees that could be used in other area to help residents.

Mr. Kehoe added that there are also optional services that will be put out for bid. He said this is going to be used to gather information. He does not want the road crew to be concerned that all landscaping will be outsourced. Mr. Castle added that there is no plan to cut the work staff. Mr. Kuhl said that there are more important tasks that could be done.

**On the motion of Mr. Castle, and seconded by Mr. Kuhl, and by unanimous vote of the Supervisors it was duly RESOLVED to proceed with advertising and accepting bids for the Lawn Maintenance as provided.**

#### ASSET MANAGEMENT FINAL REPORT

Mr. Kehoe stated that the work that has been done for this project is nothing short of amazing.

Ms. Sunday stated that in 10 months there have been 500 volunteers hours used to gather this information. She provided a report with finding and suggestions for continuing the asset management program. Ms. Sunday stated that some of the columns in the database should be worked on, someone should be responsible for adding new information and there should be requirements set for developers submitting new plan. She added that the project cost \$5,250, which saved the township a lot of money. And the Municipal Authority is already using the data to determine where they are heading with I&I repairs.

Mr. Kehoe asked if during the I&I project we would be able to advance the database with more information. Ms. Sunday said that whenever anyone does anything with the sewer system, the info should be added to the database.

Mr. Kehoe asked if the pump station information should be obtained by Jeff Wilbur or the road crew. Mr. Rogalski said the pumps would need pulled, so Jeff Wilbur would be the best option.

Mr. Kuhl said there is a to do list. Is there an idea of the cost or time this would take? Mr. Rogalski said that if the task was given to him, he would likely hire an intern to gather the information. He said the township could do the same thing. Mr. Kehoe said the Municipal Authority would need to vet this out and make recommendation to move forward.

Ms. Sunday wanted to thank the volunteers for being detail oriented, being able to read the plans and the data entry skills that were provided.

Mr. Castle thanked Ms. Sunday for spear heading this project.

**On the motion of Mr. Castle, and seconded by Mr. Kehoe, and by unanimous vote of the Supervisors it was duly RESOLVED to present all of the Asset Management Volunteers with a Monroe Proud Award.**

Mr. Kehoe added that Ms. Sunday heads the Memorial Day Celebration and Monroe's offer to help support that event still remains.

#### MS4 – REQUIREMENT UPDATE

Mr. Rogalski said that in December the MS4 update was addressed under the consent agenda, but the requirements state that the public must be able to comment on the MS4 plan, so he wanted to open the floor for any comments. There were no comments.

Mr. Kuhl questioned the requirement to plan for a 10% reduction. Mr. Rogalski said that talked to Mrs. Wood about this and they would have a draft done for the April or May Supervisors meeting. The reduction plan will be due in September. We will also need to identify a source to pay for the reduction measures.

#### HOEFLING ZHB APPEAL

Mr. Pykosh said that an appeal was filed on the Zoning Hearing Board decision that was provided. He has intervened as directed. He just wanted to keep the Board informed.

#### TRINDLE STATION PHASE 2, SECTION 5 BOND ESTABLISHMENT

**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 Trindle Station Phase 2, Section 5 bond establishment at \$362,787.23.**

## TRINDLE STATION PHASE 2, SECTION 5 SEWER BOND ESTABLISHMENT

**On the motion of Mr. Kuhl, and seconded by Mr. Castle, and by unanimous vote of the Supervisors it was duly RESOLVED to approve the Trindle Station Phase 2, Section 5 Sewer bond establishment at \$114,020.50.**

## HEALTH INSURANCE CO-PAY

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

## STAFF COMMENTS

Mr. Rogalski said that a meeting was held with UGI regarding the Sinclair Road project. He is not going to accept the road in the condition it is in. UGI will come back with a remediation plan; worst case the township is holding a bond of \$160,000.

Mr. Rogalski believes a former Monroe Township resident may have been in the Super Bowl – Matt Lingle from Wertz Development and a Cumberland Valley graduate.

Mr. Kuhl asked to move forward with paying off the Northern portion of the 2010 bond. Mr. Castle agreed, as it was already approved, but he understands that Mr. Kehoe is looking out for the township. Mr. Kehoe asked when it would be paid. Ms. Araiza said we would need to give the 30 day notice, so April.

Mr. Kehoe added that his goal was to do what was best for the township. He would like to prepare for the future and control sewer rates. His has worked hard to bring the township together and move forward, that has always been his focus.

Mr. Kehoe the Governor's budget proposal suggests a tax of \$25 per person for residents of municipalities with no police force. Mr. Castle added this would cost approximately \$140,000 per year. He suggested that everyone start calling their State Representative and Senator.

Mr. Gibson asked if the township could ask Dawn Keefer to hold an open house for residents to share concerns. Ms. Sunday likes this thought since the media representatives never mention Monroe Township.

Mr. Kehoe wished Mr. Castle a Happy Birthday, as his birthday will be on Monday and he is starting his re-election campaign.

Mr. Castle stated that he recently attended the winter concert at Monroe Elementary with the 4<sup>th</sup> and 5<sup>th</sup> graders who honored the flag, their country and the troops. Mr. Ocker, the music teacher, did a wonderful job. Mr. Castle said it was a very moving experience and it was very refreshing to see this. He would like to present Monroe Proud awards to the 4<sup>th</sup> grade class, the 5<sup>th</sup> grade class, Mr. Ocker and Mrs. Ward, the principal.

Mr. Castle's trivia question was "Which President was so superstitious, he would not travel on the 13<sup>th</sup> day of any month?" Answer was Franklin D. Roosevelt. The quote of the day was "Anyone who stops learning is old, whether at 20 or 80. Anyone who keeps learning stays young. The greatest thing in life is to keep your mind young." – Henry Ford. God Bless America.

ADJOURN

**The meeting was adjourned at 9:05 PM.**

Respectfully submitted,

Karen M. Lowery,  
Secretary/Treasurer