

April 13, 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

SPEAKERS FROM THE AUDIENCE - None

CONSENT AGENDA

1. Approval of Minutes – March 9, 2017 Regular Meeting  
- March 29, 2017 Special Meeting
2. Roadmaster’s Report 3/2/17 – 4/6/17
3. Engineer/Zoning Officer’s Report 3/2/17 – 4/6/17
4. Approval of Bills (as prepared)
5. Generator Repair – Municipal Authority Recommendation (\$1,468)
6. RFP – Early Intervention Program
7. Announce Snow Emergency on March 13, 2017
8. Boiling Springs Triathlon Approval Request

Mr. Kehoe noticed a price in the Roadmaster’s report for an outfield fence. Ms. Araiza said this was for a potential future project.

**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 \$2,700 has been collected since the last meeting. Two of the larger accounts have entered into payment plans. There is one account that has had no movement. Mr. Pykosh will be moving this to the Board in the next 60 days to move forward with a foreclosure, if approved.

Mr. Pykosh stated that he is continuing to work with Dillsburg Authority regarding the 4 properties in Monroe Acres that aren't yet connected.

#### SMTMA PLANT UPGRADE

Mr. Rogalski stated that the construction has wrapped up and there is not a bill for this month.

Mr. Kehoe feels this item could be taken off the agenda, until something new comes in. Mr. Rogalski agreed.

#### TREBOR MHP – SEWER RATE MODIFICATION REQUEST

Mr. Kehoe stated that Mr. Garber, the attorney for Trebor MHP, had requested a 2 year delay in the rate increase. The Supervisors turned this matter over to the Municipal Authority for their input, but this matter was left as an open item.

Mr. Garber stated that there isn't a schedule as to when rent is increased. Separate fees, such as sewer, are passed on to the tenants when received by the owner. He added that they appreciate the sensitivity of the 7 year gradual plan, but are requesting a 2 year notice period for the tenants to adjust their budgets. Then he said a minimum of a 1 year delay.

Mr. Kuhl felt that delaying the increase until January 1, 2018 would give ample notice since they were told in the fall of 2016. Mr. Kehoe had the same thought, but was looking at starting the increase in the 2<sup>nd</sup> quarter of 2018 to give a full year.

**On the motion of Mr. Kuhl, and seconded by Mr. Castle, and by unanimous vote of the Supervisors, it was duly RESOLVED to delay the quarterly sewer rate 7 year gradual increase for the Trebor MHP until January 1, 2018.**

#### LEIDIGH PUMP STATION – EMERGENCY PROCUREMENT

Mr. Rogalski stated that the Board had previously approved spending up to \$15,000 to modify the Leidigh Pump Station set up to moderate flows to the EQ tank. The Municipal Authority had raised some questions that Mr. Rogalski looked into and he has received a revised pricing of \$18,600 for the VFD. Mr. Rogalski added that the VFD reacts to the flow and adjusts its own output plus there would be long term energy savings with this type of valve.

**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 price of \$18,600 to install VFD at the Leidigh Pump Station.**

CPR/FIRST AID/AED CLASS

**On the motion of Mr. Castle, and seconded by Mr. Kuhl, and by unanimous vote of the Supervisors, it was duly RESOLVED to approve scheduling a CPR/First Aid/AED class in June or July for employees and Supervisors for 6 to 12 students at a cost of \$65 per person.**

NEW BUSINESS

MATTHEW KEATING – EAGLE SCOUT PROJECT – DISC GOLD AT JOE CARR

Mr. Kehoe stated that he had met with Mr. Keating and a Scout Master at Joe Carr to review the concept of the project and the proposed layout.

Mr. Keating stated that he would like to install a 6 basket disc golf course. He plans to contact business to sponsor a basket, which would cost \$350 - \$400 per basket. He would then place an engraved plaque, similar to the existing bench and tree plaques, at each basket. Mr. Keating had provided a map showing the proposed layout of the course.

Mr. Kehoe added that keeping the course off of the walking path, close to the trees adds to the challenge. He also stated that the public works department reviewed the plan and had very few concerns.

Mr. Kuhl stated that he likes the thought, but is concerned with the liability. He is worried about the people at Joe Carr Park. There are 2 other parks that aren't as heavily used where this could be installed. Mr. Kehoe stated that this is a valid concern being installed at a park with many uses. He added that if there would be an unforeseen problem the township could relocated the course to a less used park.

Mr. Castle suggested having Mr. Pykosh contact the insurance company regarding liability concerns and report back to the Board.

Mr., Kehoe added that Recreation Board was not in favor of the disc golf course, however, after he spoke to Kathy Densham and explained some more of the details she seemed okay with the plan.

**On the motion of Mr. Castle, and seconded by Mr. Kehoe, and by vote of the Supervisors it was duly RESOLVED to accept Mr. Keating's Disc Golf plan contingent upon the appropriate insurance coverage with our plan. The course will be monitored for safety and the final tee adjustments will be placed based on feedback from the road crew. Mr. Kuhl voted no.**

## HARRY FOX – RECONFIGURATION PLAN

Brian Linsench, Pat McKonly and Todd Lyons were present for the plan. Mr. Linsench explained that the plan is to reconfigure 4 existing lots so that they each have road frontage. Each lot will have the option to connect to the sewer or install an on-lot sewage system.

Mr. Rogalski stated the Zoning Ordinance allows building on land locked properties, so this will not change the building. Connecting to sewer was an issue, so percs and probes have been done if someone would build past the sewer limit.

Mr. Kuhl clarified that 150' and beyond is not required to connect to the sewer.

Mr. Rogalski stated that DEP didn't require a sewage plan to be submitted. He added that his last comment letter was dated March 31, 2017. New plans were just received and he hasn't had a chance to fully review them. He added that the waivers were reasonable and the waiver for the parkland dedication can be removed as it is the developer's option.

Mr. Pykosh added that the plan needs to reference the correct township.

**On the motion of Mr. Kuhl, and seconded by Mr. Castle, and by unanimous vote of the Supervisors it was duly RESOLVED to approved the waivers in Mr. Rogalski's letter listed as items D1 – D4.**

**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 Harry Fox Reconfiguration Plan contingent upon Mr. Rogalski's comments being satisfied and the correct township reference.**

## RESCHEDULE MAY MEETING

**On the motion of Mr. Kuhl, and seconded by Mr. Castle, and by unanimous vote of the Supervisors it was duly RESOLVED to change the meeting to May 18<sup>th</sup>, instead of May 11<sup>th</sup>.**

## HAROLD STONEBERGER - RESIGNATION

Mr. Kehoe stated that Mr. Stoneberger has stepped down. He was a valuable volunteer. Mr. Castle wanted to contact Mr. Stoneberger to see if he would reconsider, but heard he has grown frustrated. Mr. Castle added that he has left several messages, but hasn't gotten a response.

**On the motion of Mr. Kuhl, and seconded by Mr. Kehoe, and by unanimous vote of the Supervisors it was duly RESOLVED to accept Mr. Steinberger's resignation and start**

**looking for a replacement, however, if Mr. Stoneberger would be willing to continue on the Authority Board he could be reappointed if the position is still available.**

2001 FORD F-550 ADVERTISEMENT

On the motion of Mr. Castle, and seconded by Mr. Kuhl, and by unanimous vote of the Supervisors it was duly RESOLVED to approve advertising the 2001 Ford F-550 on Municibid.

Mr. Kuhl asked where we stand with the old red dump truck. Mr. Castle said that he has talked with Mr. Reed at the WGHSEA and they would be happy to have the truck. Ms. Araiza was asked to send a letter to Mr. Reed at the WGHSEA regarding the donation of the 1948 dump truck and the request that the truck be kept under cover when not in use.

2017 LAWN MOWING BID & CONTRACT AWARD

Mr. Kehoe explained that the lawn mowing was bid, however, all bids were rejected. The RFP was revised to include an insurance bond and rebid. The lowest price was \$28,000. He added that by contracting the mowing it would free up 6 to 8 weeks to the public works departments time. There will be a transition plan to make this happen.

Mr. Castle added that this company mows the Mt. Zion Cemetery and they do a nice job. He also check with Sue Sunday, who is on the cemetery board, and they are very pleased with the work.

**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 lawn mowing bid from Lawn Butler for \$28,000.**

SHELDON BRYMESSER – SEWAGE MODULE TO DEP

**On the motion of Mr. Castle, and seconded by Mr. Kuhl, and by unanimous vote of the Supervisors it was duly RESOLVED to approve transmitting Sheldon Brymesser's sewage module to DEP.**

UPDATE ACT 57 CALCULATIONS

Mr. Rogalski stated that his firm has provided a quote of \$2,500 to update the calculations. He feels that it is time to update the calculations, but we need to consider the timing. With the unknown potential litigation at the SMTMA plan that could impact the calculations he would suggest waiting until we are moving toward a resolution.

On the motion of Mr. Castle, and seconded by Mr. Kuhl, and by unanimous vote of the Supervisors it was duly RESOLVED to table updating the Act 57 calculations.

## CAPITAL ROAD MAINTENANCE PLAN

Mr. Rogalski said that he, Denny Nailor and John Stamy went out and viewed the streets. A list of work to be done in 2017 was provided and a spreadsheet has been started to look ahead and plan work for the next 3 years. There are roads that have sight distance issues that will also need to be looked at. He added that it would be ideal to start planning projects during the winter months so that we can plan to bid the materials earlier in the year to get better prices.

Mr. Rogalski validated Mr. Nailor's paving list for the year, which includes Blossom Terrace that has some sewer issues.

Mr. Rogalski added that he heard from UGI regarding damage from the recent work on Sinclair Road. UGI has offered to give \$80,000 to Monroe Township toward fixing Sinclair Road. He would like to plan to work on Sinclair Road in 2018, which will also allow for Trindle Station to do their widening project in the area of their development.

Mr. Rogalski stated that the Board could approve the report that was provided or they could choose to go on a road tour.

The Board tabled this matter and scheduled a road tour for Thursday, April 27, 2017 at 9:00 AM.

## STAFF COMMENTS

Mr. Kehoe stated the Mr. Lundeen of Rhoades & Sinon has been working with SMTMA to obtain additional sewage flows. It is time to advance to the next step of drafting an agreement for review.

**On the motion of Mr. Kuhl, and seconded by Mr. Castle, and by unanimous vote of the Supervisors it was duly RESOLVED to authorize Paul Lundeen of Rhoads & Sinon to draft an agreement for adding additional sewage flows to be reviewed by the Board.**

Mr. Kehoe wished everyone a happy and peaceful Easter. May 16<sup>th</sup> is the primary election, so be sure to vote. Mr. Castle is running for Supervisor and the tax collector position is open.

Mr. Kuhl stated that we need to find volunteers for the Recreation Board, as there is another member who will be resigning due to moving. Mr. Castle added that Mrs. Densham has done a fantastic job.

Mr. Castle read a short memorial for Dick Foreman who recently passed away. Mr. Foreman will be missed by many.

Mr. Castle asked that the Troops and Police Officers be kept in our thoughts. He wished everyone a Happy Easter. He added that the road crew did an excellent job with the snow storm in March. Senior Day will be held on May 9<sup>th</sup> at 3:00 PM at the Monroe Fire Company.

Mr. Castle's trivia question was "What US President had a bowling alley installed in the White House?" Answer was Truman. The quote of the day was "Knowledge will give you power, but character gives you respect" – Bruce Lee. God Bless America.

ADJOURN

**The meeting was adjourned at 8:50 PM.**

Respectfully submitted,

Karen Lowery  
Secretary/Treasurer

TO: Board of Supervisors  
FROM: Dennis Nailor, Roadmaster  
DATE: March 31, 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
Backstop at Joe Carr Field	Quotes Attached	June 1, 2017
Benches & Trees	Brought up last road report received No directions from BOS on who is to perform work (Boy Scouts?) Replacement of name plates and clean and protect benches	April 15, 2017
Clean up sod from plowing snow and down tree limbs from winter. Before mowing season		April 5, 2017
Prepare to patch pot holes		June 31, 2017
Sweep roads and intersections from winter spreading anti-skid		May 30, 2017
Road Inspection	See Attached Packet	April 6, 2017



Leidigh Fields	Additional cans will be added.	October 30, 2017
Basket Ball Court Monroe Acres – 50ft. x 44ft.	Two options on WO	June 30,2017
Joe Carr Fence Homerun	Quotes Attached	June 1, 2017
Leidigh Field (baseball diamond)	Drag 2X a month	June 1, 2017
Leidigh Park (spraying)	Weed control	September 29, 2017
Office building	Wax floors	April 17, 2017

**PROJECTS COMPLETED:**

<b><u>Project</u></b>	<b><u>Notes</u></b>	<b><u>Completion Date</u></b>
Manhole repair on Trindle Road		March 30, 2017
Equipment has been serviced.		March 30, 2017
Remove snow equipment		April 6, 2017

**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	OPEN
2017-6	Spring Cleanup	MAINTENANCE	4/3/2017	4/5/2017	0.00	0.00	OPEN
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	OPEN
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	0	0	1/1/2017	12/31/2017	0.00	0.00	0.00	OPEN



**PROPOSAL/CONTRACT**

R&S FENCE CO.  
210 NORTH 2ND STREET  
Dillsburg, PA 17019  
717-502-0942  
www.randsfence.com  
info@randsfence.com  
PA042341

**QUOTATION: 2-170236**  
**CUSTOMER:**

**DATE: 02/27/2017**  
**JOB LOCATION:**

Monroe Township  
klowery@monroetwp.net  
1220 Boiling Springs Rd.  
Mechanicsburg PA 17055

Joe Carr Field - Outfield fence

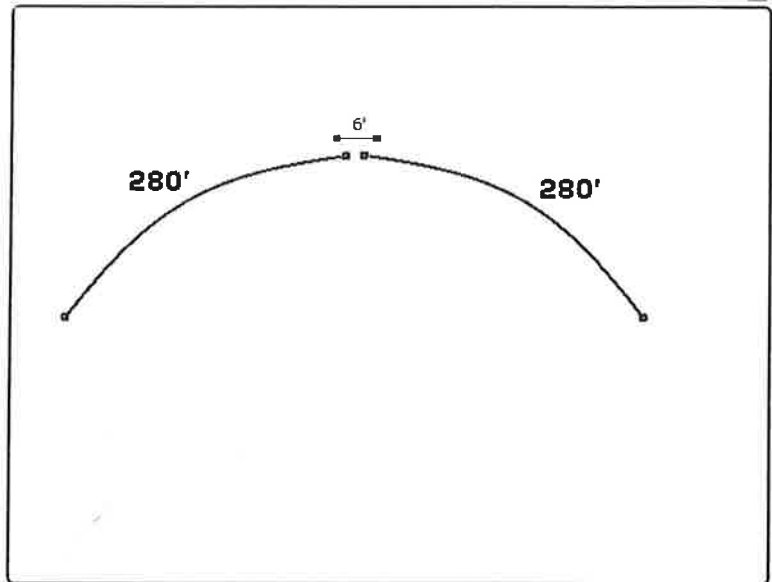
**Notes:**

PROVIDE MATERIALS AND LABOR TO INSTALL:

566' of 48" 9 GA. GAW (2" Mesh) KK CHAIN LINK Fencing.

OUTFIELD FENCE

\* ALL POSTS SET WITH CONCRETE



**TERMS & CONDITIONS**

PAYMENT TERMS: A deposit is due at signing of contract, with the balance due upon completion of work. R&S FENCE CO. agrees to guarantee above fence to be free from defects in materials for one year. 1 year Guarantee on workmanship. Vinyl/Aluminum Fences are both Lifetime Warranty on all Materials. Any CANCELLATION or RETURNS will be subject to a 20-25% re-stocking fee on the contracted amount. R&S FENCE CO. shall advise the customer as to local zoning regulations but responsibility for complying with said regulations and obtaining any required permits shall rest with the customer. R&S FENCE CO. will assist the customer, upon request, in determining where the fence is to be erected, but under no circumstance does R&S FENCE CO. assume any responsibility concerning property lines or in any way guarantee their accuracy. If property pins cannot be located it is recommended that the customer have the property surveyed. R&S FENCE CO. will assume the responsibility for having underground public utilities located and marked. If conditions are encountered on the site which are subsurface or otherwise concealed physical conditions which differ materially from those contemplated, or physical conditions of an unusual

<b>Subtotal .....</b>	<b>\$</b>	<b>5962.01</b>
<b>Tax .....</b>	<b>\$</b>	<b>0.00</b>
<b>Grand Total .....</b>	<b>\$</b>	<b>5962.01</b>
<b>Down Payment .....</b>	<b>\$</b>	<b>2981.00</b>
<b>BALANCE DUE .....</b>	<b>\$</b>	<b>2981.01</b>

**Approved & Accepted for Customer:**

\_\_\_\_\_ Customer \_\_\_\_\_ Date

\_\_\_\_\_ Customer \_\_\_\_\_ Date

**Accepted for R&S FENCE CO.:**

\_\_\_\_\_ Salesperson \_\_\_\_\_ Date



**PROPOSAL/CONTRACT**

R&S FENCE CO.  
210 NORTH 2ND STREET  
Dillsburg, PA 17019  
717-502-0942  
www.randsfence.com  
info@randsfence.com  
PA042341

**QUOTATION: 2-170238**

**DATE: 02/27/2017**

**CUSTOMER:**

**JOB LOCATION:**

Monroe Township  
klowery@monroetwp.net  
1220 Boiling Springs Rd.  
Mechanicsburg PA 17055

Joe Carr Field - Backstop

**Notes:**

PROVIDE MATERIALS AND LABOR TO:

Extend existing backstop overhang an additional 10' for a total of 18'.

Add necessary framework and weld all fittings and connections.

Add a second cable support to each Post.

Replace existing 8' high chain link mesh. (70 linear feet)

Add new 10' high chain link mesh. (70 linear feet)

\* Estimated lead time for installation: 2-4 weeks from date of deposit

\* Estimated Duration of Project: 2-3 days.

**TERMS & CONDITIONS**

PAYMENT TERMS: A deposit is due at signing of contract, with the balance due upon completion of work. R&S FENCE CO. agrees to guarantee above fence to be free from defects in materials for one year. 1 year Guarantee on workmanship. Vinyl/Aluminum Fences are both Lifetime Warranty on all Materials. Any CANCELLATION or RETURNS will be subject to a 20-25% re-stocking fee on the contracted amount. R&S FENCE CO. shall advise the customer as to local zoning regulations but responsibility for complying with said regulations and obtaining any required permits shall rest with the customer. R&S FENCE CO. will assist the customer, upon request, in determining where the fence is to be erected, but under no circumstance does R&S FENCE CO. assume any responsibility concerning property lines or in any way guarantee their accuracy. If property pins cannot be located it is recommended that the customer have the property surveyed. R&S FENCE CO. will assume the responsibility for having underground public utilities located and marked. If conditions are encountered on the site which are subsurface or otherwise concealed physical conditions which differ materially from those contemplated, or physical conditions of an unusual nature are encountered and cause a furtherance to R&S FENCE in time or materials, R&S FENCE will be entitled to an equitable adjustment in the contract price, an extension of the completion date, or both, by change order. Furthermore, R&S FENCE will not be held responsible for any damage to the following: Underground Sprinkler heads - Underground irrigation piping - Television Cable - Phone Cable - Low Voltage Cable - Swimming pool Lines - Invisible Dog Fences, Cesspools/Septic Tanks or any buried utilities and/or devices not installed in accordance with local building codes or common practices The customer will assume all liability for any damage caused by directing R&S FENCE CO. to dig in

<b>Subtotal .....</b>	<b>\$</b>	<b>5420.04</b>
<b>Tax .....</b>	<b>\$</b>	<b>0.00</b>
<b>Grand Total .....</b>	<b>\$</b>	<b>5420.04</b>
<b>Down Payment .....</b>	<b>\$</b>	<b>2710.02</b>
<b>BALANCE DUE .....</b>	<b>\$</b>	<b>2710.02</b>

**Approved & Accepted for Customer:**

_____	_____
Customer	Date
_____	_____
Customer	Date

**Accepted for R&S FENCE CO.:**

_____	_____
Salesperson	Date

**Recreation Projects -**

**Goal - No Broken Playground Equipment At Any Twp Park After April 14, 2017**

Nov/Dec - Inspect Township parks, create punch list of all items requiring repair (includes maintenance, painting, etc), replacement January BOS - Submit 2017/2018 project list prioritized to address broken equipment before 4/14/17. Include costs, estimated labor hours, in-house or contracted

Park	Subject	Item	Notes	Dates	
				Proposed	Actual
All	Equipment	maintenance - Rust, painting, identify	equipment is in respectable condition		2/24/2017
All	Benches /Tables	Inspect, maintenance/replace if necessary	benches should be changed to composite materials. Approximate cost of \$ 7840 (materials only - trex brand)		
All	Equipment	Identify/cost to replace all broken	equipment ordered for Founders Field playground & to arrive 2/2/17		
All	Signage	Identify/cost to replace broken/failing	approx. 3 dozen missing, 4 to be replaced	6/1/2017	
All	Surfacing	cleanup, refresh mulch, edging repairs	will be done during spring maintenance, but may be bid out	6/1/2017	
All	Equipment	inspect/cost to replace/update name plaques on benches/trees	see signage details above		
Founders	Lighting	Pavilion lighting improvement including spotlights	possibly replace pavilion lights with led's, parks close at dusk, should we consider changing park hours before addressing spotlights?		
Founders	Equipment	Grill cleanup/maintenance	charcoal trays are out to be replaced, grill surfaces are fine		2/24/2017
Founders	Equipment	Slides repair or replace	parts to arrive 2/2/17		
Founders	Equipment	Basketball nets/ paint Key on parking lot	nets ok, keys need to be painted/repainted	Jul-17	2/28/2017

Park	Subject	Item	Notes	Proposed	Scheduled	Actual
Founders	Equipment	Scoreboard - Inspect, cost to repair, maintenance	no known issues (baseballs responsibility?)			
Ledigh	Housekeeping	place additional garbage cans at soccer field, not just at parking lot	already do this during period of field rentals, but are looking into establishing a better option			4/3/2017
Tennis	Surfacing	commentary on condition, cost to resurface/crack repair	respectable condition			
Tennis	netting	condition?	good, these were replace a couple of years ago	17-Jul		
Monroe Acres			was not included in this report, due to extent of work being considered at this time			
Joe Carr	Outfield Fence		consider permanent fencing			
Joe Carr	Backstop		consider replacing current netting with a more permanent type of materials (will need to be a professional installation)	6/1/2017		

## MEMORANDUM

**TO:** Monroe Township Board of Supervisors

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

**DATE:** April 6, 2017

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

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The following activities were performed during the period between 3/1/17 and 4/6/17:

### ENGINEER

1. Attended two meetings with Special Council and the Developer regarding capacity for the Allenberry Project.
2. Held one meeting with Authority Chairman and continued reviewed Leidigh Pump Station issues.
3. Reviewed one new subdivision plan and one subdivision plan revisions for Planning Commission action.
4. Reviewed one revised Conditional Use application for the Breeches at Allenberry.
5. Attended one Planning Commission meeting.
6. Completed field view of the stormwater facilities within the MS-4 area to review current maintenance activities and Pollutant Reduction Plan strategies.
7. Attended one staff meeting with members of the Department of Public Works to discuss workload and capital project planning.
8. Completed field view of Township road network to prioritize 2017 projects and begin long-range capital plan.

### ZONING

1. Issued 8 Zoning Permits and 4 Building Permits for a total of \$133,000 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 4 meetings with residents during those periods.
4. Issued one citation for a dog ordinance violation.

cc: A-File  
File