

January 3, 2017  
7:00 PM

The reorganization meeting of the Monroe Township Board of Supervisors was called to order by 2016 Chairman, Mr. Kehoe.

ATTENDANCE

Phil Kehoe, Chairman  
A.W. Castle, III, Vice-Chairman  
Carl Kuhl, Supervisor

Michael Pykosh, Solicitor  
Karen Lowery  
Greg Rogalski, Zoning  
Mark Bruening, Engineer

Mr. Kehoe asked for a moment of silence State Police Trooper who was recently killed in the line of duty.

The meeting was turned over to Mr. Pykosh.

ELECT:

On the motion of Mr. Kuhl, and seconded by Mr. Castle, and by unanimous vote of all Supervisors it was duly RESOLVED to select Mr. Philip Kehoe as Chairman of the Board of Supervisors for the year 2017.

On the motion of Mr. Kuhl and seconded by Mr. Kehoe, and by unanimous vote of the Supervisors it was duly RESOLVED to select Mr. Bill Castle as Vice Chairman of the Board of Supervisors for the year 2017.

On the motion of Mr. Kuhl, and seconded by Mr. Castle, and by unanimous vote of the Supervisors it was duly RESOLVED to appoint Catalina Araiza as the Township Manager for 2017.

On the motion of Mr. Castle, and seconded by Mr. Kuhl, and by unanimous vote of the Supervisors it was duly RESOLVED to appoint Karen Lowery as Administrative Assistant / Secretary/Treasurer for 2017.

On the motion of Mr. Castle, and seconded by Mr. Kuhl, and by unanimous vote of the Supervisors it was duly RESOLVED to appoint Greg Rogalski of Pennoni Associates as Zoning Officer and Codes Enforcement for 2017.

On the motion of Mr. Kuhl, and seconded by Mr. Castle, and by unanimous vote of the Supervisors it was duly RESOLVED to appoint Robert Hollabaugh of Pennoni Associates as Building Codes Inspector for 2017.

On the motion of Mr. Castle, and seconded by Mr. Kuhl, and by unanimous vote of the Supervisors it was duly RESOLVED to appoint Dennis Nailor as Roadmaster for 2017.

On the motion of Mr. Kuhl, and seconded by Mr. Castle, and by unanimous vote of the

Supervisors it was duly RESOLVED to appoint John Stamy as Assistant Roadmaster for 2017.

On the motion of Mr. Castle, and seconded by Mr. Kuhl, and by unanimous vote of the Supervisors it was duly RESOLVED to appoint John Stamy as 2<sup>nd</sup> Assistant Roadmaster for 2016.

On the motion of Mr. Castle, and seconded by Mr. Kuhl, and by unanimous vote of the Supervisors it was duly RESOLVED to appoint the Michael Pykosh of the firm of Dethlefs-Pykosh Law Group, LLC as Solicitor for 2017.

The Board of Supervisors explained the RFP's were sought from engineering firms to review and be sure that Monroe Township is receiving the best representation from the firm and the primary individual representing the township. RFP's were provided by Pennoni Associates, Barton & Loguidice and HRG and the Board met with each firm.

On the motion of Mr. Kuhl, and seconded by Mr. Kehoe, and by unanimous vote of the Supervisors it was duly RESOLVED to appoint Greg Rogalski of the firm of Pennoni Associates as civil engineer for 2017.

Mr. Castle thanked Mr. Bruening for his years of service and appreciates all that he has done for 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 appoint the firm of Pennoni Associates as Sewer Engineer for 2017.

On the motion of Mr. Castle, and seconded by Mr. Kuhl, and by unanimous vote of the Supervisors it was duly RESOLVED to appoint Tim Wargo of the firm of Hoover Engineering as Sewage Enforcement Officer for 2017.

On the motion of Mr. Castle, and seconded by Mr. Kuhl, and by unanimous vote of the Supervisors it was duly RESOLVED to appoint Chris Hoover of the firm of Hoover Engineering as alternate SEO for 2017.

On the motion of Mr. Castle, and seconded by Mr. Kuhl, and by unanimous vote of the Supervisors it was duly RESOLVED to appoint Gary Morrow as the 2<sup>nd</sup> alternate SEO for 2017.

On the motion of Mr. Kuhl, and seconded by Mr. Castle, and by unanimous vote of the Supervisors it was duly RESOLVED to select F&M as depository for 2017.

On the motion of Mr. Castle, and seconded by Mr. Kuhl, and by unanimous vote of the Supervisors it was duly RESOLVED to have Greg Rogalski of Pennoni Associate issue driveway permits and do inspections for 2017.

On the motion of Mr. Castle, and seconded by Mr. Kuhl, and by unanimous vote of the Supervisors it was duly RESOLVED to have Greg Rogalski of Pennoni Associates issue highway occupancy permits and do inspections for 2017.

On the motion of Mr. Castle, and seconded by Mr. Kuhl, and by unanimous vote of the Supervisors it was duly RESOLVED to have Jeff Wilbur continue with the maintenance for the southern sewer district for 2017.

On the motion of Mr. Castle, and seconded by Mr. Kuhl, and by unanimous vote of the Supervisors it was duly RESOLVED to appoint Cumberland County Tax Bureau to collect the Earned Income Tax and Local Services Tax; and to appoint Catalina Araiza as Representative to the Board, Richard Beaty as the 1<sup>st</sup> Alternate and Mike Dieffenbach as the 2<sup>nd</sup> Alternate.

On the motion of Mr. Castle, and seconded by Mr. Kehoe, and by unanimous vote of the Supervisors it was duly RESOLVED to appoint Carl Kuhl as Delegate to the Capital Region Council of Governments and Mike Pykosh as Alternate.

SET:

Mr. Kehoe stated that the manager has completed her probationary time and it is time to consider adjusting her salary to be more in line with the region as her responsibilities grow. Mr. Castle added that Ms. Araiza has proven herself. Mr. Kuhl added that the average with surrounding townships is \$65,000, but we are not as complex as some other townships.

On the motion of Mr. Castle, and seconded by Mr. Kuhl, and by unanimous vote of the Supervisors it was duly RESOLVED to set the Township Managers annual salary at \$60,000.

On the motion of Mr. Kuhl, and seconded by Mr. Castle, and by unanimous vote of the Supervisors it was duly RESOLVED to set the Administrative Assistant / Secretary/Treasurer hourly wage at \$22.00.

Mr. Kehoe stated that the Holly Wood went full time in April 2016 and her current pay is below the market rate for the skill set and capabilities she provides. Ms. Araiza also made a recommendation of pay rate adjustment and modification of her job description.

On the motion of Mr. Kuhl, and seconded by Mr. Castle, and by unanimous vote of the Supervisors it was duly RESOLVED to set the Administrative Assistant hourly wage at \$18.00.

The Board stated that pay rates are being associated with performance reviews that were recently done.

On the motion of Mr. Kuhl, and seconded by Mr. Castle, and by unanimous vote of the Supervisors it was duly RESOLVED to set the Roadmaster hourly wage at \$27.77/hr, which is a 1.5% increase.

On the motion of Mr. Kuhl, and seconded by Mr. Castle, and by unanimous vote of the Supervisors it was duly RESOLVED to set the Assistant Roadmaster hourly wage at \$24.65/hr, which is a 2.5% increase.

On the motion of Mr. Kuhl, and seconded by Mr. Castle, and by unanimous vote of the Supervisors it was duly RESOLVED to set the laborers, operators, truck drivers hourly wage at

\$22.56/hr. for Lee and Greg, which is a 2.5% increase.

On the motion of Mr. Kuhl, and seconded by Mr. Castle, and by unanimous vote of the Supervisors it was duly RESOLVED to set the Grounds/occasional road help hourly wage at \$12.00/hr, but at this time this position is vacant.

On the motion of Mr. Castle, and seconded by Mr. Kuhl, and by unanimous vote of the Supervisors it was duly RESOLVED to set the rate for the Zoning Hearing Board attorney at \$90.00 per hour. This represents no increase.

On the motion of Mr. Castle, and seconded by Mr. Kuhl, and by unanimous vote of the Supervisors it was duly RESOLVED to set the Zoning Hearing Board members hearing rate at \$28.50.

On the motion of Mr. Castle, and seconded by Mr. Kuhl, and by unanimous vote of the Supervisors it was duly RESOLVED to set the Solicitor rate for 2017 for Michael Pykosh at \$100.00 per hour. This represents no increase.

On the motion of Mr. Kuhl, and seconded by Mr. Castle, and by unanimous vote of the Supervisors it was duly RESOLVED to set the hourly rates for the Engineer as follows for 2017 : Township Engineer hourly - \$130.00; Project Engineer - \$110.00; Staff Engineer - \$95.00; Associate Engineer - \$90.00; Graduate Engineer - \$80.00; Engineering Technician - \$70.00; Field Inspector/Project Representative - \$68.00; Two Man Survey Crew - \$145.00; Clerical - \$49.00; Mileage - \$.535/mile. Extraordinary expenses are billed at cost + 10%.

On the motion of Mr. Kuhl, and seconded by Mr. Castle, and by unanimous vote of the Supervisors it was duly RESOLVED to set the hourly rates for the Zoning Officer, Codes, and Building Inspector as follows for 2017: Zoning & Code Enforcement Monthly Retainer - \$3,250.00; Certified Building Code official - \$88.50; Zoning Officer - \$130.00; Assistant Zoning Officer - \$90.00; and Mileage - \$.535/mile.

On the motion of Mr. Castle, and seconded by Mr. Kuhl, and by unanimous vote of the Supervisors it was duly RESOLVED to set the rates for Jeff Wilbur to provide maintenance services for the southern sewer district as follows: Inspections \$198; Clean wet well baskets every 2 weeks \$370; Service grinder system \$78/hr per man; service grinder system after hours, weekends or holidays \$117.00/hr per man.

On the motion of Mr. Castle, and seconded by Mr. Kuhl, and by unanimous vote of the Supervisors it was duly RESOLVED to set mileage reimbursement rate at \$.535/mile.

On the motion of Mr. Kuhl, and seconded by Mr. Castle, and by unanimous vote of the Supervisors it was duly RESOLVED to set the holidays as follows:

New Year's Day  
President's Day  
Good Friday  
Primary Election

General Election  
Veteran's Day  
Thanksgiving  
Day after Thanksgiving

Memorial Day  
Independence Day  
Labor Day

Christmas  
Last working day before Christmas  
Last working day before  
New Year's - Close at noon

On the motion of Mr. Castle, and seconded by Mr. Kuhl, and by unanimous vote of the Supervisors it was duly RESOLVED to set the treasurer's bond at 1.5 million coverage with Selective Insurance, through Kocman Insurance agency, at a cost of \$1,000.

On the motion of Mr. Castle, and seconded by Mr. Kuhl, and by unanimous vote of the Supervisors it was duly RESOLVED to obtain prices to have Holly Wood bonded for half the amount, since in the past the 2<sup>nd</sup> person in the office has been bonded.

Mr. Kehoe stated that the health insurance co-pay is currently 5% based off of cobra rates. He feels this provides some discrepancies between how the billing is done and the family categories that are available to choose. The insurance rate increased 9.4% for 2017 and the last co-pay adjustment was done in 2014. He would like Ms. Araiza to look at this and see if it can be balanced out.

On the motion of Mr. Castle, and seconded by Mr. Kuhl, and by unanimous vote of the Supervisors it was duly RESOLVED to table the health insurance employee co-pay amount for 2017 and request that Ms. Araiza review this matter and check with surrounding townships in regards to health insurance policies for co-pays.

SELECT:

On the motion of Mr. Castle, and seconded by Mr. Kuhl, and by unanimous vote of the Supervisors present it was duly RESOLVED to appoint Scott Schminky as Emergency Management Coordinator.

On the motion of Mr. Castle, and seconded by Mr. Kuhl, and by unanimous vote of the Supervisors present it was duly RESOLVED to appoint Scott Durnin as Assistant Emergency Management Coordinator.

On the motion of Mr. Castle, and seconded by Mr. Kuhl, and by unanimous vote of the Supervisors it was duly RESOLVED to appoint Sheldon Brymesser to a 5 year term on the Planning Commission.

On the motion of Mr. Kuhl, and seconded by Mr. Castle, and by unanimous vote of the Supervisors it was duly RESOLVED to appoint Eric Long to a 5 year term on the Recreation Board. Mr. Kuhl added that there is also a vacancy on the Board.

On the motion of Mr. Castle, and seconded by Mr. Kuhl, and by unanimous vote of the Supervisors it was duly RESOLVED to appoint Paul Rast to a 3 year term on the Zoning Hearing Board.

On the motion of Mr. Castle, and seconded by Mr. Kuhl, and by unanimous vote of the Supervisors it was duly RESOLVED to table the 2 year term as the Zoning Hearing Board Alternate,

as Mrs. Stamy is not interested in continuing.

On the motion of Mr. Kuhl, and seconded by Mr. Castle, and by vote of the Supervisors it was duly RESOLVED to appoint Ron Eckerd to a 5 year term on the Municipal Authority. Mr. Kehoe voted no.

On the motion of Mr. Castle, and seconded by Mr. Kuhl, and by unanimous vote of the Supervisors it was duly RESOLVED to appoint Jeremy Zeigler as the Fire Marshal.

On the motion of Mr. Castle, and seconded by Mr. Kuhl, and by unanimous vote of the Supervisors it was duly RESOLVED to appoint Mike Mixell as the Assistant Fire Marshal.

On the motion of Mr. Kuhl, and seconded by Mr. Castle, and by unanimous vote of the Supervisors it was duly RESOLVED to appoint Doug Stouffer to a 5 year term on the Uniform Construction Code Appeals Board.

On the motion of Mr. Castle, and seconded by Mr. Kuhl, and by unanimous vote of the Supervisors it was duly RESOLVED to appoint Richard Beaty to serve as Chairman of the Vacancy Board .

#### RESOLUTIONS SETTING FEES:

##### Resolution 2017 - 02

On the motion of Mr. Castle, and seconded by Mr. Kuhl, and by unanimous vote of the Supervisors it was duly RESOLVED to adopt Resolution 2017-02, the General Fee Schedule.

##### Resolution 2017-03

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 2017-03, the Uniform Construction Code fee schedule.

##### Resolution 2017-04

On the motion of Mr. Castle, and seconded by Mr. Kuhl, and by unanimous vote of the Supervisors it was duly RESOLVED to adopt Resolution 2017-04, the Sewage Enforcement fee schedule.

#### ADJOURN

The Reorganization meeting was concluded at 8:00 PM.

Respectfully submitted,

Karen M. Lowery  
Secretary/Treasurer