

May 18, 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/Zoning Officer

Carl Kuhl, Supervisor

Karen Lowery, Secretary/Treasurer

Catalina Araiza, Manager

#### SPEAKERS FROM THE AUDIENCE

Werner Schmidt, 779 Dogwood Terrace, shared a concern about wild flowers growing along areas of Leidigh Drive and Creek Road that get mowed off each year. He would like to see the flowers left alone.

Mr. Schmidt also shared that the shoulders of Kuhn Road are cracking and deteriorating. He would like to see a long term fix, not just cold patch. Mr. Rogalski said that a document has been started to track surface maintenance. Kuhn was looked at with the Roadmaster, but they felt Creek Road was more of a priority this year. Kuhn Road is on the radar.

#### CONSENT AGENDA

Mr. Kehoe stated that the Draft Minutes from the April 12, 2017 Allenberry Conditional Use Hearing were being stricken from the agenda since the hearing is not completed.

1. Approval of Minutes – April 13, 2017 Regular Meeting
2. Roadmaster's Report 4/7/17 – 5/11/17
3. Engineer/Zoning Officer's Report 4/7/17 – 5/11/17
4. Approval of Bills (as prepared)

Mr. Kehoe referred to the Zoning/Engineer Report, which referenced the road tour and developing a project scope for Monroe Acres. He suggested creating a recreational plan or outline for a single park to share with the Recreation Board and develop a plan for the park area. Mr. Rogalski thought this was a good idea and could have a draft for the next meeting. Mr. Kuhl suggested surveying the residents to find out what they want to see.

**On the motion of Mr. Kehoe, and seconded by Mr. Kuhl, and by unanimous vote of the Supervisors it was duly RESOLVED to request Mr. Rogalski develop a recreation outline for Monroe Acres park for the Supervisors to review.**

**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 said that approximately \$4,419 has been collected since the last meeting. Most accounts are in a payment plan and we are moving forward. There was an account that was ready to move to foreclosure, but in the meantime the bank filed a foreclosure against the property, so he would like to wait and see how this plays out.

Mr. Kuhl asked if there was any change with the Monroe Acres homes that still needed to connect. Mr. Pykosh said 1 has connected, 1 has sold so the new owner should be connecting and 2 have judgements filed against them.

##### CAPTIAL ROAD MAINTENANCE PLAN

Mr. Rogalski stated that attached to the Zoning/Engineer report was a summary from the road tour and he also provided a list of the roads with detailed information. He is seeking approval to proceed with the action items listed in the memo. The most important item at this time is to finalize the agreement with UGI regarding the damage that was done on Sinclair Road and what UGI is willing to contribute. Mr. Rogalski originally requested \$160,000 and UGI counter offered with \$80,000. This money would be used toward fixing Sinclair Road next year, as planned.

Mr. Kuhl asked if this would coincide with the traffic light. Mr. Rogalski said it would.

**On the motion of Mr. Kehoe, and seconded by Mr. Kuhl, and by unanimous vote of the Supervisors it was duly RESOLVED to proceed with the Capital Planning items listed in the memo dated May 10, 2017 to the Board of Supervisors.**

Mr. Kehoe said this report is a substantial improvement from what has been received in the past and he expresses his appreciation and looks forward to executing the plan.

#### NEW BUSINESS

##### SHELDON BRYMESSER – FINAL SUBDIVISION PLAN

Eric Diffenbaugh was present. He explained Mr. Brymesser is subdividing a 2 acre lot for his grandson who helps on the farm. A variance was granted to a private right-of-way to

access the lot. 5 waiver were requested and Mr. Rogalski's comments have been addressed. They are just waiting for DEP approval and to finalize the private right-of-way agreement.

Mr. Rogalski said the maintenance and ownership of the right-of-way would be addressed in the agreement. The plan is ready to go.

**On the motion of Mr. Kehoe, and seconded by Mr. Kuhl, and by unanimous vote of the Supervisors it was duly RESOLVED to approved the waivers in Mr. Rogalski's letter dated May 16, 2017, listed as items D1 – D5.**

**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 Sheldon Brymesser Final Subdivision Plan contingent upon Mr. Rogalski's comments in a memo dated May 16, 2017 being satisfied.**

#### PROPOSED ROAD WORK – AUTHORIZATION TO BID

Mr. Kehoe said that Creek Road from the railroad tracks to Route 74 is deteriorating so the road will be repaved, but he would like to also look at optimizing the road width since it is also heavily used by fisherman parking and cyclists.

Mr. Rogalski said a portion of the road is 20' wide and the other part is 28' wide. He will take a look at this, but the areas that can be widened might vary. He suggested simply increasing the tonnage of wearing to widen certain areas.

**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 May 10, 2017 road work memo with a modification of 2,000 tons of the 12.5 mm wearing and prepare the bid documents.**

#### SINCLAIR PARK PHASE 1 – BOND REDUCTION REQUEST

Mr. Rogalski reviewed the project and feels the appropriate reduction would be \$118,860.40, which would make the current surety \$403,243.95. He added this is about \$50,000 less than the developer had requested.

**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 Sinclair Park Phase 1 bond reduction of \$118,860.40.**

#### AWARD BID 2001 FORD F550

**On the motion of Mr. Kuhl, and seconded by Mr. Kehoe, and by unanimous vote of the Supervisors it was duly RESOLVED to accept the bid of \$25,100 received through Municibid for the 2001 Ford F550 Dump Truck.**

## 2017-2018 INSURANCE RENEWAL

Ms. Araiza stated this is for renewal of the general liability and workers compensation insurance. The premiums increased by \$963.00 for the year.

**On the motion of Mr. Kuhl, and seconded by Mr. Kehoe, and by unanimous vote of the Supervisors it was duly RESOLVED to renew the general liability and workers compensation insurance through Kocman's Insurers Group for June 1, 2017 through June 1, 2018.**

## F&M BANKING UPGRADE

Mr. Kehoe stated that the township's banking methods have been more traditional since the theft 8 years ago. F&M Trust contacted us because we are behind in our cash management program. Ms. Araiza added that F&M did an account analysis and we are lacking services that we should be utilizing. We can get more services and pay less.

Mr. Kehoe said the monthly fee would drop from \$375/month to \$240/month and we would be adding direct deposit, security issues would be verified, transaction limits could be set. Ms. Araiza has touched base with our IT Company to look into security items. Mr. Kehoe added that Mr. Castle had reviewed the proposal with Ms. Araiza and was comfortable if there was a secure protocol.

Mr. Kuhl suggested that limits be set on transaction values. Taking baby steps until comfortable would be best. He asked what the time line would be. Ms. Araiza said security needed to be verified first then F&M would provide training.

**On the motion of Mr. Kuhl, and seconded by Mr. Kehoe, and by unanimous vote of the Supervisors it was duly RESOLVED to proceed with the Cash Management Upgrade with F&M Trust.**

## STAFF COMMENTS

Mr. Rogalski stated that there was a joint memo to the Supervisors and the Municipal Authority in the packets regarding the I&I discussion. The Authority will have a chance to review this memo next week. The memo is a concept on how to proceed with the I&I investigation and utilize the Public Works department.

Mr. Kehoe asked when we would be to the point to hire an operations engineer and how that will fit into the budget and project. He added that on page 2 it referred to building sewer tests and focused on multi-level analysis. He would prefer proceeding with the option that had the least invasive costs. Mr. Kehoe asked if Mr. Rogalski could provide quotes for the equipment suggestions in June.

Mr. Rogalski has already gotten 1 quote, but feels that having the equipment demonstrated would be beneficial. He added that a fraction of the sewer system was investigated, but the videos are old so we are basically starting over and will be able to use the data to figure out where we need to do more.

Mr. Kehoe added that the Asset Management group cleaned up the data that was available and we are now working hard to create a plan of action.

**On the motion of Mr. Kuhl, and seconded by Mr. Kehoe, and by unanimous vote of the Supervisors it was duly RESOLVED to approve moving forward I&I Program listed in Pennoni's memo dated May 9, 2017.**

Mr. Pykosh mentioned the traffic signal agreement with Silver Spring Township. Mr. Rogalski added that he requested the most recent plans, which he received today but are not accurate.

Mr. Kehoe stated that Silver Spring and Monroe Township's agreed that a single traffic light would be put at Sinclair/State Road and Trindle Road. Bare Road would be limited when exiting onto Trindle Road to right turns only. He added that the Solicitor for Silver Spring has started working on an inter-municipal agreement for the project. Alpha Engineering is the engineer for the Traditions of America Development and is doing the design work for the signal.

Mr. Kuhl asked if there will be a turn lane on Sinclair Road. Mr. Rogalski stated that the only way a turn lane would be warranted was through a traffic study. Trindle Road will have turn lanes. The original traffic study was done in 2005, but he thinks it was updated in 2016.

Mr. Pykosh has reviewed the agreement. He asked that the Board also review and make notes. He will contact Silver Spring's solicitor to request the items Mr. Rogalski needs to start the review process. He added that we need to see the plan because if additional right-of-way is needed to expand the road it will take time to work through that process.

Mr. Pykosh said we will need to assess what is there and work on the cost share also. Mr. Rogalski said that based on traffic a percentage of cost share will be determined. We also need to determine which township will maintain the signal.

Mr. Kuhl stated that the EIT tax is down about 5% from 2016 and 2015. This could be a potential reduction of \$40,000, so we need to keep an eye on it.

Mr. Kuhl stated there is a 250 year old oak tree at the corner of Brindle and Eppley Roads that should be removed. Mr. Rogalski said he will look at it.

Mr. Kehoe announced that Community Day will be held on June 17, 2017 and volunteers are needed. The Primary election took place. Julie Weller is running for the Tax Collector position. He feels that the township needs to start preparing for the transition since we have had

the same tax collector for many years. We need to determine if office space is needed and talk with Mary Murray to make the transition go smoothly. He asked that this be looked into and report back in July or August.

Mr. Kehoe asked how the website update was going. Ms. Araiza said that we have received 2 images as a first draft of the layout. Mr. Kuhl added that he would like to collect emails to better push out information to the residents.

ADJOURN

**The meeting was adjourned at 8:30 PM.**

Respectfully submitted,

Karen Lowery  
Secretary/Treasurer

TO: Board of Supervisors  
 FROM: Denis Nailor, Roadmaster  
 DATE: May 8, 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
Leidigh Field (baseball diamond)	Drag 2X a month	Ongoing
All Parks Spraying	weed control	May 26, 2017
Trim shrubs		May 30, 2017
Office building	Hallways need waxed	May 27, 2017
Compost Bin	10ft. X 10ft.	May 30, 2017

**Projects Completed:**

<u>Project</u>	<u>Notes</u>	<u>Completion Date</u>
Clean up sod from snow Plowing and downed tree Limbs from winter		April 5, 2017

Swept roads and intersections From winter anti-skid		May 1, 2017
Office Building	rental hall waxed	May 13, 2017
Initial lawn mowing		April 28, 2017
Creek Rd. & York Rd.	Haul rocks to putt off road to Keep from parking.	May 9, 2017
Leidigh Fields	Additional cans placed	May 1 thru Oct 31

**Projects Recommended:**

<u>Project</u>	<u>Notes</u>	<u>Completion Date</u>
Joe Carr Field Backstop	Quotes attached	Action needed
Basketball court Monroe Acres 50ft. X 44ft.	two options on WO	June 30, 2017
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	OPEN

**MEMORANDUM**

**TO:** Monroe Township Board of Supervisors

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

**DATE:** May 10, 2017

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

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The following activities were performed during the period between 4/6/17 and 5/10/17:

**ENGINEER**

1. Coordinated with Special Council and the Solicitor regarding additional sewer capacity for the Allenberry Project.
2. Reviewed one subdivision plan revision for Board action.
3. Performed Construction Observation for Trindle Station Subdivision.
4. Attended one Conditional Use hearing for the Breeches at Allenberry.
5. Attended one Planning Commission meeting to discuss long range planning.
6. Attended one meeting with members of the Department of Public Works to discuss workload and capital project planning.
7. Reviewed proposed I&I Program with Authority Engineer to coordinate capital planning and proposed DPW involvement.
8. Completed Road Tour of Township facilities to prioritize 2017 projects (See Summary Below).

**ZONING**

1. Issued 13 Zoning Permits and 7 Building Permits for a total of \$965,770 in new construction.
2. Responded to phone calls and attended two meetings 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 5 meetings with residents during those periods.
4. Issued one enforcement notice for an abandoned vehicle.

### **CAPITAL PLANNING**

The following issues were reviewed and action items identified during the Road Tour held on April 27, 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.
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.
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.
4. ACTION ITEM: Develop a Master Plan for the Monroe Acres area based on responses received from resident surveys, incorporating MS4 stormwater improvements.
5. ACTION ITEM: Issue violation notice to resident on Sheaffer Road regarding sight distance impairment.
6. ACTION ITEM: Issue notice to W. Lisburn Road property owner for temporary access for tree and bank removal.
7. ACTION ITEM: Install large bounders along Creek Road to deter parking near the intersection with York Road.
8. 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.
9. 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.
10. ACTION ITEM: Evaluate the placement of "Dangerous Intersection" warning signs at the intersection of York Road and Leidigh Drive/Old Stone House Road.
11. ACTION ITEM: Formalize agreement with UGI Utilities for the payment of \$80,000 toward the resurfacing of Sinclair Road.

12. A pilot micro-surfacing project will be considered in 2018 for the high volume roads within the Wertz Development, subject to pavement condition evaluation.
13. The condition of the twin CMP culverts along Leidigh Drive will need to be evaluated annually, with a future replacement project anticipated.
14. The Blossom Terrace paving project will be postponed to 2018, to permit time for sewer rehabilitation and installation of underdrain.

cc: A-File  
File

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