

MONROE TOWNSHIP BOARD OF SUPERVISORS

January 2, 2018

Reorganization Meeting

7:00 PM

AGENDA

Meeting called to order by 2017 Chairman Kehoe

Select a Chairman

New Chairman presides over meeting

Select:

1. Vice-Chairman (presently Bill Castle)
2. Township Manager (presently Catalina Araiza)
3. Administrative Assistant/Secretary/Treasurer (presently Karen Lowery)
4. Zoning Officer & Code Enforcement (presently Greg Rogalski of Pennoni Assoc.)
5. Building Codes Officer (presently Bob Hollabaugh of Pennoni Assoc.)
6. Road Master (presently Dennis Nailor)
7. Assistant Road Master (presently John Stamy)
8. Solicitor (presently Michael Pykosh of Dethlefs-Pykosh Law Group)
9. Engineer (presently Greg Rogalski of Pennoni Assoc.)
10. Certified Sewage Enforcement Officer (presently Tim Wargo of Hoover Engineering)
11. Alternate Certified S.E.O. (presently Chris Hoover of Hoover Engineering)
12. 2nd Alternate Certified S.E.O. (presently Gary Morrow)
13. Sewer Engineer (presently Bill Rudy of Pennoni Assoc.)
14. Depository (presently F&M Trust)
15. Driveway permits – do inspection and issue permits (presently Greg Rogalski)
16. Highway Occupancy Permits –do inspection and issue permits (presently Greg Rogalski)
17. Southern Sewer Maintenance (presently Jeff Wilbur)

18. Cumberland County Tax Bureau to collect EIT & LST (2017 Representative: Catalina Araiza & Alternates: Richard Beaty and Mike Dieffenbach)

19. Capital Region Council of Governments – (Delegate: (2017-Carl Kuhl and Alternate: Mike Pykosh)

Set:

1. Township Manager Salary (2017 - \$60,000/yr) (Catalina)

2. Administrative Assistant/Secretary/Treasurer (2017 - \$22.00/hr) (Karen)

3. Administrative Assistant (2017 - \$18.00/hr) (Holly)

4. Road Master (2017 - \$27.77/hr) (Dennis)

5. Assistant Road Master (2017 - \$24.65/hr) (John)

6. Laborer, operator, truck driver (2017 - \$22.56/hr) (Lee)

7. Laborer, operator, truck driver (2017 - \$22.56/hr) (Greg)

8. Laborers, operators, truck drivers (2017 – 19.50/hr) (Adam)

9. Grounds/Occasional road help (2017 - \$12.00/hr) (Vacant)

10. Compensation for Zoning Hearing Board Attorney (2017 - \$90.00/hr)(No increase requested)

11. Compensation for Zoning Hearing Board Members (2017 - \$28.50/hearing)

12. Solicitor yearly Retainer (2017- \$100.00 per hour) (No rate increase requested)

13. Engineer (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%.) 2018 Rate Request is Attached.

14. Zoning Officer & Codes Enforcement hourly wage (2017 – \$Zoning & Code Enforcement Monthly Retainer - \$3,250.00; Building Code Official - \$88.50; Zoning Officer - \$130.00; Asst. Zoning Officer - \$90.00; and Mileage - \$.535 mile) 2018 Rate Request is Attached.

15. Southern Sewer Maintenance (2017 – Inspection - \$198.00; Clean Wet Well Baskets every 2 weeks - \$370.00; Service Grinder Systems - \$78.00/hr per man; Sewer Grinder Systems after hours, weekends or holidays - \$117.00/hr per man)(No increase requested)

16. Mileage reimbursement for employees (2017-\$.535/mile)
(2018 State maximum is \$.545/mile)

17. Holidays – 2017 were as follows:

New Year's Day	General Election
President's Day	Veteran's Day
Good Friday	Thanksgiving
Primary Election	Day after Thanksgiving
Memorial Day	Last working day before Christmas
Independence Day	Christmas
Labor Day	Last working day before New Years – close at noon

18. Renew Treasurer's Bond – 1.5 mill coverage w/ Selective Insurance (\$1,000)

19. Renew Manager's Bond – 1.5 mill coverage w/ Selective Insurance (\$1,000)

20. Renew Admin. Assistant Bond – 750,000 coverage w/ Selective Insurance (\$625)

20. Health Insurance – set rate for employee co-pay (2017 – 5%)

Select:

1. Emergency Management Director (2017 – Scott Schminky)

2. Emergency Management Assistant (2017 – Scott Durnin)

3. Planning Commission (2017 – Sharon Nelson - 5 year term)

4. Recreation Board Member (2017 – Donna Ricketts – 5 year term)

5. Zoning Hearing Board Member (2017 – Rich Moore – 3 year term)

6. Zoning Hearing Board Alternate (2017 – Cass Gibson – 2 year term)

7. Municipal Authority (2017 – Bill Beck – 5 year term)

8. Fire Marshal (2017 – Jeremy Zeigler)

9. Assistant Fire Marshal (2017 – Mike Mixell)

10. Uniform Construction Code Appeals Board (2017 – Steve Spahr – 5 year term)

11. Vacancy Board – appoint 1 registered voter as Chairperson (2017 – Richard Beaty)

12. Dillsburg Area Authority Representative (2017 – Randy Jackson – 5 year term)

Review:

1. Fee Schedule (general, recreation) (Resolution 2018-02)
2. Uniform Construction Code Fee Schedule (Resolution 2018-03)
3. Sewage Enforcement Fee Schedule (Resolution 2018-04)