

August 10, 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, Vice Chairman
Carl Kuhl, Supervisor

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

SPEAKERS FROM THE AUDIENCE

Devin Flickinger, Holy Spirit EMS, stated that Mr. Kuhl had asked for some statistics at the last meeting. He looked into this and in the southeast corner of the township there were 24 calls that were split 50/50 - 12 were BLS calls and 12 were ALS calls. He added that for the entire township there have been 6 calls in August and 195 year to date. 92 of those were BLS calls and 90 were ALS calls. The other 13 were cancellations. Mr. Flickering added that Carroll Township will continue to work with Dillsburg EMS. The other 7 townships/boroughs have signed with Holy Spirit EMS.

Barb Pearce, was present on behalf of Fair Districts PA to provide an additional informational handout to the Board to see if they are interested at some point in time.

CONSENT AGENDA

1. Approval of Minutes – July 13, 2017 Regular Meeting
2. Roadmaster's Report 7/6/17 – 8/3/17
3. Engineer/Zoning Officer's Report 7/6/17 – 8/3/17
4. Approval of Bills (as prepared)

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 \$500 has been collected since the last meeting. There are fewer liens and we are down to \$66,000. Two of the higher amounts have gone through bankruptcy court and payments are being received. There are five other accounts that he will be filing suit on shortly. One account has a bank foreclosure on it, but does not seem to be

moving forward so he will follow up. And he added that one of the larger accounts is being listed as a sheriff sale for personal property.

PRP PUBLIC HEARING/MS4 FUNDING

Mr. Rogalski stated that the Pollutant Reduction Plan was advertised and open for public comment for 30 days. Mr. Kehoe opened the floor for comments on the PRP document submission.

Mr. Kuhl asked if we would be like Upper Allen Township and not allow car washing. Mr. Rogalski said that Upper Allen was ahead of the curve, but we will need to revise our storm water ordinance eventually and it will be similar to theirs.

Mr. Kehoe said the budget of \$435,000 for the MS4 area would be a real impact. We will need to review the options of a funding structure to cover the expenses. Mr. Rogalski suggested keeping the funding options on the radar. The first expenses will be toward the end of 2018/ beginning of 2019, but we need to get ahead of the curve.

Mr. Kehoe said the upcoming census could expand the area to more of Monroe Township and would also expand the costs. Cass Gibson asked if this is a federal or state requirement. Mr. Kehoe said that it is a 1 billion dollar unfunded mandate. Mr. Rogalski added that the sewer plant upgrades was the first phase and is moving toward storm water pipes and the discharge. He added that the census could expand the area or could possibly include the entire township, but this wouldn't happen until 2023.

Rick Line asked what MS4 is. Mr. Rogalski explained the process and steps.

Mr. Kehoe closed the PRP public comment discussion.

NEW BUSINESS

TRINDLE STATION ROAD AND SEWER DEDICATIONS

Mr. Pykosh explained Mr. Tamanini would like to dedicate a portion of Franklin Drive in Phase 2, Section 7 with Resolution 2017-13. And he would like to dedicate Tamanini Way and a portion of Genevieve Drive in Phase 2, Section 1 with Resolution 2017-14.

Mr. Pykosh added that he would require the following items for the dedications to be accepted: 1) Receive an updated title search showing a clear title; 2) A statement from the bank releasing the dedicated portion of roadway; and 3) A letter of credit maintenance bond for 18 months. Section 1 would be for \$185,006.40 and Section 7 would be for \$30,162.00.

Mr. Rogalski performed a field inspection and everything is in accordance with the plan.

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 2017-13 accepting a portion of Franklin Drive in Trindle Station Phase 2, Section 7 contingent upon satisfaction of Mr. Pykosh's 3 requirements listed in the minutes.

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 2017-14 accepting Tamanini Way and a portion of Genevieve Drive in Trindle Station Phase 2, Section 1 contingent upon satisfaction of Mr. Pykosh's 3 requirements listed in the minutes.

Mr. Pykosh stated the next item is a Deed of Dedication for sewer and easement in Phase 2, Section 5. He added that he would add the same 3 requirements to the sewer dedication.

Mr. Rogalski issued a letter of inspection dated 8/9/17 that listed a few outstanding items Mr. Tamanini was aware of. A maintenance bond of \$15,548.25 would need to be established.

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 2017-15 accepting the sewer easement area in Trindle Station Phase 2, Section 5 contingent upon Mr. Rogalski's comments being satisfied and Mr. Pykosh's 3 requirements being met.

DENISE KONTER SEWAGE MODULE AND SUBDIVISION PLAN

Joe Burget was present and explained that Ms. Konter is subdividing 22 acres along Clouser Road into 4 building lots. Four waivers have been requested and wetland information has been provided to Mr. Rogalski.

Mr. Rogalski stated that the provided a letter dated 8/7/17 with his comments and said the requested waivers are standard. He added that the Planning Commission was concerned with the sight distance at the driveways and this was verified by Pennoni.

On the motion of Mr. Kuhl, and seconded by Mr. Castle, and by unanimous vote of the Supervisors it was duly RESOLVED to approve submitting the Denise Konter 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 grant the four waivers requested as listed in Mr. Rogalski's letter dated 8/7/17/

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 Denise Konter Final Subdivision Plan contingent upon satisfaction of Mr. Rogalski's comment letter dated 8/7/17.

BUDGET WORKSHOP

The Board agreed to schedule a budget workshop on September 14, 2017 at 6 PM.

LISBURN ROAD AND 174 INTERSECTION DISCUSSION

Mr. Rogalski said that a complaint/request was received by the township in regards to the Lisburn Road/174 intersection. These are both state roads. Crash data was pulled for the last 5 years, which showed 10 accidents and 1 fatality. There were previous issues at this intersection, however that was before the flashing signals were installed. LTAP was contacted about a safety analysis, but they cannot perform this on state roads. He added that the problem is bigger than a few signs or flashers, this is a country road intersection. He feels the township could be an advocate, but is not responsible for the state road intersection.

Cass Gibson said the numbers are better than they used to be. Mr. Castle fought hard to get the flashing signals.

On the motion of Mr. Kuhl, seconded by Mr. Kehoe, and by unanimous vote of the Supervisors it was duly RESOLVED to forward the complaint/request received by the township to PennDot since this is a state road intersection.

EMS REIMBUSREMENT DISCUSSION

Mr. Kuhl stated that CapCog provided a Resolution to establish better payment options for EMS companies when called out, but there is no need to transport. He suggested a letter of support be sent to Senator Regan and Representative Keefer.

Mr. Kehoe stated that it seems to be early and he is not comfortable endorsing this at this time.

Mr. Castle said he would like to wait until the plan is molded more into something concrete.

The Board agreed to table this matter until we know all of the facts and have more information.

RFP FOR SOUTHERN SEWER SYSTEM OPERATOR

Mr. Rogalski said the RFP is for a Certified DEP Operator. Previously this was done by Barton & Loguidice and Pennoni is currently filling the position, but it would be in the best interest of the township to have an operator who could react to issues and assist with maintenance concerns.

Mr. Kuhl asked the cost. Mr. Rogalski estimated \$200 per month based on activity.

On the motion of Mr. Castle, seconded by Mr. Kuhl, and by unanimous vote of the Supervisors it was duly RESOLVED to accept the RFP document for a Southern Sewer System Operator and obtain quotes.

STAFF COMMENTS

Mr. Rogalski stated that there have been some minor issues with the sewer system. He asked the Board to consider authorizing Pennoni Associates to have a spending limit to engage in repairs and help stream line the process. He was thinking around \$5,000.

Mr. Kehoe said that there is a need to update the spending authorizations in the township. It is time to have a policy with spending limits and authorizations.

Mr. Rogalski suggested that he and Ms. Lowery draft a policy, review it with the auditors and bring it back to the Supervisors for review.

Mr. Kuhl received a notification that the County is holding a hazardous waste collection. He asked that the information be put on our website.

Mr. Castle stated that he feels the Dept. of Public Works should also have a spending limit of \$500. Also, he was approached by Dennis Nailor about having the frame painted on one of the newer trucks to keep it from rusting during the winter months. Mr. Castle felt that this was be a good investment to keep the truck in good shape.

Mr. Kehoe said that the Board agreed having the frame painted was fine.

Mr. Kehoe understands the need for a \$500 spending limit, but wants there to be accountability for the spending. He feels that a policy should be put together setting parameters for spending so there will be consistency in the future.

Mr. Kuhl agreed that there needs to be accountability, but he wants some flexibility if there would be an emergency during a snow storm for example.

Mr. Castle agreed that parameters spending would need to be set and have a protocol in place. He asked that Ms. Lowery and Mrs. Wood work on drafting a policy. Mr. Kuhl added that limits should be established that Ms. Araiza would be able to authorize before the Supervisors need to be involved.

Mr. Castle asked to keep the Troops and Police Officers in your thoughts. Williams Grove Historical Steam Engine Association will be holding their 59th Annual Show August 27th through September 4th. He was asked to drive the 1948 dump truck the township donated to

WGHSEA through the parade on August 27th. He added that the State Plowing Contest will be held next to WGHSEA on August 29th through September 2nd.

Mr. Castle's trivia question was "In Watertown, Wisconsin, there is a plaque dated 1856 that commemorates America's first what?" Answer was Kindergarten. The quote of the day was "Don't worry when you are not recognized, but strive to be worthy of recognition." – Abraham Lincoln. God Bless America.

ADJOURN

The meeting was adjourned at 8:30 PM.

Respectfully submitted,

Karen Lowery
Secretary/Treasurer

TO: Board of Supervisors
 FROM: Dennis Nailor, Roadmaster
 DATE: AUG 1 2017
 SUBJECT: Roadmaster's Report

PROJECTS BEING WORKED ON

<u>Project</u>	<u>Notes</u>	<u>Estimated Completion Date</u>
Leidgh Field (baseball Diamond	Drag 2X a month	Ongoing
Office building	Hallways need waxed By Office	Ongoing
Baseball Infields	Spray For Weeds (2 nd time)	End of July
Boyer Rd	Replace Pipes & Iniet Box	Week of Aug 21
Intersection of Leidgh& Creek	Replace pipes	Week of Aug 14
Intersection of Creek & Rt 74 Rds	Remove Big Rocks	When Approved
Remove Tree	Churchtown	Contractor Help Someyime in Aug
Sign Blockage All RDs	Trim Brush	Aug 24, 2017
Willams Grove & W Lisburn Rd W Lisburn Rd & Boiling Springs Rd Boiling Springs Rd & York Rd	Crosswalks & Stop Bars Replacement	End of Aug

PROJECTS COMPLETED

<u>Project</u>	<u>Notes</u>	<u>Estimated Completion Date</u>
Patching pot holes	All Rds	July 14, 2017
Trindle & Sinclair Rd Intersection	Put Hot Mix In Ruts	July 17, 2017
Rd Mowing 2 nd Time		July 17, 2017
Oil & Chip Rds	Sweep Loose Stones	July 12, 2017

Projects Recommended:

<u>Project</u>	<u>Notes</u>	<u>Completion Date</u>
Joe Carr Field Backstop	Quotes attached	Action needed
Joe Carr Field outfield Fence	Memo attached	Action needed

MEMORANDUM

TO: Monroe Township Board of Supervisors

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

DATE: August 3, 2017


SUBJECT: July Activity Report
File Reference No. MNTP MT17

The following activities were performed during the period between 6/30/17 and 8/3/17:

ENGINEER

1. Attended two meetings with Special Council regarding SMTMA Sewer Agreement revisions associated with the Allenberry project.
2. Performed construction observation of sewer and road construction in the Trindle Station Subdivision.
3. Continued development of MS-4 Permit Renewal Application.
4. Attended two meetings with members of the Department of Public Works to discuss workload and capital project planning.
5. Performed sight distance measurement at Brindle Road and W. Lisburn Road intersections and marked trees to be removed.

ZONING

1. Issued 5 Zoning Permits and 4 Building Permits for a total of \$416,000 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 7 meetings with residents during those periods.
 4. Reviewed one complaint regarding work without a permit.
 5. Attended one hearing for a Dog Ordinance citation with successful prosecution.
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CAPITAL PLANNING

The following action items identified for 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. **NOTIFICATION ISSUED, PROPERTY OWNER RESPONDED AND MEETING PENDING**
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. **NOTIFICATION ISSUED AND SEVERAL FOLLOW UP CALLS FROM RESIDENTS RECEIVED – ITEM CLOSED.**
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. Develop a Master Plan for the Monroe Acres area based on responses received from resident surveys, incorporating MS4 stormwater improvements. **PLANNING DOCUMENT DRAFTED AND ISSUED TO RECREATION BOARD FOR REVIEW**
4. ACTION ITEM: Issue violation notice to resident on Sheaffer Road regarding sight distance impairment. **NOTIFICATION ISSUED, NO RESPONSE TO DATE FROM OWNER**
5. ACTION ITEM: Issue notice to W. Lisburn Road property owner for temporary access for tree and bank removal. **NOTIFICATION ISSUED, OWNER RESPONDED AND GRANTED ACCESS. PROJECT SCOPE IDENTIFIED AND TREE REMOVAL PRICING BEING OBTAINED**
6. 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. **SCHEDULED FOR NEXT NEWSLETTER CYCLE (OCTOBER 2017)**
7. 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. **FIELD SURVEY AND PRELIMINARY DESIGN COMPLETED, MET WITH PROPERTY OWNER WHO CONCURRED WITH LAYOUT. FINAL LEGAL DESCRIPTIONS AND ROW PLATS IN PROCESS OF BEING PREPARED.**
8. ACTION ITEM: Evaluate the placement of “Dangerous Intersection” warning signs at the intersection of York Road and Leidigh Drive/Old Stone House Road. **UNDER REVIEW**
9. ACTION ITEM: Formalize agreement with UGI Utilities for the payment of \$80,000 toward the resurfacing of Sinclair Road. **COMPLETE AND WAITING PAYMENT**

cc: A-File
File