

September 14, 2017
7:10 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
Vickie Aycock, Engineer
Karen Lowery, Secretary/Treasurer

SPEAKERS FROM THE AUDIENCE

Frank Tamanini, thanked Greg Rogalski for his work with FEMA in the hurricane areas. This reflects very well on the township.

SOUTH MIDDLETON TOWNSHIP DISCUSSION

Mr. Kehoe welcomed officials from South Middleton Township, Bryan Gembusia and Duff Manweiler, supervisors; Cory Adams, township manager; and Bryan Salzman, solicitor.

Mr. Kehoe stated that Monroe Township and South Middleton Township have interacting for 1 year now regarding the Allenberry development and resort. The developer is looking to eventually build 128 homes. In order to make that happen sewer and water are needed and with a sewer and water authority just across the creek it only makes sense that the service is directly connected to them. The structure that Monroe Township and South Middleton Township have been working on is direct supply of sewer and water to the development in lieu of private wells. Three documents have been drafted to sum up the process. A Developers Agreement which is between the developer and the townships. This has been a unique and complicated situation having two townships involved. A Connection Agreement for the sewer, that supports the Developers Agreement, that provides all of the nuts and bolts that Monroe needs to make the connections. And the larger item that South Middleton has created during this process based on the realization of the value of the economies of scale gained by working with SMTMA to make them larger through the possible sale of the southern sewer district to SMTMA. To kick that off, South Middleton Township has created a letter of intent as a good faith effort for both sides to work hard to see if a mutually beneficial transaction can be defined. The work would start in a few months and last 6 to 12 months. This is the first significant movement forward for Monroe Township as we try to figure out how to get better control of the costs and operation of the southern sewer district. Ultimately to bring the \$1,400 per year sewer bill for homeowners into a degree of reasonableness again.

After much work on these agreements, the townships are down to one item to be worked out. Normally the revenue from the development would help offset the costs associated with preparing these contracts, but Monroe is in a unique position that the revenue stream it will

realize will be more long term from the increased tax base, not the connections of homes to the sewer system. Mr. Gembusia mentioned a creative way that Mr. Adams had suggested where South Middleton Township could help Monroe Township offset some of the preparation costs of this agreement by outsourcing the inspection services for this development to them, which would be an excellent test case for future larger inter-municipal agreements.

Mr. Gembusia stated that everyone involved in this process has worked hard to move this agreement along and we are another step closer to making this happen.

Mr. Castle said this is a historical event to have South Middleton Township and Monroe Township working together for the common good of the people. We will work together and do whatever it takes to get this done.

Mr. Kuhl asked if anything was needed from Monroe. Mr. Gembusia said if the Board was comfortable to make a motion on the agreements that could be done tonight to keep the process moving, but if more time is needed that is fine.

Mr. Kehoe said the Developers Agreement was written by Mr. Salzman and Mr. Lundeen and has been reviewed by both parties. The Connection Agreement, which is the supporting document, has been created and reviewed by Mr. Lundeen, Mr. Salzman, Mr. Rogalski, SMTMA's engineer GHD, and Mr. Beck from MTMA. The major parts of the document are good, but would like it contingent upon final legal review. The Letter of Intent was provided by South Middleton Township and is in good shape.

Mr. Pykosh stated that there is one paragraph in the Connection Agreement that needs ironed out. He asked that Mr. Salzman provide a concept on the suggested wording. He added that a vote to approve these documents would be appropriate contingent upon legal review by special council and Municipal Authority approval.

Mr. Salzman said the Developers Agreement has been reviewed and the developer has signed, which he feels wouldn't have been done unless all of the legal staff approved the document. There were a few changes to the wording in the Connection Agreement, which he has provided. A statement was also added for the transfer of the 16 EDU's. He feels the language is appropriate.

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 Developers Agreement, Connection Agreement and Letter of Intent contingent upon the solicitors review, management review and the Municipal Authority's review.

Mr. Kehoe said the larger goal of this is for Monroe Township and South Middleton Township to improve the position of the sewer. The costs are not going to stop and Monroe's system is not going to fix itself. And as a township we have to start looking at a larger scale and this is the best opportunity Monroe has been able to identify. The Board thanked Mr. Gembusia, Mr. Manweiler, Mr. Adams and Mr. Salzman for coming to the meeting and effort that has gone into these agreements.

CONSENT AGENDA

1. Approval of Minutes – August 10, 2017 Regular Meeting
2. Roadmaster’s Report 8/1/17 – 9/1/17
3. Engineer/Zoning Officer’s Report 8/1/17 – 9/1/17
4. Set Trick or Treat Night for Tuesday, October 31st
5. 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 two accounts have entered into payment plans, two accounts have filed bankruptcy and the others are being worked on.

Mr. Pykosh added that 1 property sold and the new buyer will connect to the sewer. There is only one property left to connect and a judgement has been filed against them.

NEW BUSINESS

EAGLE SCOUT PROJECT - MIKHAIL KEHOE

This item was tabled until next month.

TRINDLE STATION BOND REDUCTION & MAINTENANCE BOND ESTABLISHMENT

PHASE 2, SECTION 1

On the motion of Mr. Castle, and seconded by Mr. Kuhl, and by unanimous vote of the Supervisors it was duly RESOLVED to release the improvement bond in the amount of \$135,671.35, establish a security in the amount of \$40,122.50 for the Sinclair Road improvements and establish a maintenance bond of \$185,006.40 for 18 months contingent upon council receiving an updated title search and a statement from the bank releasing the dedicated portion of the roadway.

PHASE 2, SECTION 5

On the motion of Mr. Kuhl, and seconded by Mr. Castle, and by unanimous vote of the Supervisors it was duly RESOLVED to approve a bond reduction in the amount of \$200,355.50, which would have the new surety established at \$162,431.73.

PHASE 2, SECTION 6

On the motion of Kuhl, and seconded by Mr. Castle, and by unanimous vote of the Supervisors it was duly RESOLVED to approve a bond reduction in the amount of \$29,695.94, which will have the new surety established at \$117,735.53.

PHASE 2, SECTION 7

On the motion of Mr. Kuhl, and seconded by Mr. Castle, and by unanimous vote of the Supervisors it was duly RESOLVED to release the improvement bond in the amount of \$62,440.00 and establish a maintenance bond of \$30,162.00 for 18 months contingent upon council receiving an updated title search and a statement from the bank releasing the dedicated portion of the roadway.

PHASE 2, SECTION 5 – SEWER

On the motion of Mr. Kuhl, and seconded by Mr. Castle, and by unanimous vote of the Supervisors it was duly RESOLVED to release the improvement bond in the amount of \$114,020.50 and establish a maintenance bond of \$15,548.25 for 18 months.

MINIMUM MUNICIPAL OBLIGATION (MMO)

On the motion of Mr. Castle, and seconded by Mr. Kuhl, and by unanimous vote of the Supervisors it was duly RESOLVED to approve Minimum Municipal Obligation for the 8 full-time employees at \$61,382.03.

REAFFIRM APPROVAL OF THE HARRY FOX PLAN

On the motion of Mr. Kuhl, seconded by Mr. Kehoe, and by vote of the Supervisors it was duly RESOLVED to reaffirm approval of the Harry Fox plan originally approved April 13, 2018. Mr. Castle didn't vote.

LISBURN ROAD/BRINDLE ROAD TREE REMOVAL

Mr. Kehoe stated that two quotes were obtained for the removal of trees at the intersection of Brindle Road and Lisburn Road. He questioned whether the lowest bidder, in Jared Brickner, has the proper insurance. He also asked about how the safety along Lisburn Road would be handled and if this work could be combined with the single tree removal in Churchtown.

The Board tabled this matter until more information could be obtained.

THERMOPLASTIC MARKINGS AT SIGNALIZED INTERSECTIONS

Mr. Kehoe explained that three intersections in the township need to have stop bars replaced. A line painting company has been utilizing the townships parking area behind the salt

shed and has offered a discount to do this work. Two other quotes were obtained for price comparison. Mr. Kuhl asked if the state has plans to resurface any of these roads.

On the motion of Mr. Castle, and seconded by Mr. Kuhl, and by unanimous vote of the Supervisors it was duly RESOLVED to approve DBI to install the thermoplastic markings at the following intersection contingent upon no resurfacing projects in the upcoming year – Williams Grove Road/Lisburn Road; Lisburn Road/Boiling Springs Road; and Boiling Springs Road/York Road.

ELECTRONIC BILL PAYMENT

Mr. Kehoe explained that with the recent banking upgrade electronic bill payment is now available. The office staff has asked for authorization to perform electronic bill payments for reoccurring utility bills and other standard reoccurring payments. He added that there would be a review and approval process. Mr. Kuhl suggested an internal review. Mr. Castle was not in favor of electronic bill payment. Ms. Araiza stated she was supportive of the idea and it would be more efficient.

On the motion of Mr. Kuhl, and seconded by Mr. Castle, and by unanimous vote of the Supervisors it was duly RESOLVED to authorize electronic bill payments for reoccurring utilities and other standard reoccurring payment such as credit card and loan payments.

JAY WICKARD

Mr. Pykosh explained that an agreement for right of way and easement has been drafted along with legal descriptions provided by Mr. Rogalski for Mr. Wickard's property on Leidigh Drive. This addition right of way will allow for the road to be widened and a shoulder 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 approve the Agreement for Perpetual Right-of-Way and Easement at Jay and Vickie Wickard's property.

STAFF COMMENTS

Mr. Kehoe thanked Ms. Aycock for attending the meeting.

Mr. Kuhl asked for an EIP update. Ms. Araiza said she had a conversation with PEL and the contract is being reviewed by Mr. Pykosh.

Mr. Pykosh said that the Hoefling's appealed the Zoning Hearing Board decision for their short term rental property in Cockleys Meadow. The court system has confirmed ZHB decision that short term rentals are not permitted.

Mr. Kuhl stated that the township may want to look at establishing an ordinance for right-of-ways regarding sight distance and plantings to help keep the right-of-ways clear. Mr. Pykosh said this type of ordinance could be helpful, but he would like to talk with Mr. Rogalski first to see what can be regulated.

Mr. Kehoe stated that backup battery systems have been installed at the traffic signals at Lisburn Road/Williams Grove Road and Boiling Springs Road/York Road. This was a long process, but a grant was received to help cover the costs. This will improve safety at these intersections during power outages.

Mr. Kehoe announced that the Locust Point Bridge is open again after being closed for over 10 years.

Mr. Kehoe mentioned the sight distance issue at Sheaffer Road/York Road. The homeowner was notified, but not very hospitable. He suggested checking with Mr. Pykosh before the work was done and do we need to give the State Police notice. Mr. Kehoe requested Mr. Rogalski provide an update for the October meeting if the work is not done by then.

Mr. Castle asked to keep the Troops, Police Officers and those affected by hurricanes in Texas, Florida, Alabama and Georgia in your thoughts. He mentioned that long-time resident, Martha Dietz passed away this week. He added that the Williams Grove Historical Steam Engine Association appreciated the donation of the 1948 dump truck and will be featured on the back cover of their annual booklet. Extra copies will be given to the township. Mr. Castle also presented a picture of Churchtown's Baseball team from May 1948 that was given to him by township resident Ginny Jones.

Mr. Castle's trivia question was "Which president was arrested while in office, for running over a woman with a horse?" Answer was Franklin Pierce. The quote of the day was "You cannot escape the responsibility of tomorrow by evading it today." – 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: Sept 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
Boyer Rd	Replace Pipes & Iniet Box	Week of Sept 11
Drainage Work	Leidgh Dr & Lutztown	Sept 8 , 2017
W Lisburn & Brindle Rds	Remove Pine Trees & Grind Stumps	With Contractor Help
Creek Rd Paving	Ready	Week of Sept 5
Remove Tree	Churchtown	Contractor Help Sometime in Sept
W Lisburn Rd & Boiling Springs Rd Boiling Springs Rd & York Rd	Crosswalks & Stop Bars Replacement Work Order # 2017-21	End of Aug Waiting From Midlantic For Price
Rd Line Painting	Contracted Out	Week Of Sept 6

PROJECTS COMPLETED

<u>Project</u>	<u>Notes</u>	<u>Estimated Completion Date</u>
Leidigh & Creek Rds Intersections	Install Culvert Pipes Work Order # 2017-18	Aug 25, 2017
Creek & Rt 74	Remove Big Rocks Work Order # 2017-20	Aug 23, 2017
Sign Blockage All Rds	Trim Brush No Work Order	Aug 18, 2017
Fertilizing Grub Control	TwpParks Work Order # 2017-23	Aug 29, 2017
Baseball Infields	Spray For Weeds	Aug 24, 2017
Creek & York Rd	NO PARKING Signs Installed WORK ORDER 2017 - 24	Aug 30, 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: September 7, 2017

SUBJECT: August Activity Report
File Reference No. MNTTP MT17

The following activities were performed during the period between 8/3/17 and 9/7/17:

ENGINEER

1. Attended one meeting with South Middleton Township and SMTMA regarding sewer Agreement revisions associated with the Allenberry project.
2. Performed construction observation of road construction activities in the Trindle Station Subdivision.
3. Completed MS-4 Permit Renewal Application.
4. Attended three meetings with members of the Department of Public Works to discuss workload.
5. Reviewed one new Final Subdivision Plan and multiple bond reduction requests for Trindle Station subdivision.

ZONING

1. Issued 8 Zoning Permits and 8 Building Permits for a total of \$432,000 in new construction.
2. Responded to phone calls and attended three 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 6 meetings with residents during those periods.
4. Reviewed one complaint regarding work without a permit.
5. Attended one meeting regarding the renovation and expansion of the former Cold Springs Inn.

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: 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**
3. ACTION ITEM: Issue violation notice to resident on Sheaffer Road regarding sight distance impairment. **NOTIFICATION ISSUED, NO RESPONSE TO DATE FROM OWNER**
4. 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.**
5. 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)**
6. 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 SENT TO OWNER FOR EXECUTION.**
7. 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**
8. ACTION ITEM: Formalize agreement with UGI Utilities for the payment of \$80,000 toward the resurfacing of Sinclair Road. **PAYMENT RECEIVED, ITEM CLOSED.**

cc: A-File
File