**MONAGHAN TOWNSHIP BOARD OF SUPERVISORS**

**November 13, 2023, MINUTES**

**6:00 p.m.**

Pledge to the Flag

**I. CALL TO ORDER**

Chairman Pawelski called the regular meeting to order at 6:02p.m. in the meeting room of the offices of Monaghan Township. Also present was Vice Chair Schreffler and Supervisor Allen.

Also present were Secretary/Treasurer Chelssee Smith, Township Engineer Dan Perva and Township Solicitor Matthew Bugli.

**II.** **PUBLIC SAFETY REPORT**   
Motion to approve report from the Carroll Township Police Department.

Motion: Allen  
Second: Schreffler Vote: 3-0

**III. APPROVAL OF MINUTES**

**A. September 25, 2023**

The Board reviewed the minutes of the meeting held September 25, 2023.

Motion to approve September 25, 2023, meeting minutes.

Motion: Allen

Second: Schreffler Vote: 2-0-1 Pawelski Abstained

**October 9, 2023**

The Board reviewed the minutes of the meeting held October 9, 2023.

Motion to approve October 9, 2023, meeting minutes.

Motion: Allen

Second: Schreffler Vote: Vote: 2-0-1 Pawelski Abstained

**IV. PUBLIC COMMENT**

Jim Reagan, 133 S Wharf Rd. Jim had asked for an update on the entertainment venue. At this time, the owner has not submitted new permits as required by law. The venue property owner was told by KPI that they cannot continue work on the property until they have filed the correct permits for the new use.

Glen White, 648 E Siddonsburg Rd. Mr. White stated that the permit process has taken very long. Secretary Chelssee Smith commented that the last time she spoke with Approved Code Services they were still waiting on information from the White’s contractor. She will follow up the next day and get back to the White’s on the status of their permit.

**V. PERSONS TO BE HEARD – None**

**VI. SUBDIVISIONS/LAND DEVELOPMENT**

Motion to amend the Agenda to move Messiah University Land Development Plan up to SUBDIVISIONS/LAND DEVELOPMENT.   
Motion: Pawelski   
Second: Allen

Motion to approve Messiah University Stormwater Management and Land Development Plan along with ensuring the township receives a letter of agreement regarding schedule and future phases of the stormwater improvements.

Motion: Pawelski   
Second: Allen Vote: 3-0

Motion to approve 3 waivers (Section 303: Preliminary Plan, Section 402.01 Scale, Stormwater Management Ordinance, show all existing buildings, water courses, drainage facilities, floodplains, wetlands, and on-lot sewage disposal facilities within two hundred feet of the property on the plan) related the Messiah University Land Development Plan.

Motion: Pawelski

Second: Schreffler Vote: 3-0

**VII. TREASURER’S REPORT**

The Board reviewed the Treasurer’s Report.

Motion to accept the Treasurer’s Report.

Motion: Schreffler  
 Second: Allen Vote: 3-0

Motion to pay Amtrust in the amount of $3924.00 in between October and November Board meetings.

Motion: Pawelski

Second: Allen Vote: 3-0

Motion to authorize Chelssee Smith, Treasurer, to pay bills as needed between meetings for up to $1,500.00 with Board of Supervisor approval.   
Motion: Pawelski

Second: Allen Vote: 3-0

Motion to move the 2024 Budget Discussion up under the Treasurer’s report.

Motion: Pawelski

Second: Allen Vote: 3-0

Motion to post draft 2024 budget at the township office, the township website and advertise in the Dillsburg banner.

Motion: Pawelski   
Second: Schreffler Vote: 3-0

The 2024 budget was discussed. Details included a large transfer from the General Fund to the Capital Reserve Fund for the new building and a new truck. Fishers Run Culvert will be replaced and a big portion of Big Oak Rd will be paved. Each fund - General, Highway Aid and Capital Reserve - was explained in detail and how each account works for daily operations of the township.

**VIII. TOWNSHIP REPORTS**

**A. Township Secretary**

The Board reviewed the Secretary’s Report.

Motion to accept the Secretary’s Report.

Motion: Schreffler

Second: Allen Vote: 3-0

Motion to advertise for a Part-Time File Clerk for up to 20 hours a week in the Dillsburg Banner and newsletter.

Motion: Pawelski

Second: Schreffler Vote: 3-0

**B. Township Solicitor**

The Board reviewed the Solicitor’s Report.

Motion to accept the Solicitor’s Report.

Motion: Allen  
Second: Pawelski Vote: 3-0

**C. Zoning Officer/Engineer**

The Board reviewed the Engineer and Zoning Officer Report, which included the following updates: Dan gave an update on Messiah Sports complex. Messiah resubmitted documents and the Board approved the Land Development Plans. The estimate to repair and pave Big Oak Road was updated by KPI including a full depth reclamation of the road. The Fisher Run Culvert grant has not come back yet. KPI is unsure as to when this will happen, possibly after the new year. The Memphord Estates Grant through PA Small Water & Sewer has not been reported. KPI has begun preliminary work on building pricing, contract documents and permitting. Multiple stormwater management permits were recommended for approval on Siddonsburg Road and Messiah University.

Motion to accept Engineer and Zoning Officer Report.

Motion: Pawelski

Second: Schreffler Vote: 3-0

Motion to approve Luta Stormwater Management Plan at 225 W. Siddonsburg Rd.

Motion: Pawelski

Second: Allen Vote: 3-0

Motion to approve Weaver Stormwater Management Plan at 529 W. Siddonsburg Rd.

Motion: Allen

Second: Pawelski Vote: 3-0

**D. Emergency Management Coordinator – NONE**

**E. Fire Company**

The board reviewed the Fire Company report.

Motion to accept the Fire Company report.

Motion: Schreffler

Second: Allen Vote: 3-0

**F. Sewage Enforcement Officer**

The board reviewed the Sewage Enforcement Officer Report.

Motion to accept the Sewage Enforcement Officer Report.

Motion: Schreffler

Second: Pawelski Vote: 3-0

**G. Road Foreman**

Supervisor Allen reported on activities for October which included roadside mowing, filling pot holes, regrading Stoney Run, trimming trees and cleaning up brush, garage roof maintenance and MS4 inspections.

Motion to accept the Road Foreman’s Report.

Motion: Pawelski

Second: Schreffler Vote: 3-0

**H. Planning Commission – No Report**

Joy Schreffler reported that the Planning Commission is working diligently on updating the Comprehensive Plan and will soon be ready to send a draft to York County Planning Commission for review.

**IX. CORRESPONDENCE TO BOARD MAIL LIST -**

**X. UNFINISHED BUSINESS**

A. New Building

KPI is working on getting a firmer estimate on materials and building costs at this time.

**XI. NEW BUSINESS-**

1. **Waste and Recycling Contract**The Republic Services 3-year contract ends fall 2024 with two one-year extensions. Solicitor Matt Bugli will follow up with Republic to ensure that the township can extend its current contract for two years.
2. **York County SOCA Contract – 2024**Motion to approve invoice 8/31/2023 of $1905.00 for animal care and housing agreement.   
   Motion: Pawelski   
   Second: Allen Vote: 3-0
3. **Klugh Animal Control Contract – 2024**Motion to accept a retainer contract between Klugh and Monaghan Township for retention of services from January 1- December 31, 2024.   
   Motion: Pawelski   
   Second: Allen Vote: 3-0
4. **File Clerk –** moved to the Secretary’s report.
5. **2024 budget –** moved to the Treasurer’s report.

**XII. PAYMENT OF BILLS; BILL LIST 2023-11.**

The Board reviewed and discussed the bill list for November in the amount of $50,244.51.

Motion to approve payment of the Bill List 2023-11 for November 2-23 in the amount of $50,244.51.

Motion: Schreffler

Second: Allen Vote: 3-0

Motion to pay Alpha Space Control for line painting from the Highway Aid Fund for $10,658.20.   
Motion: Pawelski  
Second: Allen Vote: 3-0

**XIII. ADJOURNMENT**

Motion to adjourn the meeting at 8pm.

Motion: Schreffler  
 Second: Pawelski Vote: 3-0

Respectfully submitted,

Chelssee Smith, Secretary

Minutes approved at meeting held on\_\_\_\_\_\_\_\_\_\_\_\_\_

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Chairman, Monaghan Township Board of Supervisors