**MONAGHAN TOWNSHIP BOARD OF SUPERVISORS**

**December 11, 2023, MINUTES**

**6:00 p.m.**

Pledge to the Flag

**I. CALL TO ORDER**

Chairman Pawelski called the regular meeting to order at 5:58p.m. in the meeting room of the offices of Monaghan Township. Also present were 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: Schreffler  
Second: Pawelski Vote: 3-0

**III. APPROVAL OF MINUTES**

**A. November 13, 2023**

The Board reviewed the minutes of the meeting held November 13, 2023.

Motion to approve November 13, 2023, meeting minutes, with the addition of Mr. White’s address being on the minutes.

Motion: Allen

Second: Schreffler Vote: 3-0

**IV. PUBLIC COMMENT**

John Bush – 115 Meadow Trail: Please have the agenda on the website sooner.

**V. PERSONS TO BE HEARD – None**

**VI. SUBDIVISIONS/LAND DEVELOPMENT**

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

Second: Schreffler Vote: 3-0

**VIII. TOWNSHIP REPORTS**

**A. Township Secretary**

The Board reviewed the Secretary’s Report.

Motion to accept the Secretary’s Report.

Motion: Allen

Second: Schreffler Vote: 3-0

**B. Township Solicitor**

The Board reviewed the Solicitor’s Report.

Motion to accept the Solicitor’s Report.

Motion: Pawelski  
Second: Schreffler 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 the grants and reported back that a scheduled meeting for mid-end of December was hopefully going to give us answers. The Fisher’s Run grant opportunity is still up in the air, we haven’t received any news on a decision, and we should make a decision to move forward in the January or February Board meeting. The township building process is moving forward, KPI is talking to local construction companies about the process and issues that could arise. KPI is working on NPDES permitting, and stormwater adjustments with the preliminarily layout. Survey work has begun at Memphord Estates, and it will take 2-3 days and a report will be done in a week or two. Big Oak Rd is on the 2024 budget to be fixed and the goal would be May 2024 for work to begin. 567 E Siddonsburg Rd, the Merritts property, submitted revised stormwater management plans, Dan is still in the process of looking that over to see if he can accept revised copies or if a new plan needs to be completed. Another stormwater management plan came in for 190 Locust Lane, the Rohrbaugh property Dan will be bringing it to the January Board Meeting for approval.

Motion to accept Engineer and Zoning Officer Report.

Motion: Pawelski

Second: Allen Vote: 3-0

**D. Emergency Management Coordinator –**

The board reviewed the Emergency Management Coordinator Report.

Motion to accept the Emergency Management Coordinator Report.

Motion: Pawelski  
 Second: Allen Vote: 3-0

**E. Fire Company**

The board reviewed the Fire Company report.

Motion to accept the Fire Company report.

Motion: Schreffler

Second: Pawelski Vote: 3-0

**F. Sewage Enforcement Officer**

The board reviewed the Sewage Enforcement Officer Report.

Motion to accept the Sewage Enforcement Officer Report.

Motion: Allen

Second: Schreffler Vote: 3-0

**G. Road Foreman**

Supervisor Allen reported on activities for November which included pulling the old truck out of retirement and repairing and installing the plow lights and hydraulics for spreader, trimming and cutting trees along roads, repairing MS4 catch basins, and prepping all equipment for winter maintenance. The township hasn’t heard back about when the international truck will be fixed and ready for pick up.

Motion to accept the Road Foreman’s Report.

Motion: Schreffler

Second: Pawelski Vote: 3-0

**H. Planning Commission**

Joy Schreffler reported on the progress of updating the Comprehensive Plan. Joy asked that the Township Secretary look into the appointments for Planning Commission members to see when each term is expiring and report back to the Board and Planning Commission.

Motion to accept Planning Commission Verbal Report.   
Motion: Pawelski  
Second: Allen Vote: 3-0

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

**X. UNFINISHED BUSINESS**

1. New Building Next steps – discussed under the Engineer’s report.
2. Waste and Recycling Contract   
   Matt Bugli discussed two one-year extensions in our contact with Republic Services. The township will need to notify Republic Services six months prior to the contract end to take advantage of the first one-year extension.
3. File Clerk   
   The board of Supervisors mentioned that they started interviews and would like to have a candidate picked by the January Meeting to start not long after the new year.
4. Resolution 2023 – 6 (Tax Levy).  
   Motion to pass Resolution 2023 – 6.   
   Motion: Schreffler  
   Second: Pawelski Vote: 3-0
5. Resolution 2023-7 (2024 Budget).  
   Motion to pass Resolution 2023-7.

Motion: Schreffler  
Second: Allen Vote: 3-0

1. Resolution 2023-8 (Auditor).  
   Motion to pass Resolution 2023-8.  
   Motion: Schreffler  
   Second: Allen Vote: 3-0

**XI. NEW BUSINESS-**

1. 2024 Meeting Schedule

Motion to approve the 2024 Meeting Schedule.   
Motion: Allen   
Second: Schreffler Vote: 3-0

1. Government Finance Solutions update   
   Tracey Rash has resigned from Government Finance Solutions and the township has been assigned Jennifer Steigelman who has abundant municipal experience and a wealth of knowledge in municipal financial projects.

**XII. PAYMENT OF BILLS; BILL LIST 2023-12.**

The Board reviewed and discussed the bill list for December in the amount of $19,930.20.

Motion to approve payment of the Bill List 2023-12 for December in the amount of $19,930.20.

Motion: Schreffler

Second: Pawelski Vote: 3-0

**XIII. ADJOURNMENT**

Motion to adjourn the meeting at 7:20pm.

Motion: Allen  
 Second: Schreffler Vote: 3-0

Respectfully submitted,

Chelssee Smith, Secretary

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

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Chairman, Monaghan Township Board of Supervisors