Typed: January 25th, 2016

The regular monthly meeting of the Board of Supervisors of Cass Township was held Thursday, December 17th, 2015 at 6:30PM at the Township’s Municipal Building, Duncott, PA

Present at the meeting: Dee Kulpcavage, Mike Sorokach, Lynn Schies, Craig Schies, Tina Skibiel, Chris Ternowchek, Eugene Cason, Anna Marie Cason, Sharon Wentz, Thomas Graydus, Robert Wentz, James Kost, Elvin Brennan Jr., Denise Brennan, Gerald Sternick Sr., Theresa Walsh, Robert Purcell, Marybeth (Doyle) Matz, Mary Lou Bergan, and John Olenick.

Chairman John M Walaitis called the meeting to order.

All recited the Pledge of allegiance to the flag.


Edward M. Brennan, Solicitor - present.

Evelyn J. Bergan, Secretary/Manager - present.

William Kattner, Patrolman CTPD - present.

John states that the minutes from the November 2015 Supervisors meeting have been placed at each seat. Please review them and inform the Board if there are any changes. John calls for a motion to dispense reading of the minutes and accept as typed if there are no corrections or omissions. Mike makes the motion. John seconds. Motion passed. Roll Call of Officers - Unanimous vote.

John calls for public comment/discussion at this time.

Please raise your hand; state your name & address for the record.

Lynn Schies, Forestville – Asks what the expenses were for the new building. Mike replies David Leung, Alfred Benesch & Company, and Miners Bank (loan fees). Lynn questions Mike asking if it’s correct that $30,000 was budgeted this year for the new building. Mike states yes. Lynn asks why $35,000 was put into the New Building Fund – stating that there was $20,000 put in May 31st; $5,000 August 31st; $5,000 September 30th, and in October another $5,000 - that was $35,000. Mike states he will need to look into it further and have an answer for her next month.

Tom Graydus, Primrose – Asked out of those expenses, how much went to Benesch. Mike replies $9,989.00.

Tina Skibiel, Pine Knot – States that last year, we had an issue with going over the budget in a few areas and asks how it looks this year. Mike states that right now, the Township is in the red approximately $150,000.00. Tina asks in what areas. Mike replies Public Works/Highway and Streets Department there are (2) line items that are $7,000.00 over budget. He goes on to explain that the budget was $185,200.00. In the Public Works Department, including street
lights, we have spent $348,630.00. Tina replies wow. Theresa Walsh asks when referring to the Street Department, is that referring to the repairing of roads. Mike states when talking about road repairs, we spent approximately $180,000.00 this year. Theresa asks on what roads. Mike replies Schaeffer's Hill, Green Avenue Extension, and pot hole patching for Woodside and on all of the roads. James states that there are several line items in the budget that are in Public Works (expenses) and the street lights are included in it. Mike agrees. Theresa asks who, or in what areas, are over-budget and who authorized it. Mike replies its over-budget because of all the road work that was done. Theresa states that it was not just one person's fault then. Mike replies not for the roads, but it is for the (2) line items that are over $7,000 each, they are one person's fault – tools & equipment are one of them. Mike states that it simply proves a point – you have a budget of $5,000 and spend $12,000 – that means you're spending too much money. Theresa asks if the spending was approved and states that someone can't go over budget without the approval of the other Supervisors, correct, nobody can just go out and spend money without your approval. Mike states we can't stop them from spending the money. Theresa questions if they can just spend whatever they want in this Township and no one can stop them. Mike states they already did, it's spent. Theresa again asks if the Supervisors can't stop them. Mike explains that they are limited to how much they can spend at one time. Theresa comments that when they reach the budget and you're saying they go over it, how is that possible. Mike states that they are told they are over the budget and to put a lid on the spending and yet the spending continues and that's how you end up with these numbers. Theresa asks if that happens without proper approval; without authorization. Mike replies yes. Marybeth (Doyle) Matz asks if that means that the Liquid Fuels Account is depleted. Mike replies that it has about $11,000 left - $60,000.00 was spent from the Liquid Fuels fund plus another $55,000.00 was spent from the Liquid Fuels Reserve (account). Marybeth asks what the procedure is if someone wants to purchase a tool – isn't the item presented at a meeting and discussed. James intervenes and states it's not like they are out buying tools – it's a misconception because there are many line items involved in a budget for the Road Department so it's easy to mislead a budget. He states he doesn't know what line it's applied to if the Police buy equipment for the car. Mike states the Police have their own budget. James goes on to state you would need the complete budget and what is applied to each line item and then it could be decided. He states that he'll own up to it – if shown a line item and asked if he told the guys to do that, he'll say whether he did or not, but don't show him the end result and ask did he authorize all of it – he states he would need to see each item. James adds that he doesn't see every single line item, the Treasurers do that. Mike states what James should keep an ongoing record of every penny that his Department spends. James states that it's hard to do when the other Supervisors dictate what the Road Crew does like buy street signs for Condor's Lane or put a road in and rent a loader – he can't manage all that when he's not the boss. He states that he's blamed for the results, but he is not in charge of the day-to-day operations. Mike states that the street workers work for the Board. James states there was work done on Green Avenue and the other Supervisors brought in a summer helper to help for a few hours and he wasn't aware that he was going to be brought in for extra help. He goes on to say that he is being cornered on the budget, but Mike is not looking at the budget. James addresses Tina and states he told her this last year, so if there are questions, she should request a report and if she sees something, he'll explain it. Tina agrees but states that at that time last year, James was only $13,000 over budget, not what it is now. Theresa Walsh states it doesn't matter what the amount was, James didn't spend the money alone. James says there is more to it. Theresa
Walsh intervenes and tries to explain James’ point and tells Tina she’s got to have all the facts. James addresses Tina and states that there was a $100,000 taken out of the LST account, which is eligible money for roadways, put in a fund for a new building and he questioned it, but Tina doesn’t say a word, but she’s concerned about spending a $140,000 on a road where you can see a tangible result. Mike states that he is more concerned about people are going around saying no road work is being done and no money is going into the roads which is absolutely false and here are the numbers to prove it, but yet we still have people coming to these meetings saying there’s nothing being put into the roads and he asks why that is. Elvin Brennan addresses Mike and states that for the money Mike says was spent on the roads, he would like to see it. Mike states he can prove it. Elvin states he going to have to prove it. Mike again states he can prove it. Mike then addresses Elvin and states that while we are on the subject, at last month’s meeting, Elvin made a comment that he has not seen (on any of the summary sheets from previous meetings) any money coming out of the New Building Fund. Mike asks Elvin to confirm that. Elvin states that is what he said. Mike states that after tonight’s meeting, he has copies of Treasurer’s Reports for Elvin (which he already received at every meeting) showing where money coming out of the New Building Fund in October 2014, March, April, May, October and November (all of 2015). Mike then addresses Lynn and states she said that last month was the first month she saw where any money was taken out of the New Building Fund. Lynn states she has all the reports with her and she was questioning what was put into the fund. Mike states that last month, she agreed with Elvin when he said that neither of them had seen a transaction made until last month. Lynn states no, she gets the expense reports and knows the transactions that are made. Mike states that at the meeting, Lynn agreed with Elvin. Lynn states she didn’t and asks why she would say that when she knows what transactions are made and she questions them. Mike states there were (11) transactions. Lynn states that she wants to know right now where the $35,000 came from when only $30,000 was budgeted. Mike states he’s not going to leave the meeting and go onto the computer and search through it, but as he said earlier, he’ll look into it and get back to her next month. Mike tells Lynn not to change the subject. Lynn states she’s not, she requests the expense reports and she knows what goes in and out of that accounts. Mike asks Lynn how many transactions were made this year. Lynn states she doesn’t have a total. Mike asks why not, she told him she looks at the reports every month. Lynn replies yes, to see what comes in and goes out. Mike replies well then, how many transactions did you see this year. Lynn states she would have to add them up. Mike replies that Lynn wants an answer from him right now but she can’t answer his question. Lynn asks Mike why she would want to answer that question; she is asking Mike her question as a taxpayer and resident of this Township where the extra $5,000 came from. Mike replies that he told Lynn, he will look it up and have an answer for her at the next meeting. Lynn goes on to say that she recalls Mike telling Elvin that any excess in the budget cannot be applied into another account or another area, and asks Elvin if that’s correct. Elvin states that is correct because he asked Mike about ordering a load or two of blacktop and Mike said we can’t do it. Mike asks if it was for Woodside and asks James how many loads of blacktop he got for Woodside. James states he’d have to look into it. Elvin states it doesn’t matter. Mike states it does matter, he’s asked the man a question. Elvin states that if Mike wants to go for a ride, he’ll show Mike the roads and he won’t believe the shape there in, and if Mike is going to tell him that these guys that are going out plowing (with a brand new truck and plow) know where these manholes are, you’re crazy. Mike states they have to be careful. Mike states that there might be someone crazy here, but it’s not him. Elvin replies he thinks it is. Mike tells Elvin that he has
copies of the reports for him to view the (11) transactions. Elvin asks how much money he actually put in the fund all together. Mike replies the amount is on the monthly summary reports.

Chairman Walaitis closes the audience discussion and moves on to the agenda items.

**Budget** – John states the budget that was prepared by the old Board will be tabled allowing the new Board to adjust the line items as necessary which will reflect that the new building will not be constructed. James makes the motion. John seconds. Motion passed.

**Glatfelter Insurance – Building & Grounds Safety Issues** -- John explains that we have multiple safety issues with this building, as well as the playgrounds, that need to be addressed. The building needs emergency lighting installed as per Glatfelter Insurance (the Township’s insurance carrier). There are also deficiencies that need to be addressed at the Heckscherville Playground, Forestville Playground, Condor’s Complex, and here at the Municipal Building; there are uneven sidewalks and the concrete ramp out front – both need to be repaired and/or rebuilt to satisfy ADA requirements.

**Emergency Lighting Proposals** – There were (2) proposals received. John explains each job description and states that the first quote is from J.B. Electric Company in the amount of $3,940.00. The second is from Bova Property Maintenance in the amount of $3,500.00 – with the extra remotes, it’s $3,760.00. James addresses Mike and states the quotes are different – one is for (6) lights and one is for (5). Mike states that he called J.B. Electric and they agreed to install (6) lights instead of the (5) he quoted so now they are both the same. John states that the job will go to lowest bidder which is Bova Property Maintenance. Mike also states that there are issues with the wiring up in the crawlspace and he would like to make a motion to have Bova address those issues while he’s here, in addition to the lighting installation. John asks if we know how much that may cost. Mike states he doesn’t but its low voltage so it can’t be that much. James asks if a ‘not to exceed’ can be put on it. Mike agrees; not to exceed $500.00. James and John both agree. John seconds. Motion passed.

**Recon Construction – Final Payment** – John states this is for Schaeffer’s Hill (paving) and will be the final payment for that project in the amount of $9,169.00. John calls for a motion. James makes the motion. John seconds. Motion passed.

**Advertise Meeting Dates** - John states that formal action needs to be taken to advertise the meeting dates for 2016 for the Board of Supervisors, Zoning Board, Municipal Authority, and the Planning Commission. James makes the motion. Mike seconds. Motion passed.

**Tax Claim – (2) Parcels** – Solicitor Brennan states that the Board has been given notice on (2) parcels – one of them is an address of 916 Valley Road; the parcel locator indicates it’s a leased parcel/building; he explains that the Board can approve the sale, but it’s his opinion that it’s contingent on the engineer’s confirmation on whether it’s an abandoned structure or blighted property. If so, the new buyer would be subject to tearing it down. The second parcel address is Main Street with a parcel number # 05-08-0019 – the accessed owner is Montrose Coal Company. LSB Properties is looking to buy it for $1,400.00. According to the parcel locator, it’s
a triangular piece of land almost in Branch Township — it appears to be land locked, but appears to have no buildings on it - if you wish to approve it, that’s fine. John asks for a motion. James makes a motion to accept/approve these private sales by Tax Claim. Mike seconds. Motion passed.

**Willow Lane Properties** - Solicitor Brennan explains that the Willow Lane Subdivision has been recorded so now the Municipal Authority will be able to sell those parcels to the people living nearby. This Board will need to make a motion authorizing the officers to sign the deed transferring the property from the Township to the Municipal Authority. John makes the motion as Solicitor Brennan has presented. Mike seconds. Motion passed. Roll Call: Mike – aye. John – aye. James – aye.

**Resignation Letter** — John explains he has a resignation letter dated December 17th, 2015 addressed to the Cass Township Board of Supervisors from Mike Kulpcavage. The intent and purpose of the letter is to resign his position as Vice Chairman of the Cass Township Board of Supervisors as of this date, he will however, continue to serve as a Supervisor on the Board. John makes a motion to accept Mike’s resignation from Vice-Chairman of the Board. James seconds. Motion passed. Roll Call: Mike – aye. John – aye. James – aye.

**Vice-Chairman Appointment** — John makes a motion to appoint James Wentz as Vice-Chairman of the Board. Mike seconds. Motion passed. Roll Call: Unanimous Vote.

**Planning Commission:** John states there was no meeting; no report.

**Treasurer’s Report:** Mike read the November 2015 report. John makes a motion to accept the report as read. James seconds. Motion passed. Roll Call of Officers: Unanimous vote.

John states the Board would like to take formal action to accept as read the Treasurer’s report and pay all outstanding bills as can be paid at this time. Reports are on file for review. John makes motion. James seconds. Motion passed. Roll call of Officers: Unanimous vote.

**Municipal Authority Report:** John states there was no meeting; no report.

**Police Report:** John states he was asked by Chief Clink to table this month’s report. It will be ready for next month’s meeting.

**Correspondence:** None.

**Road Foreman’s report:** James reads his November-December 2015 report. John calls for motion to accept the report as read. Mike makes motion. John seconds. Motion passed. Roll Call of Officers: Unanimous vote.

**Old / New Business:** Nothing to report.

**Adjournment** — With no further business at hand, Chairman Walaitis calls for a motion to adjourn. Mike makes the motion. James seconds. Motion passed.

**Time meeting adjourned:** 7:03pm
The Re-Organization Meeting will be held on Monday, January 4th, 2016 at 6:30pm.

The next monthly Cass Township Supervisors meeting will be held Thursday, January 28th, 2016 at 6:30 pm at the Cass Township Municipal Building, Duncott.