Typed: November 18th, 2011

The regular monthly meeting of the Board of Supervisors of Cass Township was held Tuesday, October 25th, 2011 at 6:30 PM at the Township Municipal Building, Duncott, Pa.

Present at this meeting were the following: John Schumann, David Hoenich, Mike Kulpcavage, Ann Bettinger, Joyce Cutler, Chris Ternowchek, Tom Graydus and Paul Fesnock.

Chairman Brian Canfield called the meeting to order.

All recited the Pledge of Allegiance to the Flag.

Roll Call of Officers – James D. Thomas - present, John M. Walaitis – present, Brian P. Canfield - present.

Cass-Foster Police Chief Anthony M. Kuklinski - present.

Evelyn J. Bergan – Administrative Assistant, present.

Edward M. Brennan – Solicitor, present.

The October 2011 Supervisor Meeting Minutes have been placed at each seat for review. Brian asked the audience to please read them and if there are any corrections, please bring them to the attention of the Board before adjournment. Brian asked for questions and/or comments. Hearing none, he then made a motion to approve the October 2011 Supervisor’s Meeting Minutes. Jim seconded. Motion passed.

Note: Brian stated there was an executive session held on October 18th, 2011 to discuss litigation. No formal action was taken.

Articles on the Agenda this month:

Ratify Payment to Slusser Brothers - $1,351.59 – Brian explained that previously the Township had retained $1,351.59 from Slusser Brothers relating to the Hilltop Terrace Road Project due to an existing punch list and restoration issues. The contractor (Slusser Brothers) has since returned and completed all necessary items to receive final payment. The Township Engineer approved the final restoration, so the Township was billed and the invoice was paid. Solicitor Brennan states that it was his recommendation that the Township pay the invoice immediately as not to violate the Prompt Payment Act. Brian asks for questions and comments. Hearing none, he asks for a motion to ratify final payment in the amount of $1,351.59 to Slusser Brothers for the Hilltop Terrace Project. Jim made the motion. John seconded. Motion passed.

Authorize Solicitor to draft and advertise Taxpayers Bill of Rights Ordinance as per Act 32 – Brian explains that beginning January 1st, 2012, Centax will begin collecting the Township’s Earned Income Tax (EIT) and Local Services Tax (LST). He states that it is part of Act 32 that the Township must adopt the Taxpayer’s Bill of Rights Ordinance – he then reads a detailed definition. Brian asked for questions and comments. Hearing none, he asked for a motion to authorize Solicitor Brennan to draft and advertise the
Approve Centax Local Services Agreement – Brian states that with the LST (Local Services Tax), we have the option of having Berkheimer or Centax make collections. Brian states that he prefers Berkheimer because they have done a great job for us in the past, however; Centax has a lower commission rate – which means it is in the Township’s best interest to go with the collector that has the cheaper rate. But in order to do so, we must sign and enter into an agreement with Centax. We have received a sample agreement for Solicitor Brennan to review. Brian asked for questions and comments. Hearing none, Brian asked for a motion to approve the Centax Local Services agreement pending Solicitor Brennan’s review. Jim made the motion. John seconded. Motion passed. Brian then asks for a motion to authorize Centax to collect LST for Cass Township pending Solicitor review of the agreement. Jim makes the motion. John seconds. Motion passed.

Transfer $28,608.25 (Lowe’s Taxes) from Light Tax Fund to General Fund Reserve -- Brian explains that Lowe’s and Fanelli properties are part of the Tax Incremental Financing (TIF) district, and pay 100% of their taxes. After it’s remitted to the Township by our Tax Collector, we pay back a percentage to the TIF account. In past years, our Tax Collector remitted the tax amount on one check. This year, the payment was split into two checks – one to the General Fund, and one to the Light Tax Fund - according to the percentages, and too much was deposited into the Light Tax Fund. It now needs to be transferred into the General Fund Reserve fund so that it shows properly for the TIF allocation. Brian asked for questions and comments. Hearing none, he made a motion to transfer $28,608.25 from the Light Tax Fund to the General Fund Reserve. John seconded. Motion passed.

Planning Commission:

Note: All decisions are based on recommendations from the Planning Commission to the Board of Supervisors.

The PC did not hold their October monthly meeting due to no submissions received.
As of today, one set of revised plans were submitted.
The PC will hold their November 10th meeting at 6:30 p.m.

Treasurer’s Report: Jim presented the September Treasurer’s Report. Jim asked for questions and comments. Hearing none, Brian made the motion to accept the September 2011 Treasurer’s Report and pay all outstanding bills as can be paid at this time. Jim seconded. Motion passed. The Treasurer’s Reports are on file at the Township office for review upon request.

Police Report: Cass-Foster Police Chief Anthony M. Kuklinski read the October 2011 Police Reports. Tony asked for questions and comments. Paul Fesnock, South Maple Avenue – Asked how it was going up at the stop sign by the school. Joyce Cutler, Oak Lane – Asked why the police blotter in the newspaper only states issues with the State Police but no others. Hearing nothing further, Brian then made a motion to approve the October 2011 Police Report. Jim seconded. Motion passed.

Correspondence:

Fireman’s Relief Monies – Follow-up Letter – Brian states that after the Township received the Fireman’s Allocation from the State and the checks were sent out to the fire companies, we received a letter explaining this year’s increase and that it would most likely be a one-time occurrence. Brian read a portion of the letter and stated that a copy has been sent out to all three fire companies.
Old / New Business:

**Code Enforcement** – Brian states the Kyle Kehoe of Benesch has been working with our police dept. on several code-related issues. The process of getting these issues under control is moving along.

**Zoning Ordinance** -- Brian states that the ordinance is in its final stages of completion.

**FEMA** – Brian states that John Walaitis is the contact person for all FEMA / PEMA flood issues. He has been attending the meetings and gathering information along with our Township engineers. John then explains the Hazardous Mitigation Program that has been offered to residents who reside within the floodplain. He then explained our options in regards to flooding of our roadways and drainage issues during flood times. He states that a list of damages have been presented to the State along with necessary paperwork. We are now just waiting to hear from them whether or not we will receive funding. Brian asked for questions or comments. Joyce Cutler, Oak Lane – Asked who would pay for raising a home. David Hoenich, Unknown address – States that the issues in the waterway / creek need to be addressed to ease the flooding problems.

**Discussions from the Audience:**  None.

**Adjournment** – Hearing no further discussions from the audience, Brian made a motion to adjourn. Jim seconded. Motion passed. Meeting adjourned.

ATTEST:  Brian P. Canfield, Chairman  
TIME MEETING ADJOURNED:  7:07 PM

ATTEST:  James D. Thomas, Vice-Chairman  
TIME MEETING ADJOURNED:  7:07 PM

THE NEXT MONTHLY MEETING OF THE BOARD OF SUPERVISORS OF CASS TOWNSHIP WILL BE HELD ON **Tuesday, November 22nd at 6:30 PM** AT THE CASS TOWNSHIP MUNICIPAL BUILDING, DUNCOTT, PA.