The regular monthly meeting of the Board of Supervisors of Cass Township was held Tuesday, November 22nd, 2011 at 6:30 PM at the Township Municipal Building, Duncott, Pa.

Present at this meeting were the following:

Tina Skibiel, Mike Kulpcavage, Bob Ryan, Joyce Cutler, John Schumann, Christine Ternowchek, Joe Bickelman, Paul Stansbury, Mrs. Paul Stansbury, 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 Corporal Danielle J. Mowery -- present.

Evelyn J. Bergan – Administrative Assistant, absent.

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 November 14th 2011 to discuss litigation. No formal action was taken.

Articles on the Agenda this month:

Adopt & Advertise Tentative 2012 Budget – Brian started this subject by explaining that, for the past 10 years, there was a line-item in the budget for Foster Township police coverage. However, after 10 years, Foster Township Board of Supervisors has decided to go on their own for police coverage. He stated that Foster Township wanted to specifically allocate 10 of the 26 hours per week that are allotted to them, but because our officers are part-time, in addition to scheduling issues, the Township could not guarantee this allocation. Rich Zula did not see our efforts as being in their best interest, and after thinking about it for a week, he called Brian last evening to inform him that Foster Township decided to go on their own at the end of the year. Police coverage for Foster Township will cease December 31, 2011. This brings us to the topic of the budget. After not hearing from Rich Zula until the night before the meeting and because we are required to have a budget advertised and adopted by December 31st, Cass Supervisors felt it necessary to create two separate budgets - one that included Foster Township in the police line item and one that did not. Jim Thomas then explained the budget – stating that it somewhat mirrors last year’s with some increases minus Foster’s 26 hours of coverage (income). He stated that Cass will add 10 hours of coverage giving the municipality a total of 76 hours total coverage per week starting January 2012. Jim also states the overall budget is flat – with a minimal increase over last year. Brian adds that some of the budget emphasis is going
to more in-house road projects; in addition to, police training since the State is cutting back on funding for training. Chief Kuklinski is putting a lot of effort into finding creative ways to get affordable training for Cass officers as well as surrounding municipal departments. Brian also states that the tax rate will remain at 4.5 mills as in past years. Joyce Cutler, Oak Lane – Asked if we would be cutting back on officers. Brian asked for other questions and comments. Hearing none, Brian asked for a motion to tentatively approve the 2012 Budget --a balanced budget of $655,884.00. John made the motion. Jim seconded. Motion passed. Brian stated that as required by Second Class Township Code, the budget is now on display for 20 days and will be formally adopted at the December 22nd, 2011 Supervisor’s Meeting. Also required by the Second Class Township Code, the Board must advertise one time in the newspaper. Brian made a motion to advertise the 2012 Budget one time in the Republican Herald newspaper. John seconded. Motion passed.

**Advertise 2012 Township Supervisor’s Meeting Dates** – Brian states that all Supervisors Meetings will continue to be held on the **last Thursday of every month** at 6:30 p.m. at the Municipal Building – however, there will be exceptions for holidays. Brian read the meeting dates for the 2012 BOS meetings.

The **Planning Commission** took action to set their meeting dates at their November 10th, 2011 Meeting – all are scheduled for the **second Thursday of every month** at 6:30 p.m. at the Municipal Building. Brian read the dates for the 2012 PC meetings.

Brian read the Executive Session dates as well – meetings will be held at 6:00 p.m. at Attorney Ed Brennan’s Office. Brian asked for questions and comments. Hearing none, he asked for a motion to advertise all the 2012 meeting dates just discussed in the newspaper. John made the motion. Jim seconded. Motion passed.

**Authorize Solicitor to prepare Tax Rate Adjustment Ordinance for 2012** – Brian explains that currently the tax rate is 4.5 mills – and is split 2.5 for General Fund & 2.00 for Light Tax Fund. We are seeing that our Light Tax fund has excessive funds (especially for this time of year). The Board has decided that to correct this issue going forward, the allocation of the millage needs to be **re-adjusted** to 2.9 for General Fund and 1.6 to Light Tax Fund. The ratio equates to 64% of every tax collection check deposited into General Fund and 36% of every tax collection check deposited goes into the Light Tax Fund. Brian asked for questions and comments. Hearing none, he asked for a motion to authorize Solicitor Ed Brennan to draft and advertise (when applicable) the 2012 Tax Rate Adjustment Ordinance. Jim seconded. Motion passed.

**Planning Commission Appointment / Affirm Term Expiration Dates for All Members** – Brian states that Mike Kulpavage’s term expires December 31st of this year. It is the Board’s intention to re-appoint Mike to the next term (which would expire 12/31/2015) – however he will most likely not serve the entire term because of the creation of the Zoning Board which is coming in the near future; however, for the time being; until Zoning is up and running, the Board of Supervisors would like to re-appoint Mike Kulpavage as a Planning Commission Member to another 4 year term. Brian asked for questions and comments. Hearing none, Brian made a motion to re-appoint Mike Kulpavage for another term to serve on the Planning Commission Board – term to expire 12/31/2015. Jim seconded. Motion passed.

**Re-affirm Term Expiration Dates for All PC Members**: Tina Skibiel’s term expires 12/31/2012; Jamie Wentz’s term expires 12/31/2013; Luke Oakill’s term expires 12/31/2014; Bob Ryan’s term expires 12/31/2014. Brian asked for questions and comments. Hearing none, he asked for motion to re-affirm the expiration dates of the terms for all existing Planning Commission members as stated. John made the motion. Jim seconded. Motion passed.

**FEMA (Federal Emergency Management Agency) / PEMA (Pennsylvania Emergency Management Agency) Resolution # 2011-18 – Authorized Agents John Walaitis & Dan Cook** – as well as Resolution # 2011-19 Authorizing Cass Township and Alfred Benesch & Company to Apply for Financial Aid via PEMA – Brian explains that due to the most recent flooding issues, areas throughout the Township have been affected and we have applied for assistance. John gave a brief update in regards to Hazardous
Mitigation Program offered to residents living in floodplain areas. He states that whomever (residents) received a letter and are interested in the options available, please complete the application and submit as soon as possible in order to be included in funding. John explained that right now Reading Anthracite properties are an issue but we are working on resolve. Joyce Cutler, Oak Lane – had comments & concerns regarding this issue. John also states that any resident who has suffered from consistent flooding issues over the years, can apply for the Hazardous Mitigation Program as well – regardless if you reside in a floodplain area. Joyce Cutler, Oak Lane – Comments about flood insurance & costs of it for those living in floodplain areas…stating that if you dropped your flood insurance, PEMA / FEMA will not help. Brian states that it is necessary to formally name John Walaitis and Dan Cook as contact persons, as well as, signers for any / all documents to be completed for financial assistance under the Robert E. Stafford Emergency Assistance Act. Brian asked for questions and comments. Hearing none, he made a motion to adopt Resolution # 2011-18. Jim seconded. Motion passed. Brian states that we need to adopt a second resolution that authorizes Cass Township and Alfred Benesch & Company to apply for financial aid via the Pennsylvania Emergency Management Agency (PEMA). He asked for questions and comments. Hearing none, he made a motion to adopt Resolution # 2011-19. Jim seconded. Motion passed.

Snow Plower Hirings and Hourly Rates – Brian states that we have always had two main contract snow plowers in addition to our road crew. Since we hired John Kalovcak as a full-time employee, it left a void for one of the contracted spots. We have an interested candidate to fill that vacancy – the candidate is Charlie Kostura – his truck is equipped with a plow as well as a spreader making him a good fit for the position. The flat rate for a contract plower for 2011 is $45.13 per hour – plus an additional fee of $5.00 paid to Charlie for the use of his spreader – giving him a rate of $50.13 per hour. Brian asked for questions or comments. Hearing none, he asked for a motion to hire Charlie Kostura as a contract plower with spreader at an hourly rate of $50.13 for the remainder of year 2011. Paul Fesnock, S. Maple Avenue – Had comments about plowing our fire company lots. John made the motion. Jim seconded. Motion passed. Brian states that Ron Bowers is already on board with the Township for plowing – however, the Township has an additional spreader that can be put to use. We would like to install our spreader onto Ron’s truck and pay him an additional $2.50 per hour for doing so. This way, we can take care of more area more efficiently. Ron’s rate would be the flat rate of $43.13 plus $2.50 to attach our spreader for use on Township roads – giving him a rate of $47.63 per hour for the remainder of year 2011. Brian asked for questions and comments. Hearing none, he asked for a motion to pay Ron Bowers $47.63 per hour for the remainder of year 2011. John made the motion. Jim seconded. Motion passed.

Rescind Motion To Use Centax for Local Services Tax (LST) Collection – At last month’s meeting, the Board took action to approve the Centax agreement to collect LST for Cass Township. Since that time, there were some issues that came up that have shown to make that decision undesirable and the Board has decided that it is better for us to stay with Berkheimer for these collections for 2012. Brian made note that we were forced to have Centax collect our Earned Income Taxes (EIT) but Local Services Tax (LST) collections were optional. Brian asked for questions and comments. Hearing none, Brian asked for a motion to rescind last month’s motion regarding LST collections through Centax. Brian made the motion. Jim seconded. Motion passed.

Re-appoint Berkheimer and Associates to Collect Local Services Taxes (LST) for 2012 -- Brian would now like to make a motion to authorize Berkheimer to collect LST for Cass Township for year 2012. 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 hold their November Meeting on the 10th.
Brook Rentals LLC and Ringtown Rentals LLP Subdivision (Revised Plans) – PC granted conditional approval of the plan of the transfer of ownership of a water line owned by Goodwill Fire Company to Blythe Water Authority. No action by the BOS on this submission.

Ceganick Subdivision / Land Swap – Grant Final Approval – Brian states that this issue has been in litigation for several years. Cass Township and Mike Ceganick have come to agreement to a land swap. The plans were reviewed by the PC and they gave final approval at their meeting. Our Solicitor and Planning Commission are recommending that the Board give final approval this evening as well. Brian asked for questions and comments. Hearing none, Brian made a motion to give final approval on the Ceganick Subdivision / Land Swap. Jim seconded. Motion passed.

Brian explains that typically if there are no submissions by the close of the business day on meeting night, the PC will not hold a next month’s meeting. However; the Board is requiring the PC hold their meeting in order to address issues of advertising, reviewing information, and holding a public hearing for SALDO amendments and the Zoning Ordinance. They will need to advertise the first public hearing at their December meeting on 12/08/2011 at 6:30 p.m. The first public hearing will take place on January 12th, 2012 during their regular PC meeting. Brian recommends that the December meeting would be an opportune time to address the re-organization so that they can fully focus the January meeting on the public hearing, Zoning Ordinance issues, and any submissions that may arrive.

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


Correspondence:

Melocheck / Owl Lane – Solicitor Ed Brennan states that he received a letter from the attorney for Don Melocheck (Jason Benonis). In the letter, Jason is requesting re-installation of a roll curb on Owl Road at the expense of the Township. He also states that there is documentation from Melocheck’s neighbors (Bickleman & Stansbury) stating that they are in agreement to allow the curb to be re-installed. Ed states that because it is construction, he believes the Township engineers need to get involved…but his question to the Board is – If all of the neighbors are in agreement to have a roll curb installed in this area and request that of the Township, what do you want to do since there has been no funds set aside for this issue. Ed, as well as the Board members, state they would like a proposal showing all costs, plans, etc. for this project in order to make a clear decision…but their stance is and will most likely remain status quo.

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.

Discussions from the Audience:

John Schumann, High Road – Questions and comments relating to existing and ongoing issues at the structure owned by Rob Feryo (High Road) …specifically inquiring about permits & inspections.
Joyce Cutler, Oak Lane – Had questions and comments about new drainage & pipes on Oak Lane.

Chris Ternowchek, Flag Lane – Had questions about the former Grigalonis residence.

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

Brian wishes everyone a Happy Thanksgiving!

ATTEST: Brian P. Canfield, Chairman
TIME MEETING ADJOURNED: 7:39 PM

Seal:

ATTEST: James D. Thomas, Vice-Chairman
TIME MEETING ADJOURNED: 7:39 PM

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