January 4th, 2011

The Reorganization Meeting of the Board of Supervisors of Cass Township was held on Monday, January 3rd, 2011 at 6:30 PM at the Township Municipal Building, Duncott, PA.

Present at this meeting were the following: Mike Kulpcavage

The Pledge of Allegiance was recited.

Roll call of Officers—John Walaitis,—present—Brian Canfield, present—James Thomas,—present. Evelyn J. Bergan was also in attendance.

**Election of Officers for 2011:**

Chairman Jim Thomas makes a motion to nominate Brian Canfield as Chairman of the Board for 2011. Hearing no objections, John Walaitis seconded. Motion passed.

Brian then takes over the meeting.

Brian made a motion to appoint Jim Thomas as Vice-Chairman. John seconded. Motion passed.

Brian made a motion to appoint Jim Thomas as Treasurer. John seconded. Motion passed.

Brian made a motion to appoint John Walaitis as Assistant Treasurer. Jim seconded. Motion passed.

Brian made a motion to appoint John Walaitis as Road Foreman. Jim seconded. Motion passed.

Brian made a motion to re-appoint Evelyn Bergan as Secretary. John seconded. Motion passed.

Brian made a motion to appoint John Walaitis as Assistant Secretary. Jim seconded. Motion passed.

Before moving forward, Brian took a moment to thank Jim for serving in the capacity of Chairman for the past three years, as well as, on the Branch-Cass Sewer Authority. Brian added that he did a great job in both positions.

**Appointment & Retentions:**

**Planning Commission Board Members:**

Brian explained that two Planning Commission Member’s terms expire this year; and the Supervisors would like to re-appoint them to serve on the Board.

Brian asked for a motion to re-appoint Robert (Bob) Ryan for another 4 year term to expire 12/31/2014. John made the motion. Jim seconded. Motion passed.

Brian asked for a motion to retain Conrad Seigel Actuarial Firm to maintain the Police Pension Fund for our retired officer. John made the motion. Jim seconded. Motion passed.

Brian asked for a motion to retain Northeast Financial Group as the Administrator of the Police Pension Plan. Jim made the motion. John seconded. Motion passed.

Brian asked for a motion to appoint Jim Thomas as Chief Administrative Officer for the Police Pension Fund. John seconded. Motion passed.

Brian made a motion to appoint Jim Thomas as Chief Administrative Officer for the non-uniform employee pension plan / Pennsylvania Municipal Retirement System (PMRS). John seconded. Motion passed.


Brian asked for a motion to appoint Alfred Benesch & Company as an alternate Building Code Enforcement for residential code plan review and inspections. Jim made the motion. John seconded. Motion passed.

Brian asked for a motion to re-appoint Bill Brior / Brior Environmental Services Inc. as Township Sewage Enforcement Officer (SEO). John made the motion. Jim seconded. Motion passed.

Brian asked for a motion to name Bruce Dobash as alternate SEO. John made the motion. Jim seconded. Motion passed.

Brian made a motion to name Mike Peleschak as alternate SEO. Brian seconded. Motion passed.


Brian asked for a motion to defer appointment of a Health / Code Officer at this time. John made the motion. Jim seconded. Motion passed.

Brian reiterated that Patton & Lettich, an outside auditing firm, will perform the 2010 DCED audit independent of that of our Township Auditors. No formal action was necessary, as the Board took formal action at the October 2010 monthly Supervisor’s meeting.

Brian asked for a motion to retain The Miners Bank, Minersville, as the main depository for Township funds. John made the motion. Jim seconded. Motion passed.

Brian asked for a motion to retain the First National Bank of Minersville as secondary depository for the Township reserve funds. John made the motion. Jim seconded. Motion passed.
Brian reiterated the 2011 mileage reimbursement for all Elected Officials and employees; is currently set at 51 cents per mile according to IRS regulations. No action needed since rate automatically adjusts per formal action taken at August 28th, 2008 Supervisor’s Meeting.

Brian made a motion to retain Attorney Edward M. Brennan as Solicitor. Jim seconded. Motion passed.

Brian asked for a motion to retain Attorney Christopher Hobbs as Special Counsel. John made the motion. Jim seconded. Motion passed.

Brian asked for a motion to retain Alfred Benesch & Company as the Township’s engineering firm. John made the motion. Jim seconded. Motion passed.

Brian made a motion to reappoint Evelyn Bergan as Open Records Officer. John seconded. Motion passed.

Brian made a motion to reappoint John Walaitis as alternate Open Records Officer. Jim seconded. Motion passed.

Brian explains that in late 2008, the Board of Supervisors appointed Anthony Kuklinski as Officer In Charge for the Cass Foster Police Department. Tony has done a great job overseeing the Department over the past two years; and it is now the intent of the Board to appoint Tony as Chief of Police of the Cass Foster Police Department. Brian makes a motion to appoint Anthony M. Kuklinski as Chief of Police for the Cass Foster Police Department. Jim seconds. Motion passed.

**Tax Rates for 2011:**

Brian asked for a motion to retain the following:

Property tax rates for 2011 to remain as they are -- 2.5 mills for general purposes and 2.0 mills for street lighting. Brian made the motion. Jim seconded. Motion passed.

Berkheimer as tax collector for Local Services Tax (LST), Earned Income Tax (EIT), and Amusement Tax (AMT). John made the motion. Jim seconded. Motion passed.

**Please note that the LST Tax is $52.00 collected from all employees working in Cass Township. It is divided as such: $47.00 to the Township and $5.00 to the Minersville Area School District.**

Per Capita Tax at $5.00 for every person living in the township over the age of 21 years paid to Township Tax Collector, Ann Marie Studlack. Brian made the motion. Jim seconded. Motion passed.

Realty Transfer Tax at 1% - Collected by Schuylkill County. John made the motion. Jim seconded. Motion passed.

Earned Income Tax is ½ of 1% - Collected by Berkheimer. John made the motion. Jim seconded. Motion passed.

Amusement Tax at 10% (attendance at amusements is 10% of each ticket sold) – Collected by Berkheimer. John made the motion. Jim seconded. Motion passed.
**Employee Salaries:**

Brian asked for a motion to approve wage increases for our Township Maintenance Workers, Administrative Assistant and Police Officers.

John made a motion to approve a $0.55 raise for both Township Maintenance Workers. George Vasura and Gery Kellman’s old rate is $13.20 per hour. Their new hourly rate will be $13.75. Jim seconded. Motion passed.

John made a motion to approve a $0.55 raise for the Township Administrative Assistant. Evelyn Bergan’s old rate is $14.70 per hour. Her new hourly rate will be $15.25. Jim seconded. Motion passed.

John made a motion to approve a $0.25 raise per hour for the Chief and Officers of the Cass Foster Police Department. Jim seconded. Motion passed.

Chief Anthony Kuklinski’s old rate is $18.20 per hour. His new rate is $18.45 per hour. No benefits. Officer’s old rate is $16.20 per hour. Their new rate is $16.45. No benefits.

**Old / New Business:**

Brian asked for a motion to retain the petty cash fund at $200.00 for the Supervisors Office. Jim made the motion. John seconded. Motion passed.

Brian noted the 2011 snow plowing contractor’s rate will be $45.13 per hour. Each year they receive an automatic annual increase of 3.5% per action taken at the 2006 Reorganization meeting. No action necessary at this time.

Brian explained that Joe Kavanaugh (also an Officer of the CFPD) has plowed for the Township in the past (using Township equipment). The Board would like to retain Joe as a snow maintenance person at $15.00 per hour – no benefits; however, unlike the other contractors, his compensation would be subject to employer / employee payroll taxes and applicable tax deductions. John made the motion. Jim seconded. Motion passed.

Brian stated that there is another person the Board would like to add to the per diem snow contractors list. James Pleva -- $15.00 per hour – no benefits. John made the motion. Jim seconded. Motion passed.

Brian asked for a motion to approve annual fire company grant allocations for South Cass Fire Company, Clover Fire Company and Forestville Fire Company – in the amount of $3,000 each. Jim made the motion. John seconded. Motion passed.

**Meetings for 2011:**

Brian made a motion to have any / all Board Members attend any / all seminars or meetings deemed necessary during the year. Also, to call any extra meetings as long as they are advertised to comply with the Sunshine Laws. John seconded. Motion passed.

The regular monthly meetings for the Cass Township Board of Supervisors will be held on the last Thursday of each month at 6:30 PM at the Municipal Building, Duncott, PA. However, there will be three (3) date changes to note...October, November and December…due to holidays. No action is necessary at this time since formal action was taken at the December 2010 meeting.
The Monthly Supervisors Meeting dates for the year 2011 will be as follows: January 27th, February 24th, March 24th, April 28th, May 26th, June 30th, July 28th, August 25th, September 29th, October 25th, November 22nd, December 22nd, and January 3rd, 2012 (Reorganization Meeting). All meetings will be held at 6:30 PM unless otherwise noted and they will be advertised one time in the local newspaper. Formal action setting the dates / times was taken at the December 2010 Supervisor’s meeting.

Brian explained that there is one item under new business this evening – the Board of Supervisors were asked by Mike Burda of Blythe Water Authority if Cass Township would be agreeable to have Goodwill’s hydrant (located at the Heliport) included on the Township’s quarterly invoice – this would mean that the Township would also agree to pay the $50.00 hydrant fee for Goodwill. Jim stated that there is no need for discussion on his part, he is not agreeable. Brian states that he is in agreement to deny the request to have the hydrant appear on Cass Township’s invoice. Brian made the motion to deny the request. Jim seconded. Motion passed. John abstained from this item since he is a member of Goodwill.

Brian made a motion to a motion to adjourn. John made the motion. Jim seconded. Motion passed.

Time Meeting Started:  6:30 PM
Time Meeting Ended:   6:55 PM

ATTEST:  Brian P. Canfield, Chairman
TIME MEETING ENDED: 6:55 PM

ATTEST:  Evelyn Bergan, Secretary
TIME MEETING ENDED:  6:55 PM