The regular monthly meeting of the Board of Supervisors of Cass Township was held **Thursday, December 20th, 2012** at 6:30 PM at the Township Municipal Building, Duncott, Pa.

**Present at this meeting were the following:** Tina Skibiel and Bob Ryan.

Chairman James D. Thomas called the meeting to order.

All recited the Pledge of Allegiance to the Flag.

Roll Call of Officers – Mike Kulpecavage – present; John Walaitis – present; James D. Thomas – present.

Evelyn J. Bergan – Administrative Assistant, present.

The November 2012 Supervisor Meeting Minutes have been placed at each seat for review. Jim asked the audience to please read them and if there are any corrections, please bring them to the attention of the Board before adjournment. Jim asked for questions and/or comments. Hearing none, he asked for a motion to approve the November 2012 Supervisor’s Meeting Minutes. John made the motion. Mike seconded. Motion passed.

**Audience Discussion: Please raise your hand; state your name & address for the record.**

Jim opens the floor for questions and comments regarding items listed on tonight’s agenda…

Hearing no questions or comments, Jim concludes this portion of the meeting and moves onto the items on the agenda.

**Articles on the Agenda this month:**

**Adopt the 2013 Budget** – Jim states that the tentative budget has been advertised one-time and has been on display for 20 days as required by the Second Class Township Code. The Board would like to formally adopt the budget this evening. Jim asks for a motion to adopt the 2013 balanced budget ($690,698.00). Mike made the motion. John seconded. Motion passed.

**Advertise 2013 Supervisor Meeting Dates & Executive Session Dates** – Jim explains that the Board of Supervisors has set their meeting and executive session dates for 2013; they must now be advertised in the newspaper. The Supervisors meeting dates are generally the last Thursday of the month at 6:30 p.m. – unless otherwise specified for holidays, etc. - they are held here at the Municipal Building.

2013 dates are as follows: January 31st; February 28th; March 28th; April 25th; May 30th; June 27th; July 25th; August 29th; September 26th; October 24th; November 26th (Tuesday); December 19th; January 6th (Monday), 2014 (Reorganization Meeting).

The Executive Session dates have also been set; they are held at Solicitor Brennan’s Office located at 306 Mahantongo St., Pottsville at 6 p.m. Dates are as follows: January 21st; February 18th; March 18th; April 15th; May 20th; June 17th; July 15th; August 19th; September 16th; October 14th; November 18th; December 9th.
Jim states that Evelyn will advertise all meeting dates at one time to be cost effective. He then asks for motion to adopt the Supervisor’s Meeting dates and Executive Session dates for the year 2013. John makes the motion. Mike seconds. Motion passed.

Authorize Solicitor to Advertise Recycling Ordinance – Jim explains that our Solicitor has drafted a recycling ordinance which will be put into effect due to the consistent littering that continues to occur at our Recycling Center. The Ordinance will give our police department better ability to cite for violations. Jim asked for a motion to authorize our Solicitor to advertise the Recycling Ordinance as necessary. Mike made the motion. John seconded. Motion passed.

Authorize Solicitor to Amend & Advertise the Road Opening Ordinance – Jim states that there are few changes to the existing Ordinance that the Board would like to implement. He asked for a motion to authorize Solicitor Brennan to amend and advertise the Ordinance at his convenience. John made the motion. Mike seconded. Motion passed.

Onufrey Property – Authorize Solicitor to Petition the Court to sell to the Highest Bidder – Jim states that the Township does not own the Onufrey property; however, it is under conservatorship and we would like it to be maintained. In order to accomplish that, it will need to be sold; the Township cannot sell it but we can request our Solicitor to petition to court to allow it to be sold to the highest bidder. We have two sealed bids to open this evening from interested parties. The first bid is opened; the bidder is Mark Hammer – with a bid of $2,050.50. The second bid is opened; the bidder is Michael Gula – with a bid of $3,100.00. Highest bidder is Michael Gula. Jim asks for a motion to accept the bids as read and to authorize Solicitor Brennan to petition the Court to allow sale of the Onufrey property to the highest bidder. John made the motion. Mike seconded. Motion passed.

Brooks Rentals / Ringtown Rentals Improvements & Land Development Agreement – Jim explains the agreement that has been drafted between Brook Rentals / Ringtown Rentals and Cass Township. The agreement consists of securities in the amount of $35,063.60 designed to draw down as they complete items on the list. Jim asked for a motion to approve the agreement as discussed. Mike made the motion. John seconded. Motion passed.

Berkheimer Tax Administrators – Appoint Confidential Contacts for Electronic Retrieval of Data -- Jim explains that Brian Canfield attended a Schuylkill County Tax Collection Committee (SCTCC) meeting with Jim Bush of Berkheimer and was informed that there is an account online that can provide us with additional information relating to our collections. Until this time, the Board was not aware of this feature. In order to obtain access to our account, the Board will need to name two confidential contacts for the Township and sign the agreement. The Board feels that the best candidates would Evelyn Bergan and Brian Canfield. Jim asked for a motion to sign the agreement that authorizes Evelyn Bergan and Brian Canfield to be named confidential contacts for the retrieval of data from Berkheimer Tax Administrators. Mike made the motion. John seconded. Motion passed.

Planning Commission:

Advertise the 2013 Meeting Dates -- Jim explains that the PC has set their dates for their meetings during their last meeting (December) for the year 2013. Meetings are generally held the second Thursday of every month at 6:30 p.m. unless otherwise specified. Dates are as follows: January 10th; February 14th, March 14th, April 11th; May 9th; June 13th; July 11; August 8th; September 12th; October 10th; November 14th; December 12th; all PC meetings are held here at the Municipal Building, Duncott. PC meeting dates will be advertised with the Board of Supervisor Meeting dates, as well as, the Executive Session dates.

All decisions are based on recommendations from the Planning Commission to the Board of Supervisors.
DEER LANE – Jim states that our Solicitor and our engineers have thoroughly researched all records pertaining to Deer Lane. They have found nothing documented that states it is a Township Road. The Township records reflect the same.

Brooks Rentals / Ringtown Rentals Subdivision Plan – Jim states that it is the PC’s recommendation that the Board grant final approval of the plans this evening. The Board is in agreement. Jim asks for a motion to grant final approval & signing of the Brooks Rentals / Ringtown Rentals Subdivision Plan. John made the motion. Mike seconded. Motion passed.

Wentz Subdivision Plan – Jim states that it is the PC’s recommendation that the Board grant final approval of the plans this evening to remove the non-building waiver. The Board is in agreement. Jim asks for a motion to grant final approval & signing of the Wentz Subdivision Plan. Mike made the motion. John seconded. Motion passed.

Treasurer’s Report: Mike presented the November 2012 Treasurer’s Report. Jim made the motion to accept the November 2012 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.

Police Report: Jim introduces Patrolman David Cromyak to the audience. Dave reads the December 2012 police report. Jim asked for a motion to accept the December 2012 police report as read. John made the motion. Mike seconded. Motion passed. All Police Reports are on file in the Police Department for review upon request.

FYI -- The best way to get in touch with an officer on duty is to call the Schuylkill County Communications Center. For emergencies – call 911. For all non-emergency issues – call 570-628-3792. The calls will be recorded so if there is an issue that arises later, it is documented by the County. You can leave a message on the Police Department voicemail (570-544-5631) for informational purposes but not if you need assistance.

Correspondence: None.

Old / New Business:

Code Enforcement – Code Enforcement Officer Kyle Kehoe of Benesch continues to work with Cass Police Department on several code-related issues throughout the Township. Kyle is also working with our Solicitor to accomplish getting the dilapidated structures / homes within the Township demolished – as they are viewed as a health & safety concern for the Community.

Jim runs through a summary of issues noted on the monthly Benesch Property Maintenance Report and urges residents & property owners to please maintain your properties; Code Enforcement Officers are out driving around the Township a few days a week checking on property maintenance issues and issuing violations if necessary.

Jim also adds that some of the current code issues that are being enforced / addressed by code enforcement officials are the rental housing inspections, demolition permits, as well as, building permits.

Heckscherville Playground Update – Jim states that work at the playground has been suspended since the contractor (Spotts Brothers) did not complete the work by deadlines outlined in the contract & they tried to pave in weather conditions not suitable after they had ample time and appropriate weather conditions to do so had they followed the timeline.

Line Avenue Culvert Project Update – Our engineers are presently preparing the scope and design of the project. Jim makes note again that this project will not cost the Township anything – it is fully funded by the FEMA (Federal Emergency Management Agency).
John Walaitis takes a moment to thank Joe Slovick and the Luzerne-Schuykill Workforce Investment Board on behalf of the Board of Supervisors and our Community for sending a team of individuals to us who did a fabulous job cleaning out streams and ditches that will help to reduce flooding in certain problem areas of the Township. A job well done!!

The Board would also like to once again thank Joe Huth, Scott Sikett, and the Schuylkill County Probation Crew for their most recent visit to help our road crew clean up Woodside Road. Another job well done!! The cost for this work is also minimal to the Township. The only requirement is to feed the guys lunch.


ATTEST: James D. Thomas, Chairman
TIME MEETING ADJOURNED: 6:52 PM

ATTEST: John M. Walaitis, Assistant Secretary
TIME MEETING ADJOURNED: 6:52 PM

THE NEXT MONTHLY MEETING OF THE BOARD OF SUPERVISORS OF CASS TOWNSHIP WILL BE HELD ON Thursday, January 31st at 6:30 PM AT THE CASS TOWNSHIP MUNICIPAL BUILDING, DUNCOTT, PA.