Typed: December 17th, 2012

The regular monthly meeting of the Board of Supervisors of Cass Township was held **Tuesday, November 29th, 2012** at 6:30 PM at the Township Municipal Building, Duncott, Pa.

**Present at this meeting were the following:** Dee Kulpcavage, James Wentz, Diane Lenick, John Lenick, Chris Ternowchek, Karen Tropp, John Pritz, 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 Kulpcavage – present; John Walaitis – present; James D. Thomas – present.

Evelyn J. Bergan – Administrative Assistant, present.

The October 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 October 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...

Tina Skibiel, Pine Knot – Stated that she noticed the same issue has re-occurred as it did prior this year (as well as last year) with light tax collections not being split properly between accounts; she inquired on the reason.

Chris Ternowchek, Flag Lane – Asked why the Board is hiring a new employee and why it wasn’t advertised in the newspaper. She adds that she noticed our road crew takes 45 minute breaks and one hour lunch breaks at “the coffee shop”.

Hearing no further 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 and Advertise the Tentative 2013 Budget** -- Jim states that the Board has prepared the tentative budget for the upcoming year. It is a balanced budget ($690,698.00) and he notes there will again be no tax increase – as has been the case for many of the years prior.

Jim asks for a motion to adopt the tentative balanced Budget for 2013. Mike makes the motion. John seconds. Motion passed.
Jim then asks for a motion to advertise the tentative 2013 Budget one-time in the newspaper; and display for 20 days in the Township Office for the purpose of public review -- with the Board’s intent to adopt at the next month’s Supervisor’s meeting. Mike makes the motion. John seconds. Motion passed.

**Resolution # 2012-16 – Approve MAHS Multipurpose Field Restroom and Sewerage Facilities Planning Module** -- Jim explained that this action is really just a formality at the request of Bill Briar, our Sewerage Enforcement Officer (SEO) since the Board already took formal action to approve the sewerage tank and module during the September 2012 Supervisor’s meeting. Jim asked for a motion to approve Resolution # 2012-16 as discussed. John made the motion. Mike seconds. Motion passed.

**Resolution # 2012-17 – Sign Signature Card for New Temporary Checking Account at Miners Bank for Line Avenue Project** – Jim again states (as he did last month) that this project is fully funded by FEMA. The Township will receive approximately $197,000.00 to complete the project. The Board needs to open a temporary account to deposit allocations as well as pay out all expenses relating to this particular project – this will make tracking transactions much easier and accurate for auditing purposes. The Miners Bank requires a resolution be passed to formalize. Jim asks for a motion to approve Resolution # 2012-17 as discussed. John makes the motion. Mike seconds. Motion passed.

**Hire Part-time Employee Larry Gleason -- $12.00 per hour – no benefits – on a per diem basis** -- Jim explains that Larry is good candidate to have on board when our road crew needs an extra hand on a project – he has helped the guys in the past; he knows the job; he doesn’t want or expect many hours and the Board is not looking to give many hours. Jim asked for a motion to hire Larry Gleason at $12.00 per hour – part-time status -- no benefits – on a per diem (as needed) basis. John made the motion. Mike seconds. Motion passed.

**Fanelli Tax Remittance Transfer from Light Tax Fund to General Fund** -- Jim turned this item over to Treasurer Mike Kulpcavage. Mike explains that when receiving tax collections from our Tax Collector for Lowe’s and Fanelli Companies, the funds should be received by the Board in checks separated from all other residential collections, because as in all prior years, a portion of the Funds are remitted to the TIF Fund. This was not the case in 2011 or 2012 with the Lowes or Fanelli allocations. Formal action was taken to transfer the Lowe’s allocation during the September 2012 Supervisor’s Meeting -- so it’s now necessary for the Board to take formal action tonight to transfer the portion of the Fanelli allocation to the appropriate account as well. Jim makes a motion to transfer $1,961.06 from the Light Tax Fund to the General Fund as explained. John seconds. Motion passed. The Board is in agreement that a letter will be drafted and sent to our tax collector as a reminder to separate the funds when submitting to the Township.

**Resolution # 2012-18 – Formalize Act 72 Custody Agreement between First National Bank of Minersville and Cass Township** -- Jim states that this is an agreement that Brian Canfield had been working with the Bank for some time and it has been finalized. It states that the Bank will pledge securities on funds over the FDIC amount ($250,000.00). FNB took formal action to approve the agreement at their October 22nd, 2012 meeting and so it’s the Board’s intent to take formal action as well. Jim asked for a motion to approve Resolution # 2012-18 to formalize the Act 72 Agreement between FNB and Cass Township as discussed. Mike made the motion. John seconded. Motion passed.

**Planning Commission:**

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

*There is no formal action required this evening – since there was no November meeting.*

*There is one submission so the next PC meeting is scheduled will be held on December 13th at 6:30pm.*
Jim addressed Bob Ryan and Tina Skibieli and asked that the PC schedule their meeting dates for the year 2013 so that the Supervisor’s can take action during their December meeting to advertise all the dates together at the same time in the newspaper.

Jim made note relating to Brooks Rentals – he states that the PC granted 60 days to correct issues and our Solicitor gave them 90 days. Jim apologized to the members and stated that the Board will take the blame for the error.

**Treasurer’s Report:** Mike presented the October 2012 Treasurer’s Report. Jim made the motion to accept the October 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 (OIC) Officer-In-Charge Rick Clink to the audience and states that Rick has been one of our part-time officers for the past five (5) years and he is a full-time officer for Minersville Police Department as well. Rick presents the October 2012 police report. Jim asks for a motion to approve the report as read. John made the motion. Mike seconds. Motion passed. Rick presents the November 2012 police report. Jim asks for a motion to approve the report as read. John made the motion. Mike seconds. Motion passed. *All Police Reports are on file in the Police Department for review upon request.*

Rick takes a moment to address the audience stating that the best way to get in touch with an on duty officer 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 later arises, 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. Also, OIC Clink urges all residents to lock your doors -- sheds, vehicles and homes. Keep valuables inside your vehicles hidden and out of sight. This is a desperate time of year and theft is a concerned for every community. If you see a suspicious person or activity that seems odd, please call to have an officer check it out.

**Correspondence:**

Jim states that the Board received a letter from DCNR (Department of Conservation and Natural Resources) informing us that the Township was awarded grant funding in the amount of $40,000.00 for improvements to the Forestville Playground. The improvement will be the addition of a small play structure and improvements to the basketball court.

Jim mentions that improvements are presently being done at the Heckscherville Playground.

**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 in 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.

Schuylkill County is still trying to identify the parcel number needed for the Woodside parcel necessary for us to move forward with improvements in that area – due to the weather, we will most likely now need to wait until spring.

_Jim would like for formally thank Schuylkill County EMA; John Kellman; Chris Kemmerling; Mike KulpaCavage; anyone and everyone who was involved in coordinating and helping with the Warming Shelter held at South Cass Fire Company during the power outage caused by Hurricane Sandy. Their efforts were greatly appreciated. This was the first time a shelter of this nature was put together in the Community and it turned out well, but it couldn’t be done without the efforts of the volunteer who made it happen. He again thanks everyone._

Vandalism – The Board would like to let the Community members know that there has been vandalism to quite a few street and stop signs throughout the Township over the past few weeks. These signs are very costly to replace and they are paid for with taxpayer’s money. If you see anyone vandalizing Township signs or property, please report it to Police Department. John states that to replace one sign, it costs approximately $125.00.

_Adjournment_ – Jim made the motion to adjourn. John seconded. Motion passed. Meeting adjourned.

ATTEST: James D. Thomas, Chairman
TIME MEETING ADJOURNED: 6:55 PM

ATTEST: John M. Walaitis, Assistant Secretary
TIME MEETING ADJOURNED: 6:55 PM

THE NEXT MONTHLY MEETING OF THE BOARD OF SUPERVISORS OF CASS TOWNSHIP WILL BE HELD ON Thursday, December 20th at 6:30 PM AT THE CASS TOWNSHIP MUNICIPAL BUILDING, DUNCOTT, PA.