Typed: January 21st, 2013

The Reorganization Meeting of the Board of Supervisors of Cass Township was held Monday, January 7th, 2013 at 6:30 PM at the Township Municipal Building, Duncott, Pa.

Chairman James D. Thomas called the meeting to order.

All recited the Pledge of Allegiance to the Flag.


Evelyn J. Bergan – Administrative Assistant, present.

Jim called for audience discussion at this time: Please raise your hand; state your name & address for the record.

There was no public attendance for this meeting; audience discussion was closed.

**Election of Officers for 2013:**

Mike Kulpavage makes a motion to nominate Jim Thomas as Chairman of the Board for 2013. Hearing no objections, John seconded. Motion passed.

Jim takes over the meeting.

Jim made a motion to nominate Mike Kulpavage as Vice-Chairman for 2013. Hearing no objections, John seconded. Motion passed.

Jim made a motion to nominate Mike Kulpavage as Treasurer for 2013. Hearing no objections, John seconded. Motion passed.

Jim made a motion to nominate John Walaitis as Assistant Treasurer for 2013. Hearing no objections, Mike seconded. Motion passed.

Jim made a motion to nominate John Walaitis as Road Foreman for 2013. Hearing no objections, Mike seconded. Motion passed.

Jim made a motion to nominate Evelyn Bergan as Secretary for 2013. Hearing no objections, John seconded. Motion passed.

Jim made a motion to nominate John Walaitis as Assistant Secretary for 2013. Hearing no objections, Mike seconded. Motion passed.
Appointments & Retentions:

Planning Commission: Jim asked for a motion to re-appoint Tina Skibiel to serve an additional five (5) year term to expire in 2017. Mike made the motion. John seconded. Motion passed.

Jim asked for a motion to retain Conrad Seigel Actuarial Firm to maintain the Police Pension Fund for retired police officer (John ‘Jack’ Harley). John made the motion. Mike seconded. Motion passed.

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

Mike made a motion to appoint Jim Thomas as Chief Administrative Officer for the Police Pension Plan. John seconded. Motion passed.

Mike made a motion to appoint Jim Thomas as Chief Administrative Officer for the Non-Uniform Employee Pension Plan (PMRS). John seconded. Motion passed.


Jim asked for a motion to appoint Alfred Benesch & Company as Residential Uniform Construction Code (UCC) / Plan Review, Inspection & Enforcement. John made the motion. Mike seconded. Motion passed.

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

Jim asked for a motion to re-appoint Bruce Dobash as alternate Sewerage Enforcement Officer (SEO). John made the motion. Mike seconded. Motion passed.

Jim asked for a motion to re-appoint Mike Peleschak as alternate Sewerage Enforcement Officer (SEO). John made the motion. Mike seconded. Motion passed.


Jim made a motion to defer / table appointment of a Health / Code Officer. John made the motion. Mike seconded. Motion passed.

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

Jim asked for a motion to retain First National Bank, Minersville, as secondary depository for the Township Reserve funds. John made the motion. Mike seconded. Motion passed.

Jim states that the 2013 Federal mileage reimbursement for all elected officials & employees is currently set at 56.5 cents per mile as per IRS regulations. No action by the Board is necessary since the rate automatically adjusts as per formal action taken at the August 28th, 2008 Supervisor’s Meeting.

Jim asked for a motion to retain Edward M. Brennan as Solicitor. Mike made the motion. John seconded. Motion passed.
Jim asked for a motion to retain Christopher Hobbs as Special Counsel. John made the motion. Mike seconded. Motion passed.

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

Jim asked for a motion to re-appoint Evelyn Bergan as the Open Records Officer. John made the motion. Mike seconded. Motion passed.

Jim made a motion to re-appoint John Walaitis as the alternate Open Records Officer. Mike seconded. Motion passed.

Jim asked for a motion to appoint Brittany (Doyle) Kellman as Township Auditor to fill the vacancy left by the passing of her grandmother and longtime Township auditor Margaret G. Doyle; the term will expire 2013. Mike made the motion. John seconded. Motion passed.

Jim asked for a motion to appoint James Garraway to serve on the Cass Township Appeals Board for a three (3) year term ending 2015. Mike made the motion. John seconded. Motion passed.

Jim made a motion to re-appoint Luke Oakill as Emergency Management Coordinator. Mike seconded. Motion passed.

Jim asked for a motion to re-appoint Deputy Emergency Management Coordinators John Kellman and Chris Kemmerling. Mike made the motion. John seconded. Motion passed.

**Tax Rates for 2013:**

**Property tax rates to remain at 4.5 mills** – however; at the December 2011 Supervisor’s Meeting, the tax rate was re-adjusted to reflect 2.9 mills to General Purposes / Fund and 1.6 mills for Street Lighting / Light Tax Fund – as per Ordinance # 20111222-1. No further action necessary.

Jim asked for a motion to retain the Local Earned Income Tax (EIT) rate at ½ of 1%. John made the motion. Mike seconded. Motion passed.


Jim asked for a motion to retain the Amusement Tax rate at 10% (attendance at amusements is 10% of each ticket sold). John made the motion. Mike seconded.

Jim asked for motion to retain Berkheimer Associates as tax collectors for Local Services Tax (LST) and Amusement Taxes (AMT) by adopting Resolution # 2013-02. Mike made the motion. John seconded. Motion passed.

**Note:** Local Services Taxes (LST) tax is $52.00 collected from all employees working in Cass Township. It’s divided as follows: $47.00 to the Township and $5.00 to Minersville Area School District.

Jim asked for a motion to retain Per Capita taxes at $5.00 per every person living in the Township over the age of 21 – paid to the Township Tax Collector, Ann Marie Studlack. John made the motion. Mike seconded. Motion passed.

Jim asked for a motion to retain the Realty Transfer tax at 1% -- collected by Schuylkill County. John made the motion. Mike seconded. Motion passed.
Employee Salaries:

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

John Walaitis made a motion to approve a $.25 raise for both Township Maintenance Workers. Mike Kulpcaavage seconded. Motion passed.

John Kalovcak's rate will now be $19.10 - per hour with benefits; no medical coverage needed. Mark Mitchell’s rate will now be $16.10 - per hour with benefits.

Jim asked for a motion to retain Larry Gleason as a per diem employee with an hourly rate of $12.00 per hour – no benefits. John made the motion. Mike seconded. Motion passed.

Jim asked for a motion to retain Joe Kavanaugh as a part-time / per diem employee for the road crew position with an hourly rate of $15.50 per hour – no benefits. John made the motion. Mike seconded. Motion passed.

John Walaitis made a motion to approve a $.25 raise for Administrative Assistant Evelyn Bergan. Mike Kulpcaavage seconded. Motion passed.

Evelyn Bergan’s rate will now be $15.85 - per hour with benefits.

John Walaitis made a motion to approve hourly wages for all employees / officers of the Cass Township Police Department. Mike Kulpcaavage seconded. Motion passed.

Officer In Charge (OIC) rate will now be $18.20 – per hour – no benefits. Sergeant rate will now $17.20 – per hour – no benefits. Patrolman rate will now be $16.70 – per hour – no benefits.

Old / New Business:

Jim asked for a motion to retain the Petty Cash Fund at $200.00. John made the motion. Mike seconded. Motion passed.

Jim explained that the 2013 snow plowing contractor’s rate will be $46.71 base rate / per hour and $51.71 if a salt spreader is used. John made the motion. Mike seconded. Motion passed.

Jim 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 to each active Company. Mike made the motion. John seconded. Motion passed.

Jim asked for a motion to adopt Resolution # 2013-03 authorizing signature cards for Miners Bank. John made the motion. Mike seconded. Motion passed.

Jim asked for a motion to adopt Resolution # 2013-04 authorizing signature cards for First National Bank of Minersville. John made the motion. Mike seconded. Motion passed.

Meetings for 2013:

Jim asked for a motion to have any / all Board Members attend any / all seminars or meetings deemed necessary during the year. Also; to call extra meetings as long as they are advertised to comply with Sunshine Laws. John made the motion. Mike seconded. Motion passed.
The regular monthly meetings for the Cass Township Board of Supervisors will be held on the last Thursday of every month at 6:30 p.m. at the Municipal Building, Duncott, PA. However, as always, there will be exceptions to scheduling and date changes as per holidays. No action is necessary at this time since formal action was taken at the November 2011 Supervisor’s Meeting – and dates have been advertised and posted.

**The Supervisor Meeting 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. - 2014 (Reorganization Meeting).

**Executive Session 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; and December 9th. All executive sessions are held at 6:00 p.m. at Solicitor Brennan’s Office located on Mahantongo Street in Pottsville, PA 17901.

**Planning Commission Meeting Dates are as follows:**
January 10th; February 14th; March 14th; April 11th; May 9th; June 13th; July 11th; August 8th; September 12th; October 10th; November 14th; December 12th. All meetings will be held at the Municipal Building at 6:30 p.m. located at 1209 Valley Road, Duncott, PA.

With no further business or discussion, Jim made the motion to adjourn. John seconded. Meeting adjourned.

Meeting start time: 6:30 p.m.
Meeting end time: 6:52 p.m.

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

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

The next monthly meeting of the Cass Township Board of Supervisors will be held on Thursday, January 31st, 2013 at 6:30 at the Municipal Building, Duncott, PA.