Typed: November 25th, 2013

The regular monthly meeting of the Board of Supervisors of Cass Township was held Thursday, October 24th, 2013 at 6:30 PM at the Township Municipal Building, Duncott, PA.

Present at the meeting were the following: Dee Kulpcavage, Barb Reichert, Tina Skibiel, John Kellman, John M. Matz, Marybeth C. Matz, Ann Marie DeFrank, Sharon Wentz, and Bob Ryan.

Vice-Chairman C. Michael Kulpcavage called the meeting to order.

All recited the Pledge of Allegiance to the Flag.

Mike states that the September 2013 meeting minutes at your seats. Please review them and inform the Board by the end of this meeting if you feel there are changes necessary. Mike asked for a motion to accept the September 2013 minutes as typed. John make a motion. Mike seconds. Motion passed.


Evelyn J. Bergan – Administrative Assistant; present.

Cass Township Police Department – Officer- In-Charge Rick Clink.

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

Hearing no questions or comments, Mike concludes the audience discussion and moves on to the items on the agenda for this evening.

John Matz, Director – Schuylkill County Emergency Management Agency (EMA): Mike introduces John Matz to the audience. John states that Cass Township has (2) Deputy Emergency Management Coordinators – Cass Twp Fire Marshal John Kellman and Chris Kemmerling of Clover Fire Company – who both work closely with EMA staff to implement necessary emergency procedures for the Township. John (Matz) adds that we are very fortunate to have a dedicated and knowledgeable individual such as John Kellman on our team. He would like to take this opportunity to thank John for his time and efforts and congratulate him as well, on his completion of training certification requirements. John (Matz) then presented John (Kellman) with a framed certificate and thanked him for serving the Community. Mike thanks both John Matz and John Kellman for attending the meeting this evening.

Volunteer Fire Relief Allocation of $13,902.21 ($4,634.07 x 3 Active Fire Companies): Mike explains that we have received the annual State allocation of Volunteer Fire Relief Funds in the amount of $13,902.21. The Township has 60 days to distribute to the fire companies; therefore, the (3) three active companies will each receive $4,634.07 within that 60 day period. Mike made a
motion to divide and distribute the Fire Relief Allocation checks to the active fire companies. John seconded. Motion passed.

**Resolution 2013-12 – Authorize John M. Walaitis to Sign Hazardous Mitigation Grant**

*Documents:* Mike states that in order to move forward with the Hazardous Mitigation Grant process, we must authorize John M. Walaitis to sign the grant documents as required by the State. Mike makes the motion. John seconds. Motion passed.

**Mortgage Satisfaction from Home Program / Anna Cutler – 103 Condor Lane:** Mike explains that this residence was the recipient of improvements through the HOME Program, and now, the family would like to sell the home. The necessary obligation by the HOME Program has been satisfied and the Board was asked by our Solicitor to execute the paperwork to sign-off on the lien that is listed at the courthouse. Mike made a motion to sign the mortgage satisfaction paperwork. John seconds. Motion passed.

**Application for Remaining Payment for Lighting Project at Heckscherville Playground - $6,095.21:** Mike explains that since all work has been completed, we have received a request for payment from J.B. Electric Corp. in the amount of $6,095.21. It is our engineer’s recommendation to pay the requested amount and the Board is in favor. Mike made a motion to approve the final payment in the amount of $6,095.21. John seconds. Motion passed.

**Bid Proposals for Forestville Playground Lighting Project (Basketball Court):** We had (2) bid packets submitted. John Walaitis opens the bid packets and reads the numbers from both. J.B. Electric Corporation appears to be the low bidder for this project. Mike makes a motion to accept the bid pending our engineer and Solicitor reviews. John seconds. Motion passed.

**Township Auditor Resignation:** Mike states that Joyce Cutler has submitted a letter of resignation from her position as Township Auditor. Mike makes a motion to accept the resignation. John seconds. Motion passed.

**Officer In Charge, Rick Clink to Chief, Part-Time, No Benefits:** Mike explains that Rick has been OIC for one year and has passed the probationary requirements. He is now promoted to the title of Chief of Police for the Cass Township Police Department with an increased pay rate of $18.70 per hour; part-time – no benefits. Mike makes the motion. John seconds. Motion passed. Congratulations Rick!

**Planning Commission** – There was no October meeting. There are no submissions. Mike takes a moment to acknowledge and introduce Barb Reichert – who is in attendance this evening -- as one of our newly appointed Planning Commission members.

**Treasurer’s Report** – Mike read the Treasurer’s Report. Mike made a motion to approve the report as read and to pay all outstanding bills. John seconds. Motion passed.

* Reports are on file in the Municipal Office for review.

**Police Report** – Chief Rick Clink reads the October 2013 report; and adds that he is currently planning to schedule some truck details in the very near future. He will coordinate and work with police from surrounding municipalities in order to get these completed. Mike makes a motion to accept the October report as read. John makes the motion. Motion passed.

*Reports are on file in the Police Department for review.*
Correspondence – None.

Road Foreman Report – John read the report. Mike makes a motion to accept the report. John seconds. Motion passed.
*Reports are on file in the Municipal Office for review.

OLD / NEW Business – Mike gives an overview of the engineer’s report – stating all projects are moving forward. Mike states that Kyle Kehoe continues to work on permitting and code enforcement issues, as well as, property maintenance. Chris Madera is handling registration and inspections for rental properties.

John Walaitis adds that 4 property owners have completed the Hazardous Mitigation Buy-Out Applications and submitted them to our engineers. They will in-turn review the applications (making any necessary adjustments) and submit them on behalf of the Township and property owners.

With no further business at hand, Mike makes a motion to adjourn. John seconds. Motion passed; meeting adjourned.

Time Meeting Adjourned: 6:47 PM.  SEAL:

ATTEST: C. Michael Kulpcavage, Vice-Chairman
Time of Adjournment: 6:47 PM

ATTEST: John M. Walaitis, Assistant Secretary
Time of Adjournment: 6:47 PM

The next regular Supervisor’s Meeting of the Township of Cass will be held on Thursday, December 19th, 2013 @ 6:30 PM at the Cass Township Municipal Building.

*NOTE THE CHANGE IN MEETING DATE DUE TO THE CHRISTMAS HOLIDAY*