Typed: February 22nd, 2016

The regular monthly meeting of the Board of Supervisors of Cass Township was held on Thursday, January 28th, 2016 at the Township’s Municipal Building, Duncott, PA.

Present at the meeting: Dee Kulpcavage, Mike Sorokach, Tom Graydus, Joe Smulley, Ann Marie Studlack, Craig Schies, R.J. Wentz, Andy Studlack Jr., Debbie Klotunowitch, Ron Kramer, Chris Ternowcheck, James Kost, John Lenick, Karen Smulley, Tina Skibiel, Eugene Cason, Sam Ceganick, Joe Sternick, Jerry Sternick, Robert Purcell, Mary Lou Bergan, Zack Rinker, and Pete Ricigliano.

Chairman James Wentz called the meeting to order.

All recited the Pledge of Allegiance to the Flag.


Donald G. Karpowich, Solicitor – present.

Evelyn J. Bergan, Secretary / Manager – present.

Richard C. Clink, Chief of Police CTPD – present.

James states that the minutes from the January 4th, 2016 Reorganization Meeting, as well as, the minutes from the January 28th, 2016 Board of Supervisor’s Meeting have been placed at each seat. Please inform the Board if there are any changes to be made to them. James makes a motion to dispense the reading of the minutes of both and accept both as printed if there are no corrections or omissions. Elvin seconds. Motion passed. Roll Call: Unanimous Vote.

James calls for discussion from the audience on the agenda items. Please raise your hand, state your name, and address for the record.

Debbie Klotunowitch, Jonestown – Asked how an Auditor can be a Treasurer. James states that she has resigned from the Auditor position effective January 5th, 2016. Debbie asks who is going to be Auditor. James states that the Board will need to appoint one.

Tom Graydus, Primrose – States that he would like to be put on the list of respective auditors.

Joseph Smulley, Forestville – States that he thought the new building was done and asks why we still have $120,000 in the New Building Fund - and what’s the $11,000 in expenses. Joe states what he is getting at is there was money transferred from other accounts to put into that fund but
now we won’t have a new building being built so can’t the money be transferred back. James states that is something that will need to be looked into; it will need to be discussed with the Former Treasurer, the New Treasurer, and the Attorney and see what can be done with those monies.

Debbie Klotunowitch – Referring to the grant that was received by the Township for a playground; is it going to towards the playground. She states she asking because there are quite a few young parents who are a bit perturbed over the fact that Condor’s Complex is not going to continue. James states all the information was forwarded to the new engineering firm and they are going to give some guidance on what can and can’t be done. Debbie asks what he means; asking is the playground going in. James states it’s not solely his choice – he will need to discuss it with the other Board members about how they will proceed.

Tina Skibiel, Pine Knot – She states she was asked by a woman who could not attend the meeting tonight to let the Board know that she has called the new code enforcement officer (3) times regarding issues at a home on Schaeffer’s Hill and all she gets from the code enforcement representative is that they are checking into it. Tina states that the woman told her that the home has been condemned, there’s no running water – people are still living there and code enforcement is doing nothing. James states that the code enforcement representative was at the Township office today and he believes he was at this residence as well. Tina states that as of today at approximately 2pm when she came into work at the Court House, code enforcement had not re-contacted her. Tina states the woman also contacted Evelyn earlier this week about the same issues.

Hearing no further questions or comments, James moves on to the agenda items:

2016 Budget – James states that the Board reached a balanced budget with no tax increase; it has been advertised for inspection. Mike states he has a few questions he’d like to ask about the budget and states that since the last time he, Elvin and James met, he noticed there are a few items that have changed on the budget. Mike goes on to say that some of the line items that need to be addressed is the ‘repair and maintenance service’ line (coded 405.37); they originally put in $24-25,000 for that line item which is to pay for all of the work that needs to be done to this building (some electrical work, the lighting that was finished, sidewalk repair, the ramp in the front of the building, downspouts – those types of items were budgeted at $24-25,000 and now it’s listed at $12,500. Mike asks James where the money is going to come from after paying for the ramp that is to be installed and the electrical work - since that work is already equal to that line item. James states that as the Board discussed, repairs to this building could be financed and if the Board were to seek that option, the $12,500 would be applied to the interest and principal of the loan for the year. Mike states he believes that discussion was related to the purchase of a vehicle. Mike states that regardless, the line item is currently at half of what it originally was. Mike adds that he also had a line item of $2,000 for repair of the fencing at Condors Complex and he sees that has been removed and is now zero. James states they removed that amount but
increased the budget for the parks. Mike states the budget for parks was increased by $500 and $2,000 was taken out of the original budget. Mike pages through the original proposed budget and states it shows $2,000. James addresses Mike and states that he and Elvin invited Mike to work on the budget, but he declined to join them. Mike asks James if he is correct in stating that the line item was originally $2,000. James states that was Mike’s proposal; he and Elvin did not agree to it. Mike states he is just referring to changes that have been made since the original proposed budget was prepared. James states that they had to make changes to the budget to balance it. Mike then asked when James and Elvin met for the budget, who sat down and discussed the budget. James states it was he and Elvin. Mike asks if the Treasurer was there. James states that the Treasurer sat in on the meeting but did not work on the budget. Mike asks who physically sat down at the computer and plugged the numbers into the budget. James replies he is not sure. Mike states he has only one or two more questions and goes on to point out the line item for insurance premiums; he states typically $2,000 is budgeted annually, but it has been increased to $10,000 and asked why. James asks what line item it is. Mike states 486.00. James states he will have go in and amend it. Mike states that the next question is about property purchases and states that all the Board members originally agreed that $10,000 would be applied to line item (486.10) which had to do with the ‘Rails to Trails Project’ and he sees that is now at zero as well. James states that he would say that would be an error in the budget – one of the errors. Mike states that with the insurance premium line item being off $8,000 and property purchases line item being off $10,000, this budget is not balanced; it is now in a negative $2,000 – so he would like to make a motion to table the budget until everything is cleared up. James asks the Solicitor Karpowich for his input; he states tabling it is an option or the Board can pass budget and amend it by February 15th. James makes a motion to pass this budget and the Board will amend it if needed. Deb Klotunowitch asks James who actually put the numbers into the computer. James states that he did. Deb asks are you admitting then that something went wrong. James states it’s obvious that he made a typo, but it’s interesting that it took this long for anyone to bring it to light. Mike addresses James and states that the reason being is that Mike sent James an email asking specifically for a copy of the budget when you had it completed and he never received a copy; he got his copy in the office yesterday. James agrees that it has been in the office. Mike states the point being that James never sent the copy to him. Deb Klotunowitch states that Lynn is the Treasurer and asks why she didn’t put the numbers into the budget. James replies timing; we had to meet a deadline. Deb replies as the Treasurer that is her responsibility – so it’s really not James’ fault, its Lynn’s fault because she didn’t do what she was voted in to do. Lynn states that she was just voted in – they had a budget before that. James makes a motion to accept the 2016 Budget as advertised. Elvin seconds. Motion passed. Roll Call: Elvin – aye. James – aye. Mike – nay.

**Auditor Resignation** - James reads a letter from Lynn Schies which informs the Board of Supervisors that she is resigning from her elected position as Auditor (6 year term) from the Township of Cass effective January 5th, 2016. James makes a motion to accept Lynn’s resignation letter. Elvin seconds. Motion passed. Roll Call: Unanimous Vote.

**County – Repository of Unsold Properties** – James explains that a letter was received from Schuylkill County stating that they received a bid for 334 Valley Road and they are asking for the Board’s approval or disapproval for the sale of that property – the bid amount was $1,050. James makes the motion to approve the sale based on the buyer being responsible for all code and zoning regulations associated with the property. Elvin seconds. Motion passed. Roll Call: Unanimous Vote.

**Treasurer’s Stipend** – James states that a stipend needs to be set for the new Treasurer – typically the stipend for Supervisor/Treasurer is approximately $1,600 a year. James makes the motion to set the new Treasurer’s position stipend at $1,850 a year. Elvin seconds. Motion passed. Roll Call: Elvin – aye. James – aye. Mike – nay. Deb Klotunowich asks what necessitates an increase in the stipend. James replies that it’s a job on its own – if you’re a Supervisor, you are typically here doing work anyway – to do the job on its own, he feels that it adds a little more value. Deb asks James to clarify that she is getting paid more to do one part of the job.

**Resolution # 2016-1** – James explains that this resolution is necessary to set the main depository for Township funds as Miners Mid Penn Bank and the secondary depository as Gratz Bank of Minersville. He explains that the Board had already voted on this at the re-org meeting, but the Board still needs to approve the Resolution. James makes the motion to approve Resolution 2016-1. Elvin seconds. Motion passed. Roll Call: Unanimous Vote.

**Resolution # 2016-2** – James states that this resolution is to set the SCTCC delegate appointment; he explains that he was appointed as the delegate at the re-org meeting so the Board just needs to approve the resolution. James will be the primary voting delegate. The first alternate voting delegate will be Jennifer Laudeman. The second alternate voting delegate will be Elvin Brennan. All previously voted on at the re-organization meeting. James makes the motion to accept Resolution # 2016-2. Elvin seconds. Motion passed. Roll Call: Unanimous Vote.

**Resolution # 2016-3** – James states this resolution is for the zoning hearing board appointment – term to expire 12/31/2018 – this was tabled at the re-org meeting. Tina states she submitted a letter of intent for this position. Mike states he nominates Tina Skibiell for re-appointment. Elvin nominates Shannon Dewald. James seconds. Motion passed. Roll Call: Elvin – aye. James – aye. Mike – nay.

**Resolution # 2016-4** – James explains that this resolution will need to be accepted to set the tax rates for the year 2016. The tax rate will remain at 4.5 mills – General Fund at 3.33 and the
Light Tax Fund at 1.17. Per capita is $5.00 per person. Realty Transfer Tax is 1%. Earned Income Tax is ½ of 1%. LST is $52.00. Specified Penalty is 10%. James makes a motion to accept Resolution # 2016-4. Elvin seconds. Motion passed. Roll Call: Unanimous Vote.

Resolution # 2016-5 – James explains that at the Board’s reorganization meeting, they appointed Craig Schies to the serve on the Planning Commission; his term to expire 12/31/2020. James explains that at the Board needs to accept Resolution # 2016-5 and makes the motion to do so. Elvin seconds. Motion passed. Roll Call: Elvin – aye. James – aye. Mike – nay.

Treasurer’s Report – Lynn reads the report. Mike asks where the detailed reports are and states there are no detailed reports. Lynn states they are on the computer. James comments that she’s a new Treasurer and does things differently. James calls for a motion to accept the Treasurer’s Report as read and to pay all outstanding bills as can be paid at this time. Elvin makes the motion. James seconds. Motion passed. Roll Call: Elvin – aye. James – aye. Mike – nay; the reports are incomplete.

Planning Commission – No meeting was held.

Municipal Authority - The Authority had their meeting on January 21st, 2016; they conducted their reorganization meeting. John Walaitis was appointed Chairman; Mike Sorokach was appointed Vice-Chairman; and Deb Klotunowitch was appointed Secretary. They approved the sale of (2) properties – the Willow Lane Subdivision - Mabry property (1,938 square feet – total price of $775.20) and the Purcell property (2,626 square feet – total price of $1,050.40). James makes a motion to approve the sale of those (2) properties. Mike seconds. Motion passed. Roll Call: Unanimous Vote.

Police Report – Chief Clink read the January 2016 report. He urges residents once again to please lock up your vehicles. James makes a motion to accept the report as read. Elvin seconds. Motion passed. Roll Call: Unanimous Vote. Police reports are on file in the Station for review upon request.

Road Foreman’s Report – Elvin read the report. James made a motion to accept the report as read. Mike seconds. Motion passed. Roll Call: Unanimous Vote.

Correspondence – James states there is none. Mike asks James has the letter from Neal Goodman’s office and Senator Argall’s Office. James replies that he does, but he’s not going to address that at this time.

James states that at this time, the Board would like to recess for an executive session to discuss pending litigation with the new Solicitor. He adds that the executive session may be lengthy but afterwards, the Board will adjourn upon its completion.
8:54 p.m. - the Board resumed their meeting. Solicitor Karpowich stated that the Board has come to a decision to withdraw pending litigation against Duncott Hose Company. Elvin made the motion. James seconds. Motion passed. Roll Call: Unanimous Vote.

James calls for a motion to adjourn. Elvin seconds. Motion passed; meeting adjourned.

*Time meeting adjourned: 8:56pm*

**ATTEST:** James A. Wentz, Chairman

**Time of adjournment:** 8:56pm

**ATTEST:** Elvin E. Brennan Jr., Vice-Chairman

**Time of adjournment:** 8:56pm

The next monthly meeting of the Cass Township Board of Supervisors will be held on Thursday, February 25th, 2016 at 6:30pm at the Cass Township Municipal Building, Duncott, PA.