Typed: December 21st, 2016

The regular monthly meeting of the Board of Supervisors of Cass Township was held on Thursday, November 22\textsuperscript{nd}, 2016 at the Township’s Municipal Building, Duncott, PA.

Present at the meeting were: Craig Schies, Mary Lou Bergan, Tom Graydus, and Chris Ternowchek.

Chairman James A. Wentz called the meeting to order.

\textit{All recited the Pledge of Allegiance to the Flag.}

Roll Call of Officers:


Also in attendance were:

Evelyn J. Bergan, Secretary / Manager – present.

Richard C. Clink, Chief of Police, CTPD - absent.

James states that the minutes from the October 20\textsuperscript{th}, 2016 Board of Supervisor’s Meeting have been placed at each seat and calls for a motion to dispense the reading of the minutes and to accept as printed if there are no corrections or omissions. James makes the motion. Lynn seconds. Motion passed. Roll Call: Unanimous favorable vote.

James calls for discussion from the audience. Hearing nothing, James moves on to the items on the agenda.

\textbf{Surplus Vehicle Sale:} James states that at the last meeting, the Board had tabled the bids for the police explorer and he makes a motion to reject all of the bids that were received. Elvin seconds. Motion passed. Roll Call: Unanimous Favorable Vote.

James goes on to explain that Minersville Fire-Rescue has shown interest in the retired police vehicle and offered to purchase it for $3,000; he calls for a motion to accept their offer. Elvin makes the motion. James seconds. Motion passed. Roll Call: Unanimous Favorable Vote. Solicitor Karpowich adds that he will need a copy of the title to construct a bill of sale.

\textbf{Part-time Road Dept Hire:} James explains that approximately (2) months ago, the Township advertised for part-time help for which only (1) application was submitted. Since that time, there was a vacancy in the road department so the Board needed to hire a part-time worker to fill in; his name is David Califf – he was hired at a rate of $15.00 per hour; no benefits. James calls for a motion to formally hire David Califf as explained. Lynn makes the motion. Elvin seconds. Motion passed. Roll Call: Unanimous Favorable Vote.
2017 Budget Advertisement: James states that the budget is near completion so the Board will need to take action this evening to advertise it after its completion which he feels will be on Friday. It will be available for public inspection for (20) days prior the Board voting on it at their December 2016 meeting. James makes a motion to advertise the 2017 Budget. Lynn seconds. Motion passed. Roll Call: Unanimous Favorable Vote.

Insurance RFP’s (Requests For Proposals): James makes a motion to authorize Solicitor Karpowich to prepare Requests for Proposals for the Township’s insurances. Lynn seconds. Motion passed. Roll Call: Unanimous Favorable Vote.

Audit RFP’s (Requests For Proposals): James makes a motion to authorize Solicitor Karpowich to prepare Requests For Proposals for the Township’s audits. Elvin seconds. Motion passed. Roll Call: Unanimous Favorable Vote.

Vehicle Purchase: James explains that Elvin and one of the road crew workers went shopping for a vehicle that will suit the needs of the road department; he would like to purchase a GMC 3500 Dump Truck with central hydraulics at a price of $52,300 – a down payment of $10,000 will be made - which was obtained from the sale of the surplus vehicles – the Township will finance $42,300. James calls for a motion to purchase the vehicle through the COSTARS program. Lynn makes the motion. James seconds. Motion passed. Roll Call: Unanimous Favorable Vote. James then calls for a motion to obtain the loan for the truck through Mid-Penn Bank. Elvin makes the motion. James seconds. Motion passed. Roll Call: Unanimous Favorable Vote. James explains that the 3rd motion will be to authorize signatures for the loan documents. James makes a motion to authorize Evelyn Bergan and Lynn Schies to sign all documents pertaining to the vehicle purchase/loan. Elvin seconds. Motion passed. Roll Call: Unanimous Favorable Vote. Solicitor Karpowich adds that this action will be done by resolution - he will prepare it and the Board will sign.

Municipal Authority: Solicitor Karpowich states that the Board should make a motion to dissolve the Authority and he will prepare an Ordinance for the same. James makes a motion to proceed with the dissolving of the Cass Township Municipal Authority. Lynn seconds. Motion passed. Roll Call: Unanimous Favorable Vote.

December Meeting Date Change: James states that because of time constraints, the Board feels it’s necessary to change the December meeting date from the 15th to the 22nd; he makes a motion to advertise the date change – along with the Budget advertisement. Solicitor Karpowich states that the ad should state that the budget is available for inspection to avoid a second advertising. Elvin seconds the motion. Roll Call: Unanimous Favorable Vote.

Treasurer’s Report: Lynn reads the report. James makes a motion to accept the Treasurer’s Report as read and to pay all outstanding bills as can be paid at this time. Elvin seconds. Motion passed. Roll call: Unanimous favorable vote. Reports are kept on file in the Township Office for review upon request.
Planning Commission – James states there was meeting this month, but no action is to be taken by the Board at this time.

Police Department – Rick Clink states that he has (2) reports this month since October’s report was tabled last month. Rick reads the October and the November 2016 reports and explains that if anyone is going on vacation or leaving their residence and feel they would like police to check on their home while they are away, a form can be obtained from the department which would be completed and returned – then while officers are on patrol, they will check on your residence. James makes a motion to accept the October 2016 report as read. Elvin seconds. Motion passed. Roll Call: Unanimous Favorable Vote. James calls for a motion to accept the November 2016 report as read. Elvin makes the motion. James seconds. Motion passed. Roll Call: Unanimous Favorable Vote. All police reports are on file in the Station for review upon request.

Road Foreman’s Report – Elvin reads the report. James makes a motion to accept the report as read. Lynn seconds. Motion passed. Roll Call: Unanimous favorable vote. Reports are kept on file in the Township Office for review upon request.

Correspondence:

James explains that the Pipefitter’s Union Motorcycle Club submitted a letter regarding an annual event that comes through our area. This year during that event, the Cass Township Police had assisted them with traffic control, as well as, State Police, Branch Township Police, Minersville Police Department, and a few other local departments. As a token of their appreciation, the Club sent a donation in the amount of $200 to the Cass Township Police Department. The Board would like to thank them for that donation.

Old / New Business:

Vacant Dilapidated Homes: Solicitor Karpowich introduced Code Enforcement Officer Shannon Darker who explained that basically this discussion is related to the vacant homes located on leased grounds. She goes on to state that it’s very difficult to locate the owners of the properties and/or file citations on them so code enforcement would like to proceed with pursuing the owners of the leased grounds and have them demolish the homes that are located on their properties throughout the Township. Solicitor Karpowich states that a lot of the homes that were occupied by residents at one time, but they are no longer in existence so the code officials are requesting the permission of the Supervisors to pursue the property owners in those instances relating to vacant homes. He goes on to explain that when code enforcement compiles their list of homes, they can provide him with the list and he will go through the files to see if there are any history of violations relating to the addresses. The Solicitor states that there is one that is for sure - 371 Valley Road. He states that code enforcement is seeking authorization from the Board to proceed with filings through the Magistrate to seek enforcement and asks the Board to take action on this request. James makes a motion to authorize ARRO Consulting, Inc. to proceed
with pursuing the property owner(s) of - but not limited to - 371 Valley Road. Lynn seconds. Motion passed. Roll Call: Unanimous Favorable Vote.

Appraiser Invoice – Cherry Valley Waterline: Solicitor Karpowich states that he forwarded an invoice via email to the Township office for the appraiser that was hired to perform services relating to Cherry Valley Waterline and asked if it could be added to the list of bills to be approved to pay at this time. Lynn confirms that it will be paid.

Resolution for Vehicle Purchase & Loan: James states that the resolution that the Solicitor will provide will be titled Resolution # 2016-13.

Chris Ternowchek, Flag Lane – Asks why the Township is buying a dump truck. James replies that the Ford is a time bomb – they are very expensive to fix and very problematic - so it’s an effort to try and keep ahead of the game rather than always struggling to just keep things going. Chris states that the employees the Township has now need to take care of the vehicles. James states that one of the employees that is employed now does seem to take care of them - and in moving forward, he feels that will be done, but with years of plowing the roads - the vehicles just don’t last forever. He goes onto explain that the Board is trying to get better equipment that should potentially last longer. Chris states that the Board needs to tell the employees to take care of the vehicles so they do last longer. Elvin states that the dump truck we have now is an ’07 and the truck that was just sold is an ’08. Chris states that when Daley worked for the Township, they had the same truck for 25 years. James adds that having (3) trucks is also a benefit because if something breaks on one, you can still continue your operations with the others instead of waiting for one to get fixed.

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

Roll Call: Unanimous Favorable Vote. Meeting adjourned.

Time meeting adjourned: 6:51pm

Seal:

ATTEST: James A. Wentz, Chairman
Time of adjournment: 6:51pm

ATTEST: Elvin E. Brennan, Vice-Chairman
Time of adjournment: 6:51pm

The next monthly meeting of the Cass Township Board of Supervisors will be held on Thursday, December 22nd, 2016 at 6:30pm at the Cass Township Municipal Building, Duncott, PA.