Typed: January 25th, 2017

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

Present at the meeting: Ann Marie Studlack, Brenda Helt, Mike Sorokach, Craig Schies, Tom Graydus, Mary Lou Bergan, Sharon Wentz, Robert J. Wentz, and Chris Ternowchek.

James Wentz calls the meeting to order.

All recited the Pledge of Allegiance to the Flag.

Roll Call of Officers:

Also in attendance were:

Evelyn J. Bergan, Secretary / Manager

Richard C. Clink, Chief - Cass Township Police Department

James states that the minutes from the November 22nd, 2016 Board of Supervisor’s Meeting have been placed at each seat and he makes a motion to dispense the reading of the minutes and to accept as printed if there are no corrections or omissions. Elvin seconds. Motion passed. Roll Call: Unanimous Favorable Vote.

James calls for public comment on the agenda items. Hearing none, he moves onto the items on the agenda.

Resolution # 2016-14 – 2017 Budget: James states that the Board has a balanced budget of $805,918.36 as was advertised and available for review. The millage rates will stay the same. Solicitor Karpowich instructs the Board to take action to accept the budget and levy the taxes for 2017. James reads the taxes rates as follows: Light Tax – 1.17 mills; Per Capita Tax - $5.00; R/E Transfer Tax – 1%; EIT – ½ of 1%; LST - $52.00; General - 3.33 mills. Total Revenues - $805,918.36. Total Expenditures - $805,918.36. James calls for a motion to approve and accept Resolution # 2016-14. Elvin makes the motion. James seconds. Motion passed. Roll Call: Unanimous Favorable Vote.

Hiring – Road Department: James states that since the last meeting when a part-time road department employee was hired, there was another employee departure from the road department so the Board needed to move the status of the part-time employee to full-time. His name is David
Califf – his rate will remain the same at $15.00 per hour – he will receive medical benefits which will cover the employee only. James calls for a motion to retain David Califf for the full-time position with a rate of $15.00 per hour. Elvin makes the motion. James seconds. Motion passed. Roll Call: Unanimous Favorable Vote.

**Resignation – Bob Bertasavage:** Solicitor Karpowich recommends that the Board also accept the resignation of the most recent employee departure. James calls for a motion to accept the resignation of Bob Bertasavage from the Road Department. Elvin makes the motion. James seconds. Motion passed. Roll Call: Unanimous Favorable Vote.

**Audits – RFP:** James states that at the last meeting, the Board requested that the Solicitor obtain proposals from firms to perform the 2016 audits. Solicitor Karpowich states that he has obtained (4) and reads them aloud - the Township’s current auditor (Lettich & Zipay) quoted $4,100; Kirk, Summa & Co. quoted $4,500; Jones Kohansky & Co., PC quoted $7,250; and Warren Associates quoted $9,950. He explains that it appears that the current auditor is the lowest at $4,100, however, he did not review that proposal so he does not know if it includes the Municipal Authority audit or not. Evelyn states that the quote does not include the Municipal Authority audit because the Authority had no activity in 2016 so an actual audit would not be required – only completion of the annual report to DCED would be necessary. She adds that she was informed of that during a discussion with one of the audit firms who submitted a quote when they called with questions regarding past audits. Solicitor Karpowich asks if Lettich & Zipay audits the records at the (Township) building or do they take them off site. Evelyn states that they audit them at their office – either they pick them up at the Township office or we take the records and drop them off – either way, they review them at their place of business. James asks the Solicitor if the Board needs to take action this evening on this item or if it can wait until the reorganization meeting. The Solicitor states that it can wait until the reorganization meeting. James states that the Board will hold onto the proposals for now and take action at the reorganization meeting.

**Reorganization Meeting Date Change** – James states that there was mix-up with the scheduling/advertising of the January 2017 reorganization meeting – it was initially scheduled for Monday, January 2\textsuperscript{nd}, 2017; it needs to be changed to Tuesday, January 3\textsuperscript{rd}, 2017 (at 6:30pm here at the Township Building) since Monday, January 2\textsuperscript{nd} is the observed holiday for New Year’s Day. James makes a motion to advertise the date change of the reorganization meeting to Tuesday, January 3\textsuperscript{rd}, 2017 at 6:30pm. Lynn seconds. Motion passed. Roll Call: Unanimous Favorable Vote.

**Meeting Dates – 2017:** James states that the Board of Supervisors and the Zoning Board have their meeting dates selected and ready to be advertised, but we are waiting on the Planning Commission meeting dates. As soon as they are received, the Board will publish them all together at one time. James make a motion to advertise all of the meeting dates once all are
received. Solicitor Karpowich asks James if the BOS would like to change their meetings. James explains that the Board would like to have all the meetings at the end of the month rather than hold them a week ahead of a holiday; they would like to have them occur at the end of the month (after the holiday) instead. Solicitor Karpowich asks if the Board would like to advertise their meetings for next year for the last Thursday of every month at 6:30pm. The BOS agrees. The Solicitor states that when advertising the change of the reorganization meeting, the ad for the 2017 meetings can be included. James makes a motion to advertise the Board of Supervisors 2017 meeting dates. Lynn seconds. Motion passed. Roll Call: Unanimous Favorable Vote. Solicitor Karpowich also suggests that in regards to meeting dates for Planning Commission and Zoning Board – because they meet as needed – rather than advertising their meetings all year, just let them advertise as needed because some of the meetings they won’t need so when they have a hearing, let them place an ad in the newspaper rather than running ads for meetings that may or may not occur. Evelyn questions whether or not it will be more costly. The Solicitor states that in the case of the Zoning Hearing Board, it has to be done anyway – hearings must be advertised on a case by case basis – and whoever the applicant is, they must pay for the advertising. He states that the only one that the Board may want to advertise monthly meeting dates for would be the Planning Commission - but he doesn’t know how fair that actually is either because (12) meetings would be advertised but they may only meet twice that year – so it may be better to wait until an application is received and filing fees are being paid – then an ad can be placed in the paper to have a meeting. He recommends that the Zoning Hearing Board (annual) meeting dates definitely not be advertised because in applying for a variance or a special exception, the advertising requirements need to be followed anyway so why not just place an ad as the applications are received. James states that the Board will consider that option.

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 the motion. Motion passed. Roll Call: Unanimous Favorable Vote. All Treasurer’s Reports are kept on file in the Township Office for review upon request.

Planning Commission: James states that it has been recommended by the Engineer that the Board grant an extension requested by SEDCO. The 90-day extension pertains to the review period for the site development plan relating to the Lot 5-A project. This extension carries required action by the Supervisors until April 4th, 2017. James makes a motion to grant the 90-day request for extension from SEDCO to extend the review period for the site development plan relating to the Lot 5-A property. Lynn seconds. Motion passed. Roll Call: Unanimous Favorable Vote.

Police Department: Rick Clink reads the report. James calls for a motion to accept the report. Elvin seconds. James seconds. Motion passed. Roll Call: Unanimous Favorable Vote. All police reports are kept on file in the Police Station for review upon request.
Road Foreman’s Report: Elvin reads the report. James makes a motion to accept the Road Foreman’s Report as read. Lynn seconds. Motion passed. Roll Call: Unanimous Favorable Vote. All Road Foreman Reports are kept on file in the Township Office for review upon request. James adds that he would like to thank Elvin for the amount of work he has done over the past month filling in the gaps with snow plowing, performing work around the building, and getting things ready for plowing—all on his own time—James states that he wanted to publically thank Elvin for the work he has done.

Correspondence: None.

Old / New Business:

Employee Handbook Amendments—James states that early in the upcoming New Year, the Board will be making some amendments to the Township’s employee handbook.

Website Maintenance Provider—James states that the Board will be requesting bids to update and maintain the Township’s website stating that the Board is having trouble with the costs in staying with the current provider—they are considerably higher in cost than anticipated so the Board is looking for other options.

Worker—Road Department—James states that the Board is still looking for a road crew worker and they are accepting applications and interviewing at this time.

Motion to Adjourn: With no further business, James calls for a motion to adjourn. Elvin makes the motion. Lynn seconds. Motion passed. Roll Call: Unanimous Favorable Vote.

James thanks the audience for coming and wishes everyone a Merry Christmas.

Meeting adjourned.

Meeting start time: 6:30 p.m.                                      SEAL:
Meeting end time: 6:45 p.m.

ATTEST: James A. Wentz, Chairman
TIME MEETING ENDED: 6:45 PM

ATTEST: Elvin E. Brennan, Jr., Vice-Chairman
TIME MEETING ENDED: 6:45 PM

CHAIRMAN
JAMES A. WENTZ

VICE-CHAIRMAN/ROAD FOREMAN
ELVIN E. BRENNAN JR.

SUPERVISOR - TREASURER
LYNN M. SCHIES

SECRETARY - MANAGER
EVELYN J. BERGAN
The Reorganization Meeting of the Cass Township Board of Supervisors will be held on Tuesday, January 3rd, 2017 at 6:30 p.m. at the Municipal Building, Duncott, PA.

The next regular monthly meeting of the Cass Township Board of Supervisors will be held on Thursday, January 26th, 2017 at 6:30 p.m. at the Municipal Building, Duncott, PA.