Typed: January 23rd, 2017

The Reorganization Meeting of the Board of Supervisors of Cass Township was held Monday, January 3rd, 2017 at 6:30pm at the Township’s Municipal Building, Duncott, PA.

Present at the meeting: Sharon Wentz.

James Wentz calls the meeting to order.

All recited the Pledge of Allegiance to the Flag.

Roll Call of Officers:

Evelyn J. Bergan – present.

James calls for public comment on the agenda items. There were none.

Election of Officers – 2017:


Vice-Chairman – James nominates Elvin. Lynn seconds. Motion passed. Roll Call: Unanimous Favorable Vote.


Assistant Road Foreman – Elvin nominates James Wentz. Lynn seconds. Motion passed. Roll Call: Unanimous Favorable Vote.

Assistant Secretary – Lynn nominates James. Elvin seconds. Motion passed. Roll Call: Unanimous Favorable Vote.

Appointments & Retentions:

Manager – James makes a motion to retain Evelyn Bergan. Elvin seconds. Motion passed. Roll Call: Unanimous Favorable Vote.


Conrad Seigel Actuarial Firm / Police Pension Fund: James calls for a motion to retain Conrad Seigel Actuarial Firm to maintain the Police Pension Fund. Elvin seconds. Motion passed. Roll Call: Unanimous Favorable Vote.


Chief Administrative Officer / Police Pension Plan: James makes a motion to appoint Evelyn Bergan as Chief Administrative Officer for the Police Pension Plan. Elvin seconds. Motion passed. Roll Call: Unanimous Favorable Vote.

Chief Administrative Officer / Non-Uniformed Employee Pension Plan: James makes a motion to appoint Evelyn Bergan as Chief Administrative Officer for the Non-Uniformed Employee Pension Plan (PMRS). Elvin seconds. Motion passed. Roll Call: Unanimous Favorable Vote.

BCO / Inspector / Plan Review: James calls for a motion to re-appoint ARRO Consulting, Inc. for BCO / Inspector / Plan Review. Elvin makes the motion. Lynn seconds. Motion passed. Roll Call: Unanimous Favorable Vote.

Zoning Officer – James makes the motion to retain William McMullen as Zoning Officer and Shannon Darker as Assistant Zoning Officer. Elvin seconds. Motion passed. Roll Call: Unanimous Favorable Vote.
**Code Enforcement** – James makes a motion to appoint William McMullen as Code Enforcement Officer and Shannon Darker as Assistant Code Enforcement Officer. Lynn seconds. Motion passed. Roll Call: Unanimous Favorable Vote.

**Alternate BCO / Inspector / Plan Review:** James states that the Board would like to table this item at this time since ARRO Consulting, Inc. has several people in-house that can handle these issues.

**Resolution # 2017-1 - Sewage Enforcement Officer / SEO:** James calls for a motion to appoint Bill Brior as SEO. Lynn makes the motion. Elvin seconds. Motion passed. Roll Call: Unanimous Favorable Vote.

**Alternate SEO:** James states that Bill Brior’s daughter is also a sewage enforcement officer and it was recommended that she be appointed as alternate. James makes a motion to appoint Samantha Brior as Alternate SEO. Elvin seconds. Motion passed. Roll Call: Unanimous Favorable Vote.

**Main Depository / Mid Penn Bank:** James calls for a motion to retain Miners/Mid Penn Bank as the main depository for Township funds. Elvin makes the motion. Lynn seconds. Motion passed. Roll Call: Unanimous Favorable Vote.

**Secondary Depository / The Gratz Bank:** James makes a motion to retain The Gratz Bank of Minersville as secondary depository for Township funds. Elvin seconds. Motion passed. Roll Call: Unanimous Favorable Vote.

**Solicitor** – James makes the motion to retain Donald Karpowich as Township Solicitor. Lynn seconds. Motion passed. Roll Call: Unanimous Favorable Vote.

**Solicitor - Special Counsel** - James makes a motion to re-appoint Chris Hobbs as Solicitor - Special Counsel. Elvin seconds. Motion passed. Roll Call: Unanimous Favorable Vote.

**Consulting Engineer** – James makes a motion to retain ARRO Consulting, Inc. as the Township’s Consulting Engineer. Lynn seconds. Motion passed. Roll Call: Unanimous Favorable Vote.

**Open Records Officer:** James makes a motion to re-appoint Evelyn Bergan as Open Records Officer. Lynn seconds. Motion passed. Roll Call: Unanimous Favorable Vote.
Alternate Open Records Officer: James makes a motion to appoint Lynn Schies as Alternate Open Records Officer. Elvin seconds. Motion passed. Roll Call: Unanimous Favorable Vote.

Emergency Management Coordinator / EMC: James makes a motion to retain John Kellman as EMC. Lynn seconds. Motion passed. Roll Call: Unanimous Favorable Vote.


Alternate STCC Voting Delegate: James makes a motion to retain Jennifer Laudeman (Manager – Minersville Area School District) as Alternate STCC Delegate. Elvin seconds. Motion passed. Roll Call: Unanimous Favorable Vote.

Treasurer’s Bond Amount – James calls for a motion to retain the bond amount at $300,000. Lynn makes that motion. Elvin seconds. Motion passed. Roll Call: Unanimous Favorable Vote.

Vacancy Board: Elvin makes a motion to appoint James Kost to the Vacancy Board. James seconds. Motion passed. Roll Call: Unanimous Favorable Vote.

Deputy Tax Collector: James makes a motion to retain Ellen Franko as Deputy Tax Collector. Lynn seconds. Motion passed. Roll Call: Unanimous Favorable Vote.

Employee Compensation –

Manager: James calls for a motion to maintain the Township Manager’s hourly rate at $18.00 per hour. Lynn makes the motion. Elvin seconds. Motion passed. Roll Call: Unanimous Favorable Vote.

Maintenance Workers: James explains that David Califf was hired at the last monthly meeting – he went from a part-time position to a full-time position. At this time, James makes a motion to give David a pay raise of $.25 per hour making his hourly rate $15.25. Elvin seconds. Motion passed. Roll Call: Unanimous Favorable Vote.

Summer Help: James makes a motion to set the hourly wage for summer help not to exceed $14.00 per hour. Lynn seconds. Roll Call: Unanimous Favorable Vote.
Part-time As Need Road Crew: James makes a motion to set this hourly rate at $15.00 per hour. Elvin seconds. Roll Call: Unanimous Favorable Vote.

Cass Township Police Officers: James explains that the newest hire is Harry Brown – part of his employment agreement is that he would start at a higher rate and waive the probation period and postpone any raise until the reorganization period – so Harry will receive a raise of $25 to bring his hourly rate to $17.00 per hour. All other Officers including the Chief will also receive a $25 per hour raise – this will bring the Chief’s rate to $18.95 and all other Officers to $17.45 per hour. James makes a motion to approve a $25 per hour raise for all Police Department Employees. Lynn seconds. Motion passed. Roll Call: Unanimous Favorable Vote.

Miscellaneous -

Petty Cash: James makes a motion to maintain the Petty Cash Fund at $200. Elvin seconds. Motion passed. Roll Call: Unanimous Vote.

Subcontractor Snow Plowing: James calls for a motion to set the subcontractor snow plowing rate at $55.00 per hour. Elvin makes the motion. Lynn seconds. Motion passed. Roll Call: Unanimous Favorable Vote.

Fire Company Allocations: James calls for a motion to set the allocation at $3,000 this year for each fire company. Lynn makes the motion. Elvin seconds. Motion passed. Roll Call: Unanimous Favorable Vote.

Signature Cards - Miners / Mid Penn Bank: James makes a motion to authorize Evelyn Bergan (Secretary), Lynn Schies (Treasurer), and James Wentz (Chairman) to sign the signature cards at Miners / Mid Penn Bank. Elvin seconds. Motion passed. Roll Call: Unanimous Favorable Vote.

Signature Cards – Gratz Bank of Minersville: James makes a motion to authorize Evelyn Bergan (Secretary), Lynn Schies (Treasurer), and James Wentz (Chairman) to sign the signature cards at Gratz Bank of Minersville. Lynn seconds. Motion passed. Roll Call: Unanimous Favorable Vote.

Old / New Business:

2016 Audit RFP’s – James explains that at the December meeting, the Board received quotes from firms to conduct the 2016 audit and the lowest cost was received from Lettick and Zipay; however, the Board tabled the decision. At this time, James calls for a motion to award the quote to Lettick and Zipay CPA’s in the amount of $4,100 to
conduct the 2016 financial audit. Lynn makes the motion. James seconds. Motion passed. Roll Call: Unanimous Favorable Vote.

Road Crew Hire: James calls for a motion to hire John Pritiskutch (full-time) for the Road Department with a starting rate of $15.00 per hour. Elvin makes the motion. Lynn seconds. Motion passed. Roll Call: Unanimous Favorable Vote.

Additional Seminars & Meetings: James makes a motion to approve the attendance of the Board to all meetings and seminars throughout the year. Lynn seconds. Motion passed. Roll Call: Unanimous Favorable Vote.

Advertise Planning Commission Meeting Dates: James makes a motion to advertise the PC meeting dates along with the Board of Supervisor’s Meeting Dates also to include the 2018 Reorganization Meeting Date. Lynn seconds. Motion passed. Roll Call: Unanimous Favorable Vote.

Auditor’s Meeting: James states that he was hoping that one or more of the auditor’s would have been in attendance at this meeting so he could request that they meeting as soon as possible. The Board did prepare a letter of request for them. No action is necessary by the BOS.

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

Meeting adjourned.

Meeting start time: 6:30 p.m.  
Meeting end time: 6:47 p.m.

ATTEST: James A. Wentz, Chairman  
TIME ADJOURNED: 6:47PM

ATTEST: Elvin E. Brennan Jr., Vice-Chairman  
TIME MEETING ADJOURNED: 6:47pm

The next monthly meeting of the Cass Township Board of Supervisor’s will be held on Thursday January 26th, 2017 at 6:30pm at the Cass Township Municipal Building, Duncott, PA.