Typed: January 29th, 2018

The regular monthly meeting of the Board of Supervisors of Cass Township was held on Wednesday, December 27th, 2017 at the Township’s Municipal Building, Duncott, PA.

Present at the meeting were:

Mary Lou Bergan, Theresa Walsh, Brenda Helt, Joseph Smulley, Arlan Wagner, Craig Schies, Chris Ternowchek, and Joyce Cutler,

James Wentz calls the meeting to order.

All recited the Pledge of Allegiance to the Flag.

Roll Call of Officers:


Other attendance/absentees:

Donald G. Karpowich, Solicitor – present.

Evelyn J. Bergan, Secretary/Manager – present.

Richard C. Clink, Chief - Cass Township Police Department – present.

James states that the minutes from the November 29th, 2017 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 discussion on agenda items.

Brenda Helt, Line Avenue – Had questions regarding why the minutes have been changed and asks if the discussion and answers to the questions are stored somewhere to reference back if necessary because if it’s not documented, it’s like it was never said. This led to a discussion between Chairman Wentz, Solicitor Karpowich, and Brenda Helt regarding the law and policy options (verbatim versus summary) for recording minutes of the meetings.
Joseph Smulley, Forestville – Asks questions regarding the recording/taping of the meetings by the audience members/public. This led to a discussion between Chairman Wentz, Solicitor Karpowich, and Joseph Smulley regarding the law as it pertains to recording of the meetings/minutes, public comment/discussion of items listed on the agenda, as well as, public comment/discussion of items not related to the meeting’s agenda.

Joseph Smulley, Forestville – Asks questions regarding the 2018 Budget that is listed on the agenda – if it will be adopted at this meeting; and if the incoming Supervisor can have input on the 2018 Budget. The Solicitor explains the law in which a majority vote of the Board members can re-open the Budget if they choose to do so.

Theresa Walsh, Forestville – Has statements and questions regarding training of Supervisors prior to them coming into office and states that she feels that Supervisors should be required to take the training that is offered even if it is prior to coming into office. This led to a discussion between Chairman Wentz and Theresa Walsh regarding this issue.

Hearing no further questions or comments; James moves on to the items on the agenda.

2018 Budget – James states that the 2018 budget was advertised and as stated last month, it is a balanced budget of $744,961.47 with no tax increase. James makes a motion to adopt the 2018 Budget as advertised. Elvin seconds. Motion passed. Roll Call: Unanimous Favorable Vote.

Inter-Municipal Police Cooperative Agreement -- James explains that approximately (2) years ago, there was an agreement in conjunction with Minersville Borough that if there were any events at the High School when Cass Township Police were not on duty, Minersville Police Department could respond. Rick Clink explains that currently State regulations state that if there was a catastrophic event at the High School or Highridge Business Park and CTPD was not on duty, the State Police would be called, however, because of the large area that the State Police are required to cover, they sometimes have a delayed time of arrival. Even though Minersville Police Department is right next door to Cass Township, they are not permitted to respond to these types of events in Cass Township and do not have liability coverage unless the State Police requests them to respond. With this agreement, if Minersville Police responds to a catastrophic event in Cass Township, they will be covered for liability purposes and can respond to these types of incidents when Cass Township Police are not on duty. Solicitor Karpowich explains to the audience how the Agreement and Ordinance to be drafted will work between the (2) police departments. Chief Clink also mentions that quite a few of Cass Township Police Officers are also work for Minersville Police Department so they know the Township and the issues that arise. Theresa Walsh asks if there will be any cost to the Township. The Solicitor responds no. A brief discussion continues between the Solicitor, Chief Clink, and audience members. James makes a motion to advertise the Inter-Municipal Police Agreement. Lynn seconds. Motion passed. Roll Call: Unanimous Favorable Vote.
2018 Meeting Dates – James states that the meeting dates are basically the same as 2017 – the Board of Supervisor’s meetings will be the last Wednesday of every month with the exception of October, November, and December because of holidays. The Planning Commission meetings will be second Wednesday of each month with the exception of holidays. The Zoning Hearing Board meetings will be scheduled as needed. These dates will be advertised in the newspaper and will appear on the website. James calls for a motion to advertise the 2018 meeting dates. Elvin makes the motion. Lynn seconds. Motion passed. Roll Call: Unanimous Favorable Vote.

Requests for Proposals – Annual Audit - James makes a motion to authorize Don Karpowich to RFP for audit services. Elvin seconds. Motion passed. Roll Call: Unanimous Favorable Vote.

Road Crew Promotion – James states that in an effort to lighten the workload of the office and help the road department work a little better, the Board would like to promote Dave Califf to a road crew leader position which will include a $.50 per hour pay increase which increases his hourly rate to $15.75. James calls for a motion to promote Dave Califf to the road crew leader position. Lynn makes the motion. Elvin seconds. Motion passed. Roll Call: Unanimous Favorable Vote.

Auditor Appointment – James states there were (2) auditor positions on the ballot, but no one ran for either position, however, the Township received election certificates for a (4) year auditor and a (6) year auditor term – both certificates naming Chris Ternowchek. He explains that Chris will need to resign from (1) of those positions and the Board will need to appoint someone to the other. James makes a motion to accept Chris Ternowchek’s resignation from the (6) year auditor’s term. Elvin seconds. Motion passed. Roll Call: Unanimous Favorable Vote. James calls for volunteers or nominations for a (6) year auditor position. Joseph Smulley asks if that needs to be decided tonight, or can it be put out to the people. Solicitor Karpowich explains that the law requires that the Auditors meet on January 3rd to set the Supervisor’s salaries; if handled otherwise, it needs to be advertised. James nominates Joe Smulley – he declines. James nominates Joyce Cutler – she declines. This leads to a discussion between the audience, the Solicitor, and Chairman Wentz. James nominates Theresa Walsh to a (6) year term as auditor. Theresa accepts the nomination. James makes a motion. Elvin seconds. Motion passed. Roll Call: Unanimous Favorable Vote.

2018 Municipal/County Emergency Operations Promulgation – James explains that the County has updated their emergency operations plan and they are asking that all municipalities adopt the Promulgation page. The Solicitor reviews the information provided by Schuylkill County Emergency Management Agency and gives his recommendation that a copy of the plan be obtained and reviewed. The Board can then make their decision and take action next month. James makes a motion to table this decision until next month. Lynn seconds. Motion passed. Roll Call: Unanimous Favorable Vote.
Professional Services Contract Resolution – Solicitor Karpowich explains the Resolution and states this is for Act 44 relating to uniform and non-uniform pension plans. James makes a motion for the Solicitor to draft the Resolution. Lynn seconds. Motion passed. 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.
All Treasurer Reports are kept on file in the Township Office for review upon request.

Planning Commission:

Buggy Subdivision and Lot Annexation Plan: James states under recommendation from ARRO Consulting, Inc. and upon review of the Township Planning Commission, it is recommended that the Board of Supervisors make a motion to approve the waivers of Section 401.1.3 for the Buggy Subdivision and Lot Annexation Plan. James makes the motion. Elvin seconds. Motion passed. Roll Call: Unanimous Favorable Vote. James states that ARRO Consulting, Inc. also recommends that the Board of Supervisors make a motion to approve the Buggy Subdivision and Lot Annexation Plan. James makes the motion. Lynn seconds. Motion passed. Roll Call: Unanimous Favorable Vote.

Beach/Watro Lot Annexation Plan: James states that under recommendation from ARRO Consulting, Inc. and the Township Planning Commission, it is advised that the Board of Supervisors make a motion to conditionally approve the Beach/Watro Lot Annexation Plan. Condition of plan approval is satisfying all comments in the ARRO review letter dated November 27th, 2017. James makes the motion. Elvin seconds. Motion passed. Roll Call: Unanimous Favorable Vote.

Police Department: Chief Richard Clink reads the police report. James makes a motion to accept both reports as read. Lynn seconds. Motion passed. Roll Call: Unanimous Favorable Vote.

Road Foreman’s Report: Elvin states he does not have a report for this month, but he will have it for next month.

Correspondence: None.
Old / New Business:

Quote – Heating Upgrade - Township Office – James states that quotes were received to install a heating upgrade unit in the Township Office and explains that (2) of the quotes are for the same Mitsubishi 30,000 BTU heating & cooling unit – Antz - $7,565.00 and AllTemp Enterprises - $6,335.00. Solicitor Karpowich states that quotes aren’t needed for those prices. James states that a smaller BTU unit of a different manufacturer from AllTemp Enterprises - $4,250.00 and Losch gave a price of $5,800.00. James makes a motion to accept AllTemp Enterprises quote – not to exceed $7,000.00. This prompts a discussion between the audience and the Board members. Lynn makes a second motion. Motion passed. Roll Call: Unanimous Favorable Vote.

Temporary Chairman Nomination -- James calls for nominations for Temporary Chairman for the 2018 re-organization meeting. Solicitor Karpowich explains the duties of the Temporary Chairman. After a discussion, James nominates Brenda Helt; she accepts the nomination. James makes a motion to appoint Brenda Helt as the Temporary Chairperson for the Board’s re-organization meeting to be held on January 2nd, 2018 at 6:30pm. Elvin seconds. Motion passed.

Roller Purchase – Road Department – Elvin states that he received quotes for a small roller for blacktopping the roads. He has (3) quotes all for the same roller from different businesses: Medico Industries - $15,795.00; Action Lift, Inc. - $16,095.00; Wacker Neuson - $21,645.00. After a discussion between the Board members and the audience, James calls for a motion to accept Medico Industries quote to purchase a roller in the amount of $15,795.00; and authorize Elvin Brennan to sign all the necessary paperwork for the purchase of the roller. Elvin makes the motion. James seconds. Motion passed. Roll Call: Unanimous Favorable Vote.

Executive Session – Solicitor Karpowich states that he would like to mention for the record that there was an executive session this evening before the meeting to discuss litigation.

At this time, a discussion was held between the audience, the Board members, and the Solicitor regarding several issues including trash & recycling collection, building and demolition permits and fees, and farm animals/livestock kept on residential properties.

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

Meeting adjourned.
The 2018 re-organization meeting of the Cass Township Board of Supervisors will be held on Tuesday, January 2nd, 2018 at 6:30pm at the Municipal Building, Duncott, PA.

The next regular monthly meeting of the Cass Township Board of Supervisors will be held on Wednesday, January 31st, 2017 at 6:30 p.m. at the Municipal Building, Duncott, PA.