January 17th, 2018

The Reorganization Meeting of the Board of Supervisors of Cass Township was held Tuesday, January 2nd, 2018 at 6:30pm at the Township’s Municipal Building, Duncott, PA.

Present at the meeting:
Mike Sorokach, Renee Sorokach, Chris Ternowchek, Theresa Walsh, and Joseph Smulley.

Temporary Chairperson Brenda M. Helt calls the meeting to order.

All recited the Pledge of Allegiance to the Flag.

Roll Call of Officers:

Evelyn J. Berigan, Secretary – present.

Brenda Helt calls for public comment on the agenda items.

Joseph Smulley, Forestville – Questions James Wentz regarding how the Supervisors stipends and pay rates are determined. A brief discussion took place between Mr. Smulley and Supervisor Wentz.

Theresa Walsh, Forestville – Had questions about the duties of the Road Master and the Assistant Road Master. A brief discussion took place between Mrs. Walsh, Supervisor Wentz, and Supervisor Brennan.

**Election of Officers – 2018:**

**Chairperson** – Helt calls for nomination of Chairperson. Wentz nominates Helt. Brennan seconds. Motion passed. Brennan seconds. Motion passed.
Roll Call: Unanimous Favorable Vote.

**Vice Chairperson** – Helt calls for nomination of Vice Chairperson. Helt nominates Wentz. Brennan seconds. Motion passed.

**Treasurer** – Helt calls for nomination of Treasurer. Wentz nominates Evelyn Berigan. Brennan seconds. Motion passed.

**Assistant Treasurer** – Helt calls for nomination of Assistant Treasurer. Wentz nominates Helt. Brennan seconds. Motion passed.
Road Master – Wentz nominates Brennan.

Assistant Road Foreman – Brennan nominates Wentz. Wentz seconds. Motion passed.

Secretary – Helt nominates Evelyn Bergan. Wentz seconds.

Assistant Secretary – Wentz nominates Wentz. Helt seconds. Motion passed.

Appointments & Retentions:

Manager – Helt makes a motion to retain Evelyn Bergan. Brennan seconds. Motion passed.


Conrad Seigel Actuarial Firm / Police Pension Fund – Wentz makes a motion to retain Conrad Seigel Actuarial Firm to maintain the police pension fund. Helt seconds. Motion passed.


Chief Administrative Officer / Police Pension Plan – Wentz makes a motion to retain Evelyn Bergan. Brennan seconds. Motion passed.

Chief Administrative Officer / Non-Uniform Employee Pension Plan (PMRS) – Wentz makes a motion to retain Evelyn Bergan. Helt seconds. Motion passed.


Zoning Officer – Wentz makes a motion to retain Bill McMullen and Shannon Darker as Assistant – both of ARRO Consulting, Inc. Helt seconds. Motion passed.

Sewage Enforcement Officer – Wentz makes a motion to retain Bill Brior as SEO.
Alternate Sewage Enforcement Officer – Wentz makes a motion to retain Samantha Prior. Helt seconds. Motion passed.

Main Depository of Township Funds – Wentz makes a motion to retain Miners Mid Penn Bank as main depository of funds. Helt seconds. Motion passed.

Secondary Depository of Township Funds – Wentz makes a motion to retain the Gratz Bank of Minersville. Helt seconds. Motion passed.

Township Solicitor – Wentz makes a motion to retain Donald Karpowich.

Solicitor – Special Counsel – Wentz makes a motion to appoint John Dean. Helt seconds. Motion passed.

Township Consulting Engineer – Wentz makes a motion to retain ARRO Consulting, Inc. Brennan seconds. Motion passed.

Open Records Officer – Wentz makes a motion to re-appoint Evelyn Bergan. Helt seconds. Motion passed.

Alternate Open Records Officer – Wentz makes a motion to appoint Brenda Helt. Brennan seconds. Motion passed.

Emergency Management Coordinator (EMC) – Wentz makes a motion to retain John Kellman. Helt seconds. Motion passed.


Alternate TCC Voting Delegate – Wentz makes a motion to retain Jennifer Laudeman. Helt seconds. Motion passed.

Treasurer’s Bond Amount – Wentz makes a motion to maintain the bond amount at $300,000. Helt seconds. Motion passed.

Vacancy Board – Wentz makes a motion to retain James Kost.

Deputy Tax Collector – Wentz makes a motion to retain Ellen Franko. Helt seconds. Motion passed. Motion passed.

Employee Compensation –
Wentz makes a motion to table the employee compensation until an executive session is scheduled and the Board can discuss compensation and to maintain the current rates until that time. Helt seconds. Motion passed.

**Miscellaneous**

**Petty Cash Fund** – Wentz makes a motion to maintain at $200.00. Helt seconds. Motion passed.

**Sub Contract Snowplowing** – Elvin makes a motion to set the hourly subcontractor snow plowing rate at $55.00 per hour. Helt seconds. Motion passed.

**Fire Company Grant Allocations** – Wentz makes a motion to maintain the grant allocations at $3,000 for each fire company.

**Resolution # 2018-4 / Authorize Signature Cards – Miners Mid Penn Bank** – Brennan makes a motion to authorize Brenda Helt (Chairperson-Assistant Treasurer), Evelyn Bergan (Secretary-Treasurer-Manager), and James Wentz (Vice Chairman) for signing of bank signature cards. Helt seconds. Motion passed.

**Resolution # 2018-5 / Authorize Signature Cards – Gratz Bank of Minersville** – Wentz makes a motion to authorize Evelyn Bergan (Secretary-Treasurer-Manager), Brenda Helt (Chairperson-Assistant Treasurer) and James Wentz (Vice Chairman) for signing of bank signature cards. Brennan seconds. Motion passed.

**Old/New Business**

**Resolution # 2018-6 / 2018 Tax Rates** – Helt reads the 2018 tax rates: General Fund is 3.33; Light Tax is 1.17; Per capita is $5.00 per person; Total mills = 4.50. Penalty is 10%. Realty Transfer is 1%; EIT is ½ of 1%; LST is $52.00. Wentz makes a motion to approve the 2018 Tax Rates as read. Helt seconds. Motion passed.

**Additional Seminars and Meetings**

In addition to approving that attendance of the Board to all meeting and seminars throughout the year throughout the year, Brenda Helt states that she would like to include incoming Supervisors to be included into attendance at PSATS training. Wentz makes the motion. Brennan seconds. Motion passed.

**Resolution # 2018-7 / Permit Fee Schedule** - Wentz explains that under guidance from ARRO Consulting, Inc., there is only one minor change from last year’s fee schedule and that pertains to
the State changing their fees. Wentz makes a motion to adopt the Permit Fee Schedule. Brennan seconds. Motion passed.

Resolution # 2018-8 / Quickbooks User Authorization Resolution # 2018-8 – Wentz states the authorized users are Evelyn Bergan as Treasurer and Brenda Helt as Assistant Treasurer. Wentz makes a motion to approve Resolution # 2018-8. Helt seconds. Motion passed.

2018 Auditor’s Meeting – Wentz states that the Auditor’s meeting is scheduled for 01/03/2018 at 6:00pm; and states that it will be advertised in the newspaper.

IT and Website Consulting – Wentz states that he would like to make a motion to retain Tom Moran for IT consulting and Chris Michaels for maintaining information on the website. Brennan seconds. Motion passed.

Motion to Adjourn – With no further business, Helt calls for a motion to adjourn. James makes the motion. Helt seconds. Motion passed. Meeting adjourned.

Meeting Start Time: 6:30PM
Meeting End Time: 6:55PM

ATTEST: Brenda M. Helt, Chairperson
TIME ADJOURNED: 6:55PM

ATTEST: James A. Wentz, Vice Chairperson
TIME ADJOURNED: 6:55PM

The next monthly meeting of the Cass Township Board of Supervisors will be held on Thursday, January 31st, 2018 at 6:30pm at the Cass Township Municipal Building, Duncott, PA.