Typed: April 23rd, 2018

The regular monthly meeting of the Board of Supervisors of Cass Township was held on Wednesday, March 28th, 2017 at the Township’s Municipal Building, Duncott, PA.

Present at the meeting were:

JR Troutman - MFR/Poker Run; Rob Gill - Keystone Insurance Group; and Chris Ternowchek.

Brenda Helt 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 – absent.

Evelyn J. Bergan, Secretary – present.

Officer David A. Cromyak - Cass Township Police Department – present.

Chairperson Helt states that the minutes from the February 2018 Board of Supervisor’s Meeting have been placed at each seat and she calls for a motion to dispense the reading of the minutes and to accept as printed if there are no corrections or omissions. Brennan makes the motion. Helt seconds. Motion passed. Roll Call: Unanimous Favorable Vote.

Helt calls for discussion from the audience.

Donald Troutman Jr., Minersville Fire Rescue – addresses the Board regarding the Clover-Rescue Fire Companies annual poker run stating that it is scheduled for June 2nd, 2018 – as things progress, he will keep the Township informed of any necessary information and if there are any questions or concerns, he can be contacted. Junior thanks the Board for their time.

Chris Ternowchek, Flag Lane – asks if the Township has ever considered a compost pile because she has a fallen tree in her yard and needs to get rid of it. Evelyn states that over years, past Supervisors have considered it, but it has never come to fruition. Chairperson Helt states that the Board can talk about it at their next executive session. Supervisor Brennan states that his brother-in-law is a Supervisor in Branch Township; they have a compost pile in Llewellyn and it
ends up being a dumping ground. Brenda and Evelyn both state there would be (illegal) dumping and use by non-residents at a compost site - the same as we have now at the Township’s recycling area. Officer Cromyak agrees and states that a compost site is a great idea but there’s always the few that ruin it on everyone else.

Hearing no further questions or comments; Supervisor Helt makes a motion to close the discussion part of the meeting. Brennan seconds.

Helt moves onto the items on the agenda.

Rob Gill – Keystone Insurance Group: Rob introduces himself and states that his company was chosen last year to provide insurance coverage for the Township; he thanks the Board for that opportunity. He goes on to explain that the Township recently received a dividend check in the amount of $3,122.95 for being enrolled in the Keystone Municipal Insurance Program administered by Keystone and underwritten by EMC Insurance Company. Rob states that this upcoming year, the Township should see a nice return on the dividends check for being enrolled for a longer period of time. He also mentions that it’s coming time for renewal of the insurance and he recommends staying with EMC Insurance Company; he also explains that this year there will be an increase in the SWIF premiums for coverage for the fire companies, but nothing can be done with it until possibly next year. Rob states that he will return again in May to present the insurance renewals to the Board.

Tax Claim Bureau – Consent for Compromise of Taxes (4 parcels) – Chairperson Helt reads the letter the Board received from the Schuylkill County Tax Claim Bureau which states the parcels listed have been removed from the tax rolls for the reasons provided; the Bureau is asking for the Board’s consent to compromise in full all delinquent taxes due to the municipality as the amounts are uncollectable. Chairperson Helt states that the Board must approve or disapprove by April 20th – and if they disapprove, a reason must be provided to the Assessment Bureau. Helt states that she is in agreement with the Bureau’s request as explained and makes a motion to approve consent of compromise of (uncollectable) taxes for each of the following parcels:

Parcel # 05-05-0015.003 ($58.48) – Improvement on leased ground razed by demolition, fire or other natural disaster. Brennan seconds. Motion passed.

Parcel # 05-09-0020.001 ($92.13) – This now an inactive parcel, there is nothing to sell.
Brennan seconds. Motion passed.

Parcel # 05-06-0090.001 ($272.12) – Improvement on leased ground razed by demolition, fire or other natural disaster. Brennan seconds. Motion passed.

Parcel # 05-09-0020.002 ($71.94) – This is now an inactive parcel, there is nothing to sell.
Brennan seconds. Motion passed.
Chairperson Helt calls for a Roll Call for all motions regarding these parcels; Unanimous Favorable Vote.

**PA One Call Proclamation – April 2018 – Safe Digging Month** – Chairperson Helt explains that PA One Call has requested that municipalities approve the proclamation in order to designate April 2018 as “Pennsylvania 811 Safe Digging Month” to encourage excavators and homeowners to Dial 811 before they dig in order to avoid injury, protect the environment, and prevent damages. Helt calls for a motion to approve the proclamation to designate April as Safe Digging Month. Brennan makes the motion. Helt seconds. Motion passed. Roll Call: Unanimous Favorable Vote.

**Amend Employee Manual – Resolution No. 14 of 2018** – Chairperson Helt reads the Resolution as prepared by the Solicitor; she states that that the guys would rather work through their day instead of taking a lunch break; then they can leave a half an hour earlier. She adds that as long as they are not taking a half hour lunch break, she is okay with it. Chris Ternowchek asks how does the Board know that they aren’t taking a lunch breaks. Brenda states that they don’t – the Board is taking the worker’s word for it as being honest employees. Brenda confirms with Elvin that if the guys do take a lunch break though, she is correct in stating that they will not mark their time cards. Elvin agrees. Chairperson Helt calls for a motion to accept Resolution No. 14 or 2018 as read. Supervisor Brennan makes the motion. Helt seconds. Motion passed. Roll Call: Unanimous Favorable Vote.

**Requests for Use of Condor’s / Fannie’s Field** – Chairperson Helt states that we had a request from the Wheel Softball Team last month for use of the field and have received two more requests this month; Brenda reads both of the requests – one is from Shawn Haas on behalf of the Washington Hotel Softball Team and a second request from Gary Ryan on behalf of Minersville Fire and Rescue Softball Team. In his request, Gary mentioned that the team sponsored by Wheel has agreed to use another field so that Minersville Fire Rescue and Washington Hotel can utilize and work together to maintain the field as they have in the past. Both teams will also provided certificates of liability insurance to the Township when they are available. Helt makes a motion to grant approval for the use of the field to the Minersville Fire and Rescue team. Brennan seconds. Motion passed. Roll Call: Unanimous Favorable Vote. Helt makes a motion to grant approval for the use of the field to the Washington Hotel team. Brennan seconds. Motion passed. Roll Call: Unanimous Favorable Vote.

**Treasurer’s Report:** Chairperson Helt states that Chris Ternowchek requested the list of transactions along with the public summary - so both reports have been prepared. The Treasurer states that both the Public Summary and the List of Transactions for the Month of February 2018 have been placed at each seat for review. Helt makes a motion to accept both of the Treasurer’s reports as printed for the month of February 2018 and to pay all outstanding bills as can be paid at this time. Brennan 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:

Chairperson Helt states that ARRO Consulting, Inc. recommends the following motions by the Board of Supervisors at their March 28th, 2018 meeting:

**Michael Ceganick Lot Annexation Plan:** Helt makes a motion to approve the waiver of Section 401.1.3 for the Michael Ceganick Lot Annexation Plan. Brennan seconds. Motion passed. Roll Call: Unanimous Favorable Vote. Helt makes a motion to approve the Michael Ceganick Lot Annexation Plan. Brennan seconds. Motion passed. Roll Call: Unanimous Favorable Vote.

**Police Department:** Officer David A. Cromyak reads the March 2018 report. Helt makes a motion to accept the report as read. Brennan seconds. Motion passed. Roll Call: Unanimous Favorable Vote. Copies of all police reports are on file in the department for review upon request.

**Road Foreman’s Report:** Road Foreman Brennan reads the report. Helt makes a motion to accept the report. Brennan seconds. Motion passed. Roll Call: Unanimous Favorable Vote. Copies of all Road Foreman reports are on file in the Township office for review upon request.

**Correspondence:** None.

**Old / New Business:** None.

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

Meeting adjourned.

**ATTEST:** Brenda M. Helt, Chairperson
**TIME MEETING ENDED:** 7:00 PM

**SEAL:**

**ATTEST:** Elvin E. Brennan, Road Foreman
**TIME MEETING ENDED:** 7:00 PM

The next regular monthly meeting of the Cass Township Board of Supervisors will be held on Wednesday, April 28th, 2018 at 6:30 p.m. at the Municipal Building, Duncott, PA.