Typed: June 25th, 2018

The regular monthly meeting of the Board of Supervisors of Cass Township was held on Wednesday, May 30th, 2018 at the Township’s Municipal Building, Duncott, PA.

Present at the meeting were:


6:40pm - 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 – present.

Evelyn J. Bergan, Secretary – present.

Richard C. Clink – Chief of Police CTPD – absent.

Chairperson Helt states that the minutes from the April 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. Marian Twigg (Forestville) brings a correction to the Board’s attention. Helt calls for a motion to make the correction and to accept the amended version of the minutes. Wentz makes the motion. Helt seconds. Motion passed. Roll Call: Unanimous Favorable Vote.

Helt calls for discussion from the audience.

Katie Trapani, Forest Lane – explains that she is here this evening to propose the idea of a community yard sale to the Board; she explains how Minersville goes about theirs and states that she is willing to help with advertising, coordinating or whatever else is needed. Chairperson Helt responds that Supervisor Brennan is not here this evening so the (3) Supervisors will need to discuss it and get back to her. Katie asks when can she anticipate a response and if she can have contact information. Helt replies that Katie can contact Evelyn and she will forward the information to the Supervisors.
Antoinette Purcell, High Road – explains that she is here this evening to discuss 140 High Road since it has been a year since it has burned and the structure is still there. Solicitor Karpowich states that it is on the agenda to address tonight since the Township does have a fire escrow for the residence. Antoinette goes on to ask several questions regarding the owner utilizing and living in the garage without any water, sewage or electricity. The Solicitor states that he cannot live in a garage so this complaint will be directed to the zoning officer – and the Township has it on their agenda this evening to solicit (3) bids for demolition of the structure using the fire escrow. Supervisor Wentz states that there were several discussions about this property and it was also discussed with the police – it was stated that there were warrants for the owner and the police were working on it. This led to a discussion relating to vehicles on properties that need to be licensed and registered. Solicitor Karpowich explains that there are several different issues that need to be addressed with police, as well as, code enforcement - complaints need to be filed with each. Antoinette states that she has been filing complaints along with other neighbors. The Solicitor states that he was not aware of all the issues but he will contact code enforcement to discuss - but if the guy is only hanging out in his garage at all hours (and not living in it) then he is allowed to do that. This discussion continues. Supervisor Helt states that she knows that they were at this property last week and things were being checked and some of the issues will be addressed. The Solicitor states that the owner is going into the garage and staying for a few days then he is considered living in it and that is not allowed, however, if he arrives at night – stays until early morning and leaves – there is nothing the Township can do about it. Antoinette expresses concern about multiple people being at the garage/property for many hours with no bathroom facilities being available. Supervisor Wentz and the Solicitor both ask if the garage was affected by the fire and if it a sound structure – because the engineering firm will need to look at it as well to be sure it won’t need to be included in the demolition with the home. The discussion ensues; the Board and the Solicitor assure that some of the issues occurring on this property will be addressed.

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

Helt moves onto the items on the agenda.

Insurance Renewal – Keystone Insurance Group – There was a discussion between Solicitor Karpowich and Robert Gill - it was explained that the insurance will be same as last year (EMC) with a slight increase on the insurance package, but the worker’s comp has increased $1,600 due to some claim activity and the State Fund raised their rates across the board so something may be able to be done with that next year, but not at this time. Robert explains the dividend check that was received recently ($3,122.95) and explains percentage rates and possible increased returns on dividends in the future. Robert discusses and explains his recommendations of pollution liability, cyber liability coverage, as well as, additional Township properties that are not currently covered; he also explains how to list equipment on the coverage due to depreciation.
Helt makes a motion to accept the insurance renewal. Wentz seconds. Motion passed. Roll Call: Unanimous Favorable Vote.

**Estimates – Demolition – 140 High Road** – Solicitor Karpowich states that the Board needs to make a motion to solicit bids. Supervisor Wentz asks if they can be phone quotes. The Solicitor states that they need to be written. Brenda asks if the Township needs to advertise for it. The Solicitor replies not as long as we are under $20,100 and he explains the bidding requirements. Wentz states the he will get (3) written quotes. Antoinette Purcell asks if the property owner is responsible for paying for demolition. The Solicitor states that the Township has an insurance escrow so it will be deducted from their escrow. Supervisor Wentz states that the demolition will be of no cost to Township. Solicitor Karpowich explains that the Township will use the escrow money to raze the property; if there was no escrow, he doesn’t think the Township wouldn’t be acting on it. This led to a discussion about the owner obtaining a demolition permit but it has since expired. Helt makes a motion to authorize Supervisor James A. Wentz to obtain (3) written bids for the demolition of 140 High Road as discussed. James seconds. Motion passed. Roll Call: Unanimous Favorable Vote.

**Trailer Purchase for New Roller** – Chairperson Helt explains that the Board purchased a roller at the end of last year and it was found that the trailer that the Township currently has is not compatible with the roller - so it was decided that a new trailer would be purchased for the new roller for the road crew in the amount of $3,249.00. Helt makes the motion to purchase the roller. Wentz seconds. Motion passed. Roll Call: Unanimous Favorable Vote.

**Summer Help (DPW)** – Chairperson Helt states that it was decided that (2) workers would be hired as summer help for the road crew with the hourly rate not to exceed $12.00 per hour (no benefits). Supervisor Wentz and Helt both state that the Board is still accepting applications so if anyone knows of anyone who may be interested, they may apply. Helt calls for a motion to set the hourly rate for summer help workers not to exceed $12.00 per hour. Wentz makes a motion. Helt seconds. Motion passed. Roll Call: Unanimous Favorable Vote.

**IT Appointment** – Chairperson Helt states that the Township is changing its IT person and is dismissing Mr. Moran; the position will be filled by Jim Bova – owner of NerdyIT, LLC– at a rate of $65.00 per hour. Helt makes the motion. Wentz seconds. Motion passed. Roll Call: Unanimous Favorable Vote.

**Police Computers** – Chairperson Helt explains that the police have been having consistent problems with their current computers as they are not compatible for the programs they need to use so the Board needs to purchase new computers for the police department; a quote was obtained from NerdyIT, LLC for $1,800 for purchase and installation. Helt makes a motion to accept the quote from NerdyIT, LLC as explained. Wentz seconds. Motion passed. Roll Call: Unanimous Favorable Vote.
Treasure’s Report: The Treasurer states that both the Public Summary and the List of Transactions have been placed at each seat for review. Helt makes a motion to accept both of the Treasurer’s reports as printed and to pay all outstanding bills as can be paid at this time. Wentz 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 the Township’s Planning Commission and ARRO Consulting, Inc. both recommend the following motions by the Board of Supervisors:

Buggy Lot Annexation Plan — Helt calls for a motion to approve the waiver of section 401.1.3 for the Buggy Lot Annexation Plan. Wentz makes the motion. Helt seconds. Motion passed. Roll Call: Unanimous Favorable Vote.

Buggy Lot Annexation Plan — Helt calls for a motion to approve the Buggy Lot Annexation Plan. Wentz makes the motion. Helt seconds. Motion passed. Roll Call: Unanimous Favorable Vote.

Police Department: Helt makes a motion to table this month’s report until it will be read at next month’s meeting. Wentz 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: Helt states that Road Foreman Brennan is absent this evening so the report is also tabled until it will be read at next month’s meeting; she calls for a motion to table the report. Wentz makes the motion. Helt 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:

Schuylkill Conservation District – Chairperson Helt explains that a letter was received from the Conservation District informing everyone that they are performing mosquito surveillance for West Nile Virus and will be placing traps in our Township, as well as, others until the end of October - so you may see traps placed in certain areas. They will also be collecting dead birds, etc. and testing them for the virus - so if anyone would like more information or has questions, the Township has literature and contact information available.

Old / New Business:
SALDO Amendment – Solicitor Karpowich states that the Board is considering amending their Subdivision and Land Development Ordinance to exempt lot consolidations of (10) acres or less from having to go through the process of subdivision. He states that if the Board would make the motion, he will draft the amendment and advertise it to be considered at next month’s meeting. Helt makes the motion. Wentz seconds. Motion passed. Roll Call: Unanimous Favorable Vote.

Resolution # 2018-15 – Township has the right to waive engineer’s review of minor subdivisions – Solicitor Karpowich states that he has prepared a resolution that the Supervisor’s would like to consider that would allow the Township to reserve their right to waive a Township engineer review of minor subdivision plans if the Supervisors find the plan to be not so complex as to require an engineer’s review. This would be done on a case by case basis – if the plan seems simple, elementary or fundamental, the Board may decide not to send it to the Township engineer – and the reason for that is so the applicants are not incurring additional professional fees by having the Township engineer review what their engineer has prepared – so to avoid that duplication in fees and services when you have a simple plan – this resolution will put a policy in place that will give the opportunity to waive that requirement. Helt makes a motion to accept the Resolution as explained by the Solicitor. Wentz seconds. Motion passed. Roll Call: Unanimous Favorable Vote.

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

Meeting adjourned.

ATTEST: Brenda M. Helt, Chairperson
TIME MEETING ENDED: 7:14 PM

SEAL:

ATTEST: James A. Wentz, Vice-Chairman
TIME MEETING ENDED: 7:14 PM

The next regular monthly meeting of the Cass Township Board of Supervisors will be held on Wednesday, June 27th, 2018 at 6:30 p.m. at the Municipal Building, Duncott, PA.