January 15th, 2019

The Reorganization Meeting of the Board of Supervisors of Cass Township was held Monday, January 7th, 2019 at 6:30pm at the Township’s Municipal Building, Duncott, PA.

Present at the meeting: Mike Sorokach and Chris Ternowchek.

6:38pm - Chairperson Brenda M. Helt calls the meeting to order.

All recited the Pledge of Allegiance to the Flag.

Roll Call of Officers:

Evelyn J. Bergan, Secretary – present.

Supervisor Helt calls for public comment on the agenda items.

Election of Officers – 2019:

Roll Call: Unanimous Favorable Vote.


Assistant Road Foreman – Helt nominates Wentz. Brennan seconds. Motion passed. Roll Call: Unanimous Favorable Vote.

Assistant Secretary – Helt nominates Wentz. Brennan seconds. Motion passed. Roll Call: Unanimous Favorable Vote.

Appointments & Retentions:

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


Conrad Seigel Actuarial Firm / Police Pension Fund – Helt makes a motion to retain Conrad Seigel Actuarial Firm to maintain the police pension fund. Brennan seconds. Motion passed. Roll Call: Unanimous Favorable Vote.


Chief Administrative Officer / Police Pension Plan – Helt makes a motion to retain Evelyn Bergan. Wentz seconds. Motion passed. Roll Call: Unanimous Favorable Vote.

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


Sewage Enforcement Officer – Helt makes a motion to appoint David Papiak as SEO. Wentz seconds. Motion passed. Roll Call: Unanimous Favorable Vote.
Alternate Sewage Enforcement Officer – Helt states she doesn’t have an appointment for Alternate SEO. Wentz makes a motion to appoint ARRO Consulting, Inc. Roll Call: Wentz – aye.

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

Secondary Depository of Township Funds – Helt makes a motion to retain the Gratz Bank of Minersville. Brennan seconds. Motion passed. Roll Call: Unanimous Favorable Vote.

Township Solicitor – Wentz makes a motion to retain Donald Karpowich. Helt seconds. Motion passed. Roll Call: Unanimous Favorable Vote.

Solicitor – Special Counsel – Helt makes a motion to retain John Dean. Wentz seconds. Motion passed. Roll Call: Unanimous Favorable Vote.


Open Records Officer – Wentz makes a motion to retain Evelyn Bergan. Helt seconds. Motion passed. Roll Call: Unanimous Favorable Vote.

Alternate Open Records Officer – Wentz makes a motion to retain Brenda Helt. Brennan seconds. Motion passed. Roll Call: Unanimous Favorable Vote.

Emergency Management Coordinator (EMC) – Helt makes a motion to retain John Kellman. Wentz seconds. Motion passed. Roll Call: Unanimous Favorable Vote.


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

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

Vacancy Board – Helt makes a motion to retain James Kost. Wentz seconds. Motion passed. Roll Call: Unanimous Favorable Vote.
Deputy Tax Collector – Helt makes a motion to retain Ellen Franko. Wentz seconds. Motion passed. Motion passed. Roll Call: Unanimous Favorable Vote.

Employee Compensation –

Helt makes a motion to approve a $.25 an hour raise across the board for all employees. Wentz seconds. Motion passed. Roll Call: Unanimous Favorable Vote.

Miscellaneous –

Petty Cash Fund – Helt makes a motion to maintain at $200.00. Wentz seconds. Motion passed. Roll Call: Unanimous Favorable Vote.

Sub Contract Snowplowing – Helt makes a motion to set the hourly subcontractor snow plowing rate at $75.00 per hour. Wentz seconds. Motion passed. Roll Call: Unanimous Favorable Vote.

Fire Company Grant Allocations – Helt makes a motion to maintain the grant allocations at $3,000 for each fire company. Wentz seconds. Motion passed. Roll Call: Unanimous Favorable Vote.

Resolution # 2019-04 / Authorize Signature Cards – Miners Mid Penn Bank – Helt makes a motion to authorize Brenda Helt (Chairperson-Assistant Treasurer), Evelyn Bergan (Secretary-Treasurer-Manager), and James Wentz (Vice Chairman-Assistant Secretary) for signing of bank signature cards. Brennan seconds. Motion passed. Roll Call: Unanimous Favorable Vote.

Resolution # 2019-05 / Authorize Signature Cards – Gratz Bank of Minersville – Helt makes a motion to authorize Evelyn Bergan (Secretary-Treasurer-Manager), Brenda Helt (Chairperson-Assistant Treasurer) and James Wentz (Vice Chairman-Assistant Secretary) for signing of bank signature cards. Brennan seconds. Motion passed. Roll Call: Unanimous Favorable Vote.

Old / New Business – None.

Additional Seminars and Meetings –

Helt makes a motion to approve the attendance of the Board members for all meeting and seminars throughout the year – also to include current and incoming Supervisor training (PSATS). Wentz seconds. Motion passed. Roll Call: Unanimous Favorable Vote.
Resolution # 2019-06 / Quickbooks User Authorization – Helt makes a motion to maintain Evelyn Bergan (Treasurer) and Brenda Helt (Assistant Treasurer). Wentz seconds. Motion passed. Roll Call: Unanimous Favorable Vote.

IT Services - Helt makes a motion to retain Jim Bova/Nerdy IT. Wentz seconds. Motion passed. Roll Call: Unanimous Favorable Vote.

Website Maintenance – Helt makes a motion to retain Chris Michaels for maintaining information on the website. Brennan seconds. Motion passed. Roll Call: Unanimous Favorable Vote.

Auditor Appointment(s) – Helt explains that there are (2) auditors needed and asks the audience members if they are interested. Supervisor Brennan makes the motion to nominate Lori McCarthy. Wentz seconds. Motion passed. Roll Call: Unanimous Favorable Vote. Helt states that a second auditor is still needed if anyone is interested.

Advertise - Auditor Meeting – Wentz makes a motion to advertise the date & time of the auditor’s meeting after the auditors have been appointed.

Motion to Adjourn – With no further business, Helt makes a motion to adjourn. Wentz seconds. Motion passed. Meeting adjourned.

Meeting Start Time: 6:38PM
Meeting End Time: 6:51PM

ATTEST: Brenda M. Helt, Chairperson
TIME ADJOURNED: 6:51PM

ATTEST: James A. Wentz, Vice Chairperson
TIME ADJOURNED: 6:51PM

The next monthly meeting of the Cass Township Board of Supervisors will be held on Thursday, January 30th, 2019 at 6:30pm at the Cass Township Municipal Building, Duncott, PA.