Typed: March 25th, 2019

The regular monthly meeting of the Board of Supervisors of Cass Township was held on Wednesday, February 27th, 2019 at the Township’s Municipal Building, Duncott, PA.

Present at the meeting were:

Chris Ternowchek; Ann Marie Studlack.

6:41pm - 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 - CTPD – present.

Chairperson Helt states that the minutes from the December 2018 Board of Supervisors meeting and the minutes of the 2019 Reorganization Meeting have been placed at each seat. There are no minutes from the January 2019 Board of Supervisors meeting because it was canceled. Helt makes a motion to dispense the reading of both sets of minutes and to accept them as printed if there are no corrections or omissions. Wentz seconds. Motion passed. Roll Call: Unanimous Favorable Vote.

Helt calls for discussion from the audience.

Chris Ternowchek, Flag Lane – Asks about the Cass Township tax that now appears on the J.B. Cable Company monthly invoices. Chairman Helt responds that in the past, J.B. Cable Company has always paid a franchise fee to the Township, but it was not printed on the bills. Starting this year, it is printed on the bills. Brenda states that if the residents have questions about why they started printing it on the bills, they should contact J.B. Cable Company. Chris states that the sewage bills are getting ridiculous too.
Ann Marie Studlack, Tax Collector – States that the resolution that was passed in 2005 needs to be changed. She goes on to explain that she is fine/satisfied with the $5.00 fee that she receives for tax certifications – so she is not asking for that to be changed/increased – but she wants the amount she can charge for bounced checks to be increased because $20.00 (as stated in the resolution) no longer covers the bank fees. If a check bounces, the bank automatically takes $35.00 out of her tax account – so when she writes checks to the Township and the County, there’s not enough money in the account so she puts the money in (from her tax certifications) and she’s tired of doing it. She is requesting that the revised resolution uses the language of “prevailing bank fee” instead of a set amount. This leads to a discussion between the Board members, the Tax Collector, and the Solicitor. The Solicitor asks the Board members if they would like to make a motion to approve him to revise the resolution as discussed to be dated today; the Supervisors can sign it and it will be done. Brennan makes the motion. Helt seconds. Motion passed. Roll Call: Unanimous Favorable Vote. A brief discussion continues to choose the appropriate language that will be used in the new resolution relating to the bank fee.

Ann Marie Studlack, Tax Collector – Asks the Board if they have considered going back to requiring occupancy permits as was done years ago. She shows the Board some of the old forms that used to be completed by Jack Harley and kept on file. Ann Marie explains that since she started until now, per capita has decreased. The County and the School District does pick up on some of the names in the households, but not all of them – and she feels that the Township is losing per capital money every year because there is not an accurate count or collection for every person living in each home. This leads to a lengthy discussion between the Board members, the Solicitor, and the Tax Collector about occupancy permits, land lords and the rental housing registry, etc.

Hearing no questions or comments; Supervisor Helt closes the discussion.

Helt moves onto the items on the agenda.

Annual Audit Proposal – 2018 Audit – Helt states that the Township received a proposal from CPA’s Lettich and Zipay to perform the annual audit not to exceed $4,100.00. Helt makes a motion to accept their proposal. Wentz seconds. Motion passed. Roll Call: Unanimous Favorable Vote.

Proclamation – April 2019 – Safe Digging Month - Helt states that Pennsylvania One Call is asking each municipality to once again designate the month of April as Safe Digging Month. Helt makes a motion to accept the Proclamation. Wentz seconds. Motion passed. Roll Call: Unanimous Favorable Vote.
Ash Pick Up – Helt states that the Township started collecting ashes today – and will continue to collect them every Wednesday from now on. Elvin had the DPW employees put notices on mailboxes; it is asked that when placing ashes out for pick up, if it is raining or snowing, please cover the bins with plastic or something that will keep them dry. Helt makes a motion to accept the Wednesday ash pick up until further notice. Brennan seconds. Motion passed. Roll Call: Unanimous Favorable Vote.

Memorandum of Understanding – School Resource Officer (SRO) – Chief Clink explains that this agreement basically states that Minersville Borough is taking full responsibility and liability of any SRO that is or may be placed in the schools. That includes salary, insurances, benefits, etc. The Memorandum needs to be signed by Branch Township, Cass Township, Minersville Borough, and the Minersville Area School District. Helt makes a motion to accept the Memorandum of Understanding as explained. Brennan seconds. Motion passed. Roll Call: Unanimous Favorable Vote.

Treasurer’s Report: Chairperson Helt states that both the Public Summary and the List of Transactions for the months of December 2018 and January 2019 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. 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/Engineer’s Report/ARRO Consulting, Inc.: Chairperson Helt states there is nothing to report this month.

Police Report: Chief Richard C. Clink reads both the January 2019 & February 2019 reports. Helt makes a motion to accept the police report as read. Wentz seconds. Motion passed. Roll Call: Unanimous Favorable Vote.

Road Foreman’s Report: Chairperson Helt states that the Road Foreman’s report has been placed at each seat. Helt makes a motion to accept the Road Foreman’s report as printed. Wentz 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: Nothing.

Old / New Business:
The Solicitor states that this Friday, the surveyor will be here pinning the property for the subdivision. Brinkash & Associates had sent the plans to Lehigh Engineering (RAC’s engineering firm) for execution. The Township will receive copies of the plans that will need to be reviewed by the Township’s Planning Commission, as well as, the County; the Township will be paying the County fee because it is the Township’s subdivision. All parties have agreed upon the contents of the deed – and as long as the Township uses the property as a municipal building, it will always be the Township’s property – however, if the Township does not utilize the property with a municipal building, the property will revert back to Reading Anthracite Company.

The Solicitor explains that the police have requested that the Property Maintenance Code be amended as it relates to Rubbish & Garbage – he reads the description and asks for a motion to advertise the Ordinance for adoption by the Supervisors at next month’s meeting. Brennan makes the motion. Wentz seconds. Motion passed. Roll Call: Unanimous Favorable Vote.

The Solicitor states that for the record, an executive session was held prior to this meeting to discuss pending litigation.

Chris Ternowchek, Flag Lane – Asks Chief Clink about the charges/fees of parking tickets. The Chief responds that it depends on the location of where the ticket was issued, but the majority of the tickets that are issued by the Department are in the location of Highridge Business Park – and they are $50.00 each. Chris asks if they are issued for parking alongside the road. Chief Clink responds yes - on Keystone Boulevard.

Motion to Adjourn: With no further business, Chairperson Helt makes a motion to adjourn. Brennan seconds. Motion passed. Meeting adjourned.

Meeting adjourned.

ATTEST: Brenda M. Helt, Chairperson
TIME MEETING ENDED: 7:08 PM

ATTEST: James A. Wentz, Vice-Chairman
TIME MEETING ENDED: 7:08PM

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