

Typed: January 29th, 2020

The Re-organization Meeting of the Board of Supervisors of Cass Township was held on Monday, January 6th, 2020 at 6:30pm at the Township's Municipal Building, Duncott, PA.

Present at the meeting were: Mary Lou Bergan, Mike Sorokach, Ann Marie Studlack, Chris Ternowchek, Kayla Sep, Antoinette Purcell, Bob Helt, and John Olenick.

Brenda Helt calls the meeting to order.

All recited the Pledge of Allegiance to the Flag.

Roll Call of Officers:

Elvin E. Brennan – present. Brenda M. Helt – present. David W. Califf – present.

Other attendance/absentees:

Evelyn J. Bergan, Secretary – present.

Chairperson Helt calls for a discussion from audience:

**Please state your name and address for the record.*

Chris Ternowchek, Flag Lane – asks about hiring a supervisor-employee under the old/new business section of the agenda and asks for an explanation. Helt states that under the Second Class Township Code, when you are a supervisor-employee, you have to be hired on every year by the Board of Supervisors as an employee. Chris states that we never had this before, that's why she is asking. Helt agrees and states that there had to be a lot of investigating done; she has her books available in case anyone would like to look through them to see where the information was obtained.

Hearing nothing further, Helt closes the public discussion and moves onto the agenda items.

Election of Officers – 2020:

Chairperson – Brennan nominates Brenda. Califf agrees (Brenda).

Roll Call: Unanimous Favorable Vote.

Vice Chairperson – Helt nominates Brennan. Brennan seconds.

Roll Call: Unanimous Favorable Vote.

Treasurer – Brennan nominates Evelyn. Brenda asks Evelyn if she is interested in accepting the position. Evelyn accepts. Helt seconds. Roll Call: Unanimous Favorable Vote.

Assistant Treasurer – Brennan nominates Brenda. Califf agrees (Brenda).

Roll Call: Unanimous Favorable Vote.

Road Master – Califf nominates Elvin. Helt seconds.

Roll Call: Unanimous Favorable Vote.

Assistant Road Master – Brennan nominates Dave. Califf agrees (Dave).

Roll Call: Unanimous Favorable Vote.

Secretary - Brennan nominates Evelyn. Califf agrees (Evelyn).

Roll Call: Unanimous Favorable Vote.

Assistant Secretary – Helt nominates Dave. Califf agrees (Dave).

Roll Call: Unanimous Favorable Vote.

Appointments & Retentions:

Manager – Helt calls for a motion to retain Evelyn Bergan. Brennan seconds.

Roll Call: Unanimous Favorable Vote.

Appeals Board Member – Helt makes a motion to retain Charles Kostura for an additional (3) year term. Brennan seconds. Roll Call: Unanimous Favorable Vote.

Zoning Board Member – Helt makes a motion to retain Charles Roberts for an additional (3) year term. Brennan seconds. Roll Call: Unanimous Favorable Vote. Resolution # 2020-1.

Planning Commission Member – Helt calls for a motion to retain Bob Ryan for an additional (5) year term. Brennan makes the motion. Helt seconds. Roll Call: Unanimous Favorable Vote. Resolution # 2020-2.

Planning Commission Member Vacancy – (5) year term. Helt asks if any of the audience members are interested in filling the vacancy. Mike Sorokach agrees. Helt makes a motion to appoint Mike to the vacancy. Brennan seconds. Roll Call: Unanimous Favorable Vote. Resolution # 2020-3.

Conrad Seigel Actuarial Firm – Helt makes a motion to retain the firm to maintain the police pension plan (John and Gloria Harley). Brennan seconds. Roll Call: Unanimous Favorable Vote.

Northeast Financial Group – Helt makes a motion to retain the group as administrator of the police pension fund (John & Gloria Harley). Califf seconds. Roll Call: Unanimous Favorable Vote.

Chief Administrative Officer / Police Pension Plan (John & Gloria Harley) – Helt makes a motion to retain Evelyn Bergan. Brennan seconds. Roll Call: Unanimous Favorable Vote.

Chief Administrative Officer / Non-uniform employee pension plan (PMRS) – Helt makes a motion to retain Evelyn Bergan. Brennan seconds. Roll Call: Unanimous Favorable Vote.

Commercial & Residential UCC/Building Code Official/Inspector & Plan Review – Brennan states that he would like it to go back to ARRO. Helt states that she doesn't want ARRO; she suggests Benesch because they are a local company with local people. A lengthy discussion ensues among the Board and audience members; it was decided that this item would be tabled until the January BOS meeting.

Zoning Officer – also tabled.

Sewage Enforcement Officer – Helt makes a motion to retain David Popiak as SEO. Califf seconds. Roll Call: Unanimous Favorable Vote.

Alternate Sewage Enforcement Officer – vacant.

Main Depository of Township Funds – Helt makes a motion to retain Mid Penn Bank. Brennan seconds. Roll Call: Unanimous Favorable Vote.

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

Township Solicitor – Brennan nominates Karpowich. Califf seconds. Roll Call: Unanimous Favorable Vote.

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

Township Consulting Engineer – Brennan nominates ARRO. Califf seconds. Roll Call: Brennan – aye. Califf – aye. Helt – nay.

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

Alternate Open Records Officer – Helt appoints Dave Califf. Brennan seconds. Roll Call: Unanimous Favorable Vote.

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

Schuylkill County Tax Collection Committee Voting Delegate – Helt nominates Califf. Califf seconds. Roll Call: Unanimous Favorable Vote. Resolution # 2020-4.

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

Treasurer's Bond – Helt makes a motion to maintain the bond amount at \$300,000. Brennan seconds. Roll Call: Unanimous Favorable Vote.

*Vacancy Board Member – Helt makes a motion to appoint Antoinette Sep. Brennan seconds.
Roll Call: Unanimous Favorable Vote.*

*Deputy Tax Collector – Helt makes a motion to retain Ellen Franko. Brennan seconds.
Roll Call: Unanimous Favorable Vote.*

Employee Compensation:

*Helt makes a motion to approve a \$.25 raise for all employees across the board. Brennan seconds.
Roll Call: Unanimous Favorable Vote.*

Miscellaneous:

*Petty Cash Fund – Helt makes a motion to retain the petty cash fund at \$200.00. Califf seconds.
Roll Call: Unanimous Favorable Vote.*

*Sub Contractor Plowing – Elvin makes a motion to retain the hourly rate for subcontractor snow
plowing at \$75.00 per hour. Helt seconds. 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 in the Township. Brennan seconds. Roll Call: Unanimous Favorable Vote.*

*Authorize Signature Cards – Mid Penn Bank – Helt makes a motion to authorize Evelyn Bergan and
all (3) Supervisors. Califf seconds. Roll Call: Unanimous Favorable Vote. Resolution # 2020-5.*

*Authorize Signature Cards – Gratz Bank – Helt makes a motion to authorize Evelyn Bergan and all (3)
Supervisors. Califf seconds. Roll Call: Unanimous Favorable Vote. Resolution # 2020-6.*

Old/New Business:

Additional Seminars & 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, new, and
incoming Supervisor training; she recommends all new incoming Supervisors take the PSATS course
and the Township will pay for it. Califf seconds. Roll Call: Unanimous Favorable Vote.*

Quickbooks User Authorization: *Helt makes a motion to authorize Evelyn Bergan (Treasurer) and
Brenda Helt (Assistant Treasurer). Califf seconds. Roll Call: Unanimous Favorable Vote.*

IT Services: *Califf makes a motion to retain Jim Bova / NerdyIT. Helt seconds.
Roll Call: Unanimous Favorable Vote.*

Website Maintenance: *Helt makes a motion to retain Chris Michaels. Califf seconds.
Roll Call: Unanimous Favorable Vote.*



Cass Township Board of Supervisors

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Auditor Appointment(s): *Helt explains that we have (3) elected auditors – one of those auditors is holding (2) positions, but she has not attended anything previously so the Board is going to try to fill an auditor position or positions tonight if anyone in the audience would be interested. John Olenick and Antoinette Purcell both agree to serve in those positions. Auditors meeting will be here tomorrow night at 6:30pm.*

HIDA Board Member: *Helt explains that Mike Kulpcavage's term expired so there is an opening. Mike Sorokach raises his hand and states that he's interested. Califf makes a motion to appoint Jamie Wentz. Helt states that he didn't do anything for the Township; she doesn't want to put him over there. Brennan seconds. Roll Call: Brennan – aye. Califf – aye. Helt – nay.*

Hiring – Supervisor-Employee: *Helt states that she will not vote on this since she feels it's a conflict of interest. Califf states that he looked into it with PSATS – and if anybody has to get hired annually, it has to be everybody – not just one person/employee. Helt states yes, anybody that is a supervisor and is also working as an employee has to be hired on annually. Califf states and also all the employees of the Township. Helt states that she spoke to the Solicitor and PSATS and that's how she understands it. This discussion continues. Brennan makes a motion to hire Dave Califf – DPW employee. Califf seconds. Motion passed.*

Motion to Adjourn – *With no further business, Helt makes a motion to adjourn. Brennan seconds. Roll Call: Unanimous Favorable Vote.*

Meeting Adjourned.

ATTEST: Brenda M. Helt, Chairperson
TIME ADJOURNED: 7:10PM

SEAL:

ATTEST: Elvin E. Brennan, Jr., Vice Chairperson
TIME ADJOURNED: 7:10PM

The next monthly meeting of the Cass Township Board of Supervisors will be held on Wednesday, January 29th, 2020 at 6:30pm at the Cass Township Municipal Building, Duncott, PA.

Chairperson/Asst. Treasurer
BRENDA M. HELT

Vice-Chairperson/Road Foreman
ELVIN E. BRENNAN JR.

Asst. Road Foreman/Asst. Secretary
DAVID W. CALIFF

Secretary-Treasurer/Manager
EVELYN J. BERGAN