

Typed: January 26, 2021

The Re-Organization Meeting of the Board of Supervisors of Cass Township was held on Monday January 5th, 2021 at 6:30pm at the Township's Municipal Building, Duncott, PA.

Present at the meeting were: Mike Sorokach, Mike Kulpcavage, and Chris Ternowcheck.

Brenda Helt calls the meeting to order.

All recited the Pledge of Allegiance to the Flag.

Roll Call of Officers:

Elvin E. Brennan Jr. – present

Brenda M. Helt – present.

David W. Califf – absent.

Other attendance/absentees:

Evelyn J. Bergan, Secretary – present.

Chairperson Helt calls for a discussion from the audience:

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

Chris Ternowchek, Flag Lane – Makes comment about not having an agenda.

Helt replies that this is not a regular meeting, it is just to reorganize.

Hearing no further questions or comments, Helt moves on...

Election of Officers – 2021:

Chairperson – Brennan makes a motion to nominate Brenda Helt. Helt seconds. Motion passed. Roll Call: Unanimous Favorable Vote.

Vice Chairperson – Helt makes a motion to nominate Elvin Brennan. Brennan seconds. Motion passed. Roll Call: Unanimous Favorable Vote.

Treasurer – Brennan makes a motion to nominate Evelyn Bergan. Helt asks Evelyn if she is interested in retaining the Treasurer's position. Evelyn replies if no one else wants it. Helt seconds the motion. Motion passed. Roll Call: Unanimous Favorable Vote.

Assistant Treasurer – Brennan makes a motion to nominate Brenda Helt. Helt seconds. Motion passed. Roll Call: Unanimous Favorable Vote.

Road Master – Helt makes a motion to nominate Elvin Brennan. Brennan seconds. Motion passed. Roll Call: Unanimous Favorable Vote.

Assistant Road Master – After a lengthy discussion between the Board members and the audience, it was decided that this position is no longer necessary; and it is now eliminated. Helt makes the motion. Brennan seconds. Motion passed. Roll Call: Unanimous Favorable Vote.

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

Assistant Secretary – Helt makes a motion to nominate David Califf. 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.

Zoning Board Member – Helt makes a motion to re-appoint Shannon Dewald to a (5) year term. Brennan seconds. Motion passed. Roll Call: Unanimous Favorable Vote.

Planning Commission Member – Helt makes a motion to re-appoint Craig Schies to a (4) year term. Brennan seconds. Motion passed. Roll Call: Unanimous Favorable Vote.

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

Northeast Financial Group – Helt makes a motion to retain NEFG as administrator of the police pension fund (John and Gloria Harley). Brennan seconds. Motion passed. Roll Call: Unanimous Favorable Vote.

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

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

Commercial & Residential UCC/Building Code Official/Inspector & Plan Review – Helt makes a motion to retain ARRO Consulting, Inc. Brennan seconds. Motion passed. Roll Call: Unanimous Favorable Vote.

Zoning Officer – Helt makes a motion to retain ARRO Consulting, Inc. Brennan seconds. Motion passed. Roll Call: Unanimous Favorable Vote.

Sewage Enforcement Officer – Helt makes a motion to retain David Popiak. Brennan seconds. Motion passed. Roll Call: Unanimous Favorable Vote.

Alternate SEO – vacant.

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

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

Solicitor – Brennan 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. Brennan seconds. Motion passed. Roll Call: Unanimous Favorable Vote.

Township Consulting Engineer – Brennan makes a motion to retain ARRO Consulting, Inc. Helt seconds. Motion passed. Roll Call: Unanimous Favorable Vote.

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

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

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

Schuylkill County Tax Collection Committee Voting Delegate – Helt makes a motion to nominate David Califf. Brennan seconds. Motion passed. Roll Call: Unanimous Favorable Vote.

Alternate STCC Voting Delegate – Helt makes a motion to re-appoint Jennifer Laudeman (Manager – Minersville Area School District). Brennan seconds. Motion passed. Roll Call: Unanimous Favorable Vote.

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

~~Vacancy Board Member – Helt makes a motion to re-appoint Antoinette Sep Purcell. Brennan seconds. Motion passed. Roll Call: Unanimous Favorable Vote.~~

**Please see the discussion under Auditor Appointments where the BOS then appoints Michael Kulpcavage as Vacancy Board Member – and Antoinette Sep Purcell remains as Auditor.*

Deputy Tax Collector – Helt makes a motion to re-appoint Ellen Franko. Brennan seconds. Motion passed. Roll Call: Unanimous Favorable Vote.

Employee Compensation:

Helt explains that the Board has agreed to a 5% pay rate increase for full-time employees and a 3% pay rate increase for part-time employees. Also, Matt Harris does not need medical insurance coverage through the Township – so the BOS has agreed to pay him \$100 per paycheck as reimbursement. Helt makes a motion to approve these items as discussed. Brennan seconds. Motion passed. Roll Call: Unanimous Favorable Vote.

Miscellaneous:

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

Sub-Contractor Plowing – Helt makes a motion to increase the rate to \$85.00 per hour. Brennan seconds. Motion passed. Roll Call: Unanimous Favorable Vote.

Fire Company Grant Allocations – Helt made a motion to maintain the grant allocations at \$3,000 for each of the Township’s fire companies. Brennan seconds. Motion passed. Roll Call: Unanimous Favorable Vote.

Authorize Signature Cards – Mid Penn Bank – Helt makes a motion to authorize Evelyn Bergan and all (3) Supervisors. Brennan seconds. Motion passed. Roll Call: Unanimous Favorable Vote.

Authorize Signature Cards – Gratz Bank – Helt makes a motion to authorize Evelyn Bergan and all (3) Supervisors. Brennan seconds. Motion passed. Roll Call: Unanimous Favorable Vote.

Old/New Business:

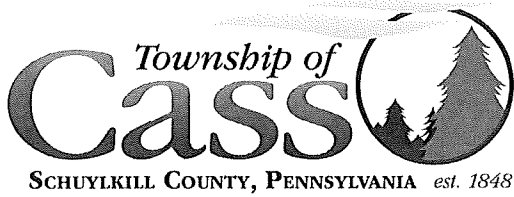
Additional Seminars & Meetings – Helt makes a motion to approve the attendance of the Board members for all meetings and seminars throughout the year – also to include current, new, and incoming Supervisor training (PSATS). Brennan seconds. Motion passed. Roll Call: Unanimous Favorable Vote.

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

IT Services – Helt makes a motion to retain Jim Bova / NerdyIT. Brennan seconds. Motion passed. Roll Call: Unanimous Favorable Vote.

Website Maintenance – Helt makes a motion to retain Chris Michaels. Brennan seconds. Motion passed. Roll Call: Unanimous Favorable Vote.

Auditor Appointment(s) – Helt explains that we have (1) elected auditor who is Lori McCarthy; and we need (2) additional auditors. Brenda asked Antoinette Purcell – and she has accepted again this year. Helt makes a motion to appoint Antoinette Purcell as auditor. Brennan seconds. Motion passed. Roll Call: Unanimous Favorable Vote. Chris Ternowchek asks if Antoinette was appointed to another position. Helt states yes, she is also the vacancy board member. She asks Chris if she would like to serve as auditor. She replies no, but when she was an auditor, she was told she could not serve in (2) positions. Brenda explains that she has asked around and no one wants it - and the Auditor’s meeting is tomorrow night. Mike Sorokach cannot take it because he is a Planning Commission Member. Evelyn asks Mike Kulpcavage if he would like to serve as the Vacancy Board Member so Antoinette could serve as Auditor. Mike replies that he would be interested in that appointment. Brenda makes a



Cass Township Board of Supervisors

1209 Valley Road, Pottsville, PA 17901

Telephone: 570.544.5370

Fax: 570.544.3158

www.casstownship.org

E-mail: supervisors@casstownship.org

motion to appoint Mike Kulpcavage as the Vacancy Board Member. Brennan seconds. Motion passed. Roll Call: Unanimous Favorable Vote.

Helt explains that the BOS did not have a meeting in December so she would like to make a motion tonight to pay Stork's Plows in amount of \$8,755. Brennan seconds. Motion passed. Roll Call: Unanimous Favorable Vote.

Helt also makes a motion to pay H&K for paving work - \$49, 288.41 for Schaeffer's Hill Road - and the paving here at the building - \$25,547.37. Brennan seconds. Motion passed. Roll Call: Unanimous Favorable Vote.

Helt makes a motion to advertise the meeting dates for the year 2021. Brennan seconds. Motion passed. Roll Call: Unanimous Favorable Vote.

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

Meeting Adjourned.

ATTEST: Brenda M. Helt, Chairperson
TIME ADJOURNED: 7:11PM

SEAL:

ATTEST: Elvin E. Brennan, Jr.
TIME ADJOURNED: 7:11PM

The next monthly meeting of the Board of Supervisors of Cass Township will be held on Wednesday, January 27th, 2021 at 6:30pm at the Township's Municipal Building, Duncott, PA.

Chairperson/Asst. Treasurer
BRENDA M. HELT

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

Assistant Secretary
DAVID W. CALIFF

Secretary-Treasurer/Manager
EVELYN J. BERGAN