

Typed: January 14th, 2022

The Re-Organization Meeting of the Board of Supervisors of Cass Township was held on Monday, January 3rd, 2022 at 6:30pm at the Township's Municipal Building, Duncott, PA.

Present at the meeting were: Joyce Cutler, Mike Sorokach, Mary Lou Bergan, Ann Marie Studlack, Antoinette Purcell, Frank Angelo, and Chris Ternowchek.

The meeting started late (6:54pm) due to both Supervisor Brennan and Supervisor Califf not being present. Chief Daley contacted Supervisor Brennan and all in attendance waited until he arrived.

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.*

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

Election of Officers – 2022:

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 – It was decided that this position would be left vacant. 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 appoint Brenda Helt. 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 Joseph Bickleman. Brennan seconds. Motion passed. Roll Call: Unanimous Favorable Vote.

Planning Commission Member – None expiring.

Appeals Board Member – Helt makes a motion to re-appoint John Kellman. Brennan seconds. Motion passed. Roll Call: Unanimous Favorable Vote.

Appeals Board Member – (2) Vacancies. Helt makes a motion to appoint Chris Ternowchek and Michael Sorokach. Brennan seconds. 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 – Helt makes a motion to appoint ARRO Consulting, Inc. Brennan seconds. Motion passed. Roll Call: Unanimous Favorable Vote.

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.

Zoning Hearing Board – Helt explains that Attorney Christopher Hobbs was elected to the Court of Common Pleas and will no longer be able to serve as the ZHB Solicitor; however, he has recommended Attorney Shane Hobbs to fill this vacancy. Helt makes a motion to appoint Attorney Shane Hobbs as ZHB Solicitor. 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 appoint Brenda Helt. 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 Brenda Helt. 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 – After a very lengthy discussion between both Supervisors, Helt makes a motion to table this appointment. There was no second from Supervisor Brennan. Helt states that this item shall remain open.

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 3% pay rate increase for full-time employees. Brennan makes a motion to approve. Helt 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 maintain the rate of \$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 – as long as they remain within the Township. 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 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 Supervisors. Brennan seconds. Motion passed. Roll Call: Unanimous Favorable Vote.

Old/New Business:

Additional Seminars & Meetings – Helt makes a motion to advertise the 2022 meeting dates. Brennan seconds. Roll Call: Unanimous Favorable Vote.

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 are in need of an Auditor for tomorrow evening’s meeting. After a brief discussion, Frank Angelo agrees to this appointment. Helt makes the motion to appoint Frank Angelo as Auditor. 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.



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

Meeting Adjourned.

ATTEST: Brenda M. Helt, Chairperson

TIME ADJOURNED: 7:25PM

SEAL:

ATTEST: Elvin E. Brennan, Jr.

TIME ADJOURNED: 7:25PM

The next monthly meeting of the Board of Supervisors of Cass Township will be held on Wednesday, January 26th, 2022 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