
PINE GROVE TOWNSHIP SUPERVISORS
175 OAK GROVE ROAD, PINE GROVE, PA 17963
JANUARY 5, 2015 ORGANIZATION MEETING MINUTES

Appoint Temporary Chairperson – Supervisor Bruce Kosack was appointed temporary chairman.

Call to Order / Pledge of Allegiance – Temporary Chairman Kosack called the meeting to order at 6:30 PM with the Pledge of Allegiance. Attending were Supervisors Bruce Kosack, Diane Tobin, Jeffery Zimmerman. Also attending was Secretary / Treasurer Kathy Ferguson, Jim Lewis.

Public Comment on Agenda Items – No comments were received.

Agenda Items

Appoint Chairperson – Zimmerman nominated Tobin for Chairwoman and Kosack seconded the motion; all were in favor and motion carried 3 to 0.

Appoint Vice-Chairperson – Zimmerman nominated Kosack as Vice-Chairman and Tobin seconded the motion, all were in favor and motion carried 3 to 0.

Appoint Secretary/Treasurer – Zimmerman moved to appoint Kathy Ferguson, Tobin seconded the motion; all were in favor and motion carried 3 to 0.

Amount of Treasurers Bond – The Board of Supervisors agreed to stay with the \$1,000,000 bond renewed in November 2014.

Meeting Compensation – Kosack moved to keep meeting compensation at last year's rates. Tobin recommended the Planning Commission/Zoning Hearing Board Secretary's meeting compensation be increased to \$50. Kosack amended his motion to approve the following meeting compensation, Zimmerman seconded the motion, all were in favor and motion carried 3 to 0.

- Planning Commission Board - \$30
- Zoning Hearing Board - \$30
- PLC/ZHB Secretary - \$50
- Zoning Officer - \$30
- Roadmaster - \$30
- Twp Secretary / Treasurer - \$75

Compensation for mileage reimbursement – Tobin moved to use IRS mileage rates (currently 57.5¢ per mile). Kosack seconded the motion, all were in favor; motion carried 3 to 0.

Wages of Employees – Zimmerman moved to keep all employee wages at the December 2014 rates as follows. Kosack seconded the motion, all were in favor and motion carried 3 to 0.

- Administrative Assistant - \$15.00
- Road Crew with CDL - \$16.05
- Secretary / Treasurer - \$19.00
- Roadmaster - \$18.25
- Zoning Officer - \$25.00

Holidays for Township Employees - The Board of Supervisors discussed that the holidays are listed in the Personnel Handbook and there is no need to approve them every year at the organization meeting.

Appoint Independent Auditors – The Board of Supervisors reviewed audit proposals from Foster & Associates of Philipsburg, PA and from Garcia Garman & Shea of Lebanon, PA. Tobin moved to accept the proposal from Garcia Garman & Shea as auditors for fiscal years 2014 through 2018. Zimmerman seconded the motion, all were in favor and motion carried 3 to 0.

Appoint Chairperson of Vacancy Board – Tobin moved to reappoint Larry Barr Sr., Kosack seconded the motion, all were in favor and motion carried 3 to 0.

Appoint Emergency Management Coordinator / Deputy – Zimmerman moved to reappoint Bobby Milligan (\$250 per incident plus mileage) as Emergency Management Coordinator and reappoint Jim Lewis as Emergency Management Deputy. Tobin seconded the motion, all were in favor and motion carried 3 to 0.

Appoint Engineer / Adopt Fee Schedule – Zimmerman moved to appoint Alfred Benesch & Company and adopt their fee schedule. Tobin seconded the motion, all were in favor; motion carried 3 to 0.

Recognize Township Fire Companies – Zimmerman moved to recognize Ravine and Suedburg as Township Fire Companies. Kosack said he is concerned with Suedburg and asked if it is legally recognized as a fire company. Zimmerman said yes. Kosack seconded the motion; all were in favor and motion carried 3 to 0.

Appoint Fire Marshal / Deputy Fire Marshal - Zimmerman moved to reappoint Greg Pijar as Fire Marshal and Bert Witmer as Deputy Fire Marshal, Kosack seconded the motion, all were in favor and motion carried 3 to 0.

Health Officer – Tobin moved to reappoint Lewis Moyer as Health Officer at \$35 per incident with report. Zimmerman seconded the motion, all were in favor and motion carried 3 to 0.

Appoint Legal Counsel – Tobin moved to retain the firm of Pfeiffer, Brown, DiNicola & Frantz as Township legal counsel. Kosack seconded the motion, all were in favor; motion carried 3 to 0.

Appoint Sewage Enforcement Officer / Adopt Fee Schedule – Tobin moved to reappoint Larson Design and Light-Heigel as Sewage Enforcement Officers and adopt Light-Heigel's fee schedule. Zimmerman seconded the motion; all were in favor and motion carried 3 to 0.

Appoint Tax Hearing Officer – Zimmerman moved to appoint Berkheimer Assoc. as Tax Hearing Officer, Tobin seconded the motion, all were in favor and motion carried 3 to 0.

Appoint Tax Collection Committee Representatives – Zimmerman moved to appoint Kosack as the Township representative, himself as the first alternate and Tobin as the second alternate. Tobin seconded the motion, all were in favor and motion carried 3 to 0.

Reappoint / Appoint members for:

- ♦ **Elected Auditor Vacancies** – No applications were received for the vacancy.
- ♦ **Planning Commission** – Zimmerman moved to reappoint John T. Stahl for a four year term ending January 2019 and appoint Craig Kramer to a four year term ending 2019. Kosack seconded the motion, all were in favor and motion carried 3 to 0.
- ♦ **Pine Grove Joint Treatment Authority** – Zimmerman moved to reappoint Kevin Rittenbaugh for a 5 year term ending January 2020, Kosack seconded the motion. Zimmerman and Kosack voted in favor of the motion, Tobin abstained because she is an employee of the Pine Grove Joint Treatment Authority; motion carried 2 to 0 with 1 abstention.
- ♦ **Recreation Board** – Zimmerman moved to reappoint Allen Aungst and Joseph Fegley to five year terms ending January 2020. Kosack seconded the motion, all were in favor; motion carried 3 to 0.
- ♦ **Township Water Authority** – Zimmerman moved to reappoint John H. Stahl to a five year term ending January 2020. Kosack seconded the motion, all were in favor and motion carried 3 to 0. No applications were received for the vacancy ending January 2018.
- ♦ **UCC Appeals Board** – Discussion was held on the Inter-Municipal Agreement with Tremont Township and Washington Township. Ferguson said the agreement calls for representatives from the municipalities to nominate members for the Appeals Board which is then to be acted upon the Board of Supervisors of each municipality. Zimmerman said Pine Grove Township sent letters to the other townships last year about the agreement and they did not respond. Zimmerman moved to reappoint Member Robert Pankake for a three year term ending January 2018. Tobin seconded the motion, all were in favor; motion carried 3 to 0.
- ♦ **Zoning Hearing Board** – Kosack moved to reappoint Member Donna Reilly for a three year term ending January 2018 and appoint applicant Michael Guigley as 1st Alternate for a two year term ending January 2017. Tobin seconded the motion, all were in favor and motion carried 3 to 0.

Depositories of Township Funds – Tobin moved to recognize the following as depositories of Township funds: Fulton Bank, Jonestown Bank, PLGIT and Invest. Zimmerman seconded the motion; all were in favor and motion carried 3 to 0.

Establish Time, Dates, and Location of Township Meetings – After discussion, Zimmerman moved to hold Township meetings at 6:30 PM on the second Wednesday of each month and 2016 Budget meetings at 6 PM on September 30, October 19 and October 28, 2015; all meetings will be held in the Township building, 175 Oak Grove Road, Pine Grove.

Select Preferred Advertisement location – Tobin moved to use the South Schuylkill News as the primary newspaper for advertising. Kosack seconded the motion, all were in favor and motion carried 3 to 0.

Certify Delegates to State Association Annual Convention in Hershey/ Choose voting delegate – Tobin moved to certify Kosack as voting delegate for the PSATS Convention, Zimmerman seconded the motion, all were in favor and motion carried 3 to 0. The Board agreed any employee may attend the Convention if they wish.

Committee Representatives – The Board agreed the committees and representatives would remain as listed below.

- ♦ Fire Company – Jeffery Zimmerman
- ♦ Labor Relations – Bruce Kosack
- ♦ Property and Roads - Diane Tobin
- ♦ Tax Collection Committee – Bruce Kosack
- ♦ UCC Inter-Municipal Committee – Jeffery Zimmerman

Other Discussion

- ♦ **Comp Time** – Tobin said she would like to see the amount of comp time that may be accumulated increased from 80 hours to 160 hours. Kosack said comp time is being used as vacation time when it should be used in the next pay period or if there is no work someone should use comp time and go home. Kosack said the Township loses on every hour of comp time. Tobin said it is not a loss; all of our employees are dedicated employees. Zimmerman said if the three road crew accumulated 160 hours comp each we would almost need another person because of lost man hours. After further discussion, Tobin asked the Board if they will consider an increase of the accumulated comp time. Kosack said no and Zimmerman said he would prefer not to change it.
- ♦ **Floodplain Administrator** – Kosack asked Ferguson if the Board needs to appoint the Floodplain Administrator. Ferguson said the ordinance sets the Floodplain Administrator as the Township Zoning Officer, however if the Board wanted to appoint an outside source they could do it at this meeting. Discussion followed regarding if Light-Heigel has already been designated as the outside source for floodplain administration and it will be further discussed at the January 14, 2015 Township meeting.

Public Comment - No public comment was received.

Adjournment – Zimmerman moved to adjourn the Organization Meeting at 7:12 PM. Kosack seconded the motion; all were in favor and motion carried 3 to 0.

Respectfully Submitted,

Kathy Ferguson, Secretary / Treasurer

Approved by the Board of Supervisors on January 14, 2015.